

## **Audits**

### **EXTERNAL FINANCIAL AUDITS**

By November 1, the Board shall oversee an annual audit of the financial dealings of the District and the reporting of key financial performance data in order to ensure fair and accurate reporting to the Board.<sup>1</sup>

The Board's financial statements shall be audited by a firm of independent certified public accountants annually. The Superintendent shall recommend for Board approval a CPA firm to conduct annual audits of all accounts under the jurisdiction of the Board. Before any audit is initiated, the Superintendent shall secure the necessary approval from the appropriate state agencies.

The audit report, along with the audited financial statements, shall be presented to the Board. The Superintendent shall be responsible for the distribution of copies of each audit report and financial statements to members of the Board and, appropriate state agencies by the statutory deadline. The Board shall see that actions are taken to respond to significant deficiencies and material weaknesses identified in the audit report.

All audits shall be conducted in compliance with requirements for local school districts established by the State Committee for School District Audits.

### **EXTERNAL AUDITS OF INVESTMENTS**

In connection with the audit of Board funds conducted by an independent certified public accountant, the auditor shall incorporate, as part of his audit procedures, a review of the Board's investment program, including internal controls and procedures, and, to the extent that any material weaknesses are noted, these weaknesses and any recommended changes shall be reported to the Board in accordance with standard auditing procedures.

### **ADVICE OF THE AUDIT COMMITTEE REGARDING EXTERNAL AUDITS**

In accordance with its Board-approved charter, the Audit Committee's primary areas of responsibility include advising the Board on the qualifications, independence, and performance of the independent external auditors.

1. Advise on the reports of the independent external auditors.
2. Advise on the procurement process and selection of the independent external
3. auditors.
4. Evaluate the efforts of the independent external auditor, including the auditor's actual independence and professional qualifications.
5. Advise on the appropriateness of the independent external auditor's engagement plan.

## **Audits**

### **ADVICE OF THE AUDIT COMMITTEE REGARDING EXTERNAL AUDITS (CONTINUED)**

6. Meet privately with the independent external auditor to discuss any matters that –when permitted by the Kentucky Open Meetings Law – may be afforded private consultation.

### **INTERNAL AUDIT**

The mission of Internal Audit is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight. The internal audit department assists the District in accomplishing its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and internal control.

The Board and Superintendent shall ensure that the internal audit function is executed by qualified individuals led by an Internal Audit Division Leader, in accordance with the mandatory elements of The Institute of Internal Auditors' International Professional Practices Framework. Internal audit is an independent, objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of the District.

The activities of Internal Audit shall be governed by Board policy and an Internal Audit Charter approved by the Board.

Internal audits of school system accounts and business procedures, both centralized and decentralized, shall be conducted as required by the state and as needed to provide an accurate assessment of the status of all funds, records, and reports controlled by employees of the District.

### **INTERNAL AUDIT PLAN**

At least annually, the Internal Audit Division Leader shall submit to senior management and the Board the internal audit plan for review and approval. The internal audit plan shall consist of a work schedule as well as budget and resource requirements for the next fiscal year. The Internal Audit Division Leader shall communicate the impact of resource limitations and significant interim changes to senior management and the Board.

The internal audit plan shall be developed based on prioritization of the audit universe using a risk-based methodology, including input of senior management and the Board, and shall take into consideration advice provided to the Internal Audit Division Leader by the Audit Committee. The Internal Audit Division Leader shall review and adjust the plan, as necessary, in response to changes in the organization's business, risks, operations, programs, systems, and controls. Any significant deviation from the approved internal audit plan shall be communicated to the Superintendent, senior management, and the Board through periodic activity reports.

### **INTERNAL AUDIT REQUESTS**

The Internal Audit Division Leader may conduct any audit he/she deems necessary and shall conduct any audit as directed by the Superintendent or the Board.

## **Audits**

### **INTERNAL AUDIT REQUESTS (CONTINUED)**

1. An audit sought by a member of the Superintendent's Cabinet shall be approved and officially requested by the Superintendent.
2. An audit sought by a Board member shall be approved upon an affirmative vote of at least four (4) Board members in an open meeting.

Prior to submission of a formal audit request by the Superintendent or by the Board by affirmative vote, the Cabinet member or a Board member seeking the audit shall initiate the audit request directly with the Internal Audit Division Leader. The requestor shall communicate relevant concerns, objectives, and intended outcomes. In accordance with the Board-approved Audit Committee Charter, the Internal Audit Division Leader, a requesting Board member, or Superintendent may confer with the Audit Committee regarding an audit request.

The Internal Audit Division Leader shall assess the information provided to ensure the Internal Audit Department can complete the audit in a reasonable timeframe based on consideration of:

1. Appropriate independence;
2. Knowledge, skill, and ability; and
3. Available resources and capacity.

If the Internal Audit Division Leader determines that the Internal Audit Department does not have the aforementioned necessary components, the Internal Audit Division Leader shall communicate to the requestor:

1. The additional resources that would be necessary to complete the project;
2. The impact to planned audits or other projects; and
3. If warranted, a description of an alternative to a formal audit in the form of information collection and analysis that could be conducted that is responsive to the Board's interest or concern. Such information collection and analysis shall not be the responsibility of the Internal Audit Department, but shall be conducted by the appropriate division in the District, as with any other information request.

If the Internal Audit Division Leader determines the audit can be completed based on his/her assessment, the Internal Audit Division Leader shall provide a preliminary scope and objective for the audit to serve as the basis for the Board vote or the Superintendent's approval;

### **MANAGEMENT RESPONSES TO INTERNAL AUDITS**

The Director of Internal Audit shall provide a draft of an internal audit report and conduct an exit conference with Division Chief(s) responsible for the audited process and the persons responsible for the audited process to discuss the findings and recommendations.

The Division Chief(s) responsible for the audited process shall prepare a formal, written management response to the audit. A management response shall:

## **Audits**

### **MANAGEMENT RESPONSE TO INTERNAL AUDITS (CONTINUED)**

1. Respond to all audit recommendations;
2. Indicate whether management agrees or disagrees with each recommendation and provide information to support their position in the event that management disagrees;
3. Outline the specific corrective actions to be taken to address the findings;
4. Provide expected dates for the completion of each corrective action; and
5. Identify the individual or department responsible for implementing each action.

The Division Chief(s) responsible for the audited process shall submit the written management response to a draft internal audit report within fifteen (15) days of the exit conference and no later than thirty (30) days of receipt of the draft report. A management response to an investigation conducted by the Internal Audit Department shall be submitted within fifteen (15) days of the investigative deliverable.

If circumstances preclude adherence to the timeline for a management response, the Division Chief(s) responsible for the audited process shall confer with the Director of Internal Audit to determine a mutually agreed-upon extension.

### **INTERNAL AUDIT REPORT DISTRIBUTION**

As soon as they are both final, an internal audit report and attendant management response shall be distributed to:

1. The Superintendent;
2. Chief of Staff;
3. General Counsel;
4. Chief Financial Officer;
5. Division Chief(s) responsible for the audited process;
6. Person(s) responsible for the audited process;
7. Board members; and
8. Audit Committee members.

Audit reports including proprietary, confidential, or sensitive information will be issued in summary and /or redacted. The audit report including the management response shall be placed on the agenda of an open Board meeting, and the Board shall vote to receive the report and response within ninety (90) days of issuance.

### **ROLES AND RESPONSIBILITIES**

After the final audit report is issued, the recommended roles and responsibilities of the Superintendent, the Board, and the Internal Audit Division Leader are as follows:

## **Audits**

### **SUPERINTENDENT'S ROLE**

The Superintendent acts as the primary executive responsible for responding to and addressing audit findings. Specific responsibilities include:

#### **1.** Oversight and Leadership:

- i) Ensures that the audit report and management responses are reviewed and addressed by relevant departments.
- ii) Provides direction to division chiefs and department heads to implement corrective actions.

#### **2.** Resource Allocation:

- iii) Ensures adequate resources are allocated to resolve audit findings and implement recommendations.

#### **3.** Coordination and Communication:

- iv) Serves as the key liaison between the Internal Audit Department and the Board regarding audit progress and resolution.

#### **4.** Accountability:

- v) Holds division chiefs and department heads accountable for the timely implementation of corrective actions and any ongoing monitoring requirements.
- vi) Reports back to the Board, as needed, on the status of corrective actions, ensuring transparency and progress tracking.

### **BOARD'S ROLE**

The Board serves as the governance body responsible for ensuring the audit process leads to meaningful improvements in the District's operations. Specific responsibilities include:

#### **1. Review and Formal Receipt:**

- Receives and reviews the final audit report and associated management responses.
- Votes to formally acknowledge receipt of the audit report and management responses during an open meeting. The Board does not “approve” the audit report or management responses.

#### **2. Oversight and Monitoring:**

- Monitors the implementation of audit recommendations through periodic updates from the Superintendent and Internal Audit Division Leader.
- Ensures corrective actions align with the district's strategic goals.

#### **3. Policy Direction:**

- Uses audit findings to inform policy decisions and address systemic issues highlighted in the report.

## **Audits**

### **BOARD'S ROLE(CONTINUED)**

- Engages with the Audit Committee to evaluate the adequacy of responses and ongoing risk management.
4. Accountability:
- Holds the Superintendent accountable for the resolution of audit findings and compliance with deadlines.
  - Ensures that the audit function remains independent and effective, supporting it through policy or resource adjustments as needed.

### **INTERNAL AUDIT DIVISION LEADER'S ROLE**

While not the final report recipient in the same way, the Internal Audit Division Leader has post-report responsibilities, including:

- Providing clarification or additional details regarding findings or recommendations as requested by the Board or Superintendent.
- Monitoring the progress of corrective actions and reporting updates to the Superintendent and the Board.
- Conducting follow-up audits to verify the implementation of corrective actions.

### **ORGANIZATIONAL AND PROGRAM REVIEWS AND AUDITS BY EXTERNAL ENTITIES**

In order to improve the efficiency and effectiveness of the District, the District may contract with a qualified external entity to conduct an organizational review, program review, or audit of any or all aspects of the District's operations. Such a review or audit may be initiated by:

1. The Superintendent; or
2. A Board member through a Board motion and an affirmative vote of four (4) or more Board members in an open meeting.

The initiator shall provide to the Board a rationale for the review, communicating relevant concerns, objectives, and intended outcomes for the review or audit.

### **CONTRACT AWARD AND APPROVAL**

The contract for the review of audit shall be:

1. Awarded through a competitive sealed bidding process in accordance with the Kentucky Model Procurement Code (KRS 45A.345 to 45A.460), Board Policy 04.32, and the Board-approved District Procurement Regulations and Procedures; and
2. Approved by the Board.

Nothing in this policy prohibits the Superintendent or Board from seeking an investigation or review of a District program or activity by outside legal counsel.

## **Audits**

### **MANAGEMENT RESPONSES TO EXTERNAL REVIEWS AND AUDITS**

The external entity conducting an organizational review, program review, or audit shall conduct an exit conference with the appropriate Division Chief(s) responsible for the area of focus of the review or audit to discuss the findings and recommendations.

The Division Chief(s) shall prepare a formal, written management response to the review or audit. A management response shall:

1. Respond to all review or audit recommendations;
2. Indicate whether management agrees or disagrees with each recommendation and provide information to support their position in the event that management disagrees;
3. Outline the specific corrective actions to be taken to address the findings;
4. Provide expected dates for the completion of each corrective action; and
5. Identify the individual or department responsible for implementing each action.

The Division Chief(s) responsible for the area of focus of the review or audit shall submit the written management response to a draft report within **thirty (30) business** days of the exit conference and no later than **forty-five (45) business** days of receipt of the draft report.

### **EXTERNAL REVIEW OR AUDIT REPORT DISTRIBUTION**

As soon as they are both final, the report of an organizational review, program review, or audit, and attendant management response, shall be distributed to:

1. The Superintendent;
2. Chief of Staff;
3. General Counsel;
4. Chief Financial Officer;
5. Division Chief(s) responsible for the reviewed or audited process(es);
6. Person(s) responsible for the reviewed or audited area of focus; and
7. **All Board** members.

Reports including proprietary, confidential, or sensitive information shall be issued in summary or redacted. The report, including the management response, shall be placed on the agenda of an open Board meeting, and the Board shall vote to receive the report and response within ninety (90) days of issuance.

### **ROLES AND RESPONSIBILITIES**

After the final report of an organizational review, program review, or audit is issued, the recommended roles and responsibilities of the Superintendent and the Board are as follows:

#### **Superintendent's Role**

The Superintendent acts as the primary executive responsible for responding to and addressing review or audit findings. Specific responsibilities include:

## **Audits**

### **ROLES AND RESPONSIBILITIES (CONTINUED)**

#### **1) Oversight and Leadership:**

- Ensures that the review or audit report and management responses are reviewed and addressed by relevant departments.
- Provides direction to division chiefs and department heads to implement corrective actions.

#### **2) Resource Allocation:**

- Ensures adequate resources are allocated to resolve review or audit findings and implement recommendations.

#### **3) Coordination and Communication:**

- Serves as the key liaison between the external entity conducting the review or audit and the Board regarding progress and resolution.

#### **4) Accountability:**

- Holds division chiefs and department heads accountable for the timely implementation of corrective actions and any ongoing monitoring requirements.
- Reports back to the Board, as needed, on the status of corrective actions, ensuring transparency and progress tracking.

### **Board's Role**

The Board serves as the governance body responsible for ensuring the review or audit process leads to meaningful improvements in the District's operations. Specific responsibilities include:

#### **1. Review and Formal Receipt:**

- Receives and reviews the final review or audit report and associated management responses.
- Votes to formally acknowledge receipt of the review or audit report and management responses during an open meeting within sixty (60 days) of receipt. The Board does not "approve" the review or audit report or management response.

#### **2. Oversight and Monitoring:**

- Monitors the implementation of review or audit recommendations through periodic updates from the Superintendent.
- Ensures corrective actions align with the District's strategic goals.

#### **3. Policy Direction:**

- Uses review or audit findings to inform policy decisions and address systemic issues highlighted in the report.



**Audits**

**REFERENCES:**

<sup>1</sup>KRS 160.370  
702 KAR 3:130; 702 KAR 3:150  
KRS 156.255; KRS 156.265  
KRS 156.275; KRS 156.285  
KRS 160.290  
OAG 61-407

Governmental Accounting Standards Board, Statement on Auditing Standards (SAS) No. 112

**RELATED POLICIES:**

04.32; District Procurement Regulations and Procedures

**Proposed changes are being recommended by Human Resources Division.**

03.121	Salaries (Certified)
03.1234	Medical Leave (Certified)
03.2234	Medical Leave (Classified)
03.1233	Unpaid Child Rearing Leave (Certified)
03.2233	Unpaid Child Rearing Leave (Classified)
03.1233 AP.2	Parental Leave (Certified)
03.2233 AP.2	Parental Leave (Classified)
03.1XXX	Unpaid Adoption Leave (Certified)
03.2XXX	Unpaid Adoption Leave Classified

**- CERTIFIED PERSONNEL -****Salaries****SINGLE-SALARY BASIS**

The Board shall approve salary schedules for all employees based on job qualifications, duties, and responsibilities for each position.

All salaries for certified personnel shall be based on a single-salary schedule providing, at minimum, for the number of working days required by law and/or any relevant addendums as adopted by the Board.

A District may provide monetary compensation, in addition to that provided through the single salary schedule, to all classroom teachers employed in a school that is identified by the Kentucky Department of Education as being in targeted or comprehensive support and improvement status as described in [KRS 160.346](#).

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

Teachers newly employed by the District shall be placed on the salary schedule in accordance with applicable state statutes, regulations of the Kentucky Board of Education, other applicable state and federal regulations and procedures established by the Superintendent.

**QUALIFICATIONS**

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

**DETERMINATION OF EXPERIENCE**

Newly employed teachers may receive credit for a maximum of ~~fifteen (15)~~ twenty (20) years teaching experience recognized by the Kentucky Board of Education, including up to two (2) years for active pre-employment military experience. Additional years of experience up to twenty ~~five~~ (205) years may be awarded for critical need shortage areas, including instructional coaches or resource teachers, and military years for ROTC teachers, as approved by the Board via the Salary Placement Rules and Procedures.

The District shall recognize Rank III + 15 hours and Rank II + 15 hours for advancement on the salary schedule, upon successful completion of appropriate coursework.

Only bona fide college credit as determined by the Education Professional Standards Board shall be recognized in advancing from one salary rank to another. Non-college credit shall not apply to salary rank advancement.

A teacher will be credited for one (1) year of experience when the teacher is employed for at least one hundred forty (140) days of a school year and performs teaching duties for the equivalent of at least seventy (70) full school days during that school year.

**Salaries****DETERMINATION OF EXPERIENCE (CONTINUED)**

Experience credit shall not be given for the following:

- Substitute teaching
- Summer school teaching
- Nursery/Pre-school teaching (unless teaching certification was required)
- Student teaching

In no event shall more than one (1) year of experience be credited for professional experience during a given school year.

**EXTENDED EMPLOYMENT**

Compensation for employment contracted beyond the minimum number of working days required by law shall be prorated.

Extended employment positions shall be established in a position job description, funded in the District budget, and specified in an addendum to the employee's contract.

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

**EXTRA SERVICES, AND SUPPLEMENTARY PAY**

The Board shall approve a schedule of compensation for extra services.

**NATIONAL BOARD CERTIFIED TEACHER (NBCT) SUPPLEMENT**

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

**RANK AND EXPERIENCE**

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

Changes in rank and experience shall be determined on September 15 of each year.

To assist with the budgeting process, candidates for NBCT certification shall notify the Superintendent/designee in writing prior to September 15 that certification is pending in order for the employee to receive any rank-related increase retroactive to the beginning of the school year.

**Salaries****SENIORITY**

Seniority shall be computed from the first compensable day of employment as a permanent employee in the District following last break in service, if any.

**EXCEPTION**

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

**PAYROLL DISTRIBUTION**

Employees shall be paid according to a schedule approved annually by the Board. The District shall furnish the employee with an electronic statement. Employees shall be provided access to a computer and printer for review and printing of their statement.

At the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary prior to the end of the fiscal year. Employees are expected to meet the deadlines designated by the payroll department.

**NOTICE OF SALARY**

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

**PAYROLL DEDUCTIONS**

The Board shall approve all payroll deductions as specified by [KRS 161.158](#) and Board Policy 03.1211.

**REFERENCES:**

[KRS 157.075](#); [KRS 157.320](#); [KRS 157.350](#); [KRS 157.360](#)  
[KRS 157.390](#); [KRS 157.395](#); [KRS 157.397](#); [KRS 157.420](#)  
[KRS 160.290](#); [KRS 160.291](#); [KRS 160.346](#)  
[KRS 161.1211](#); [KRS 161.134](#); [KRS 161.168](#); [KRS 161.760](#)  
[KRS 337.070](#); [KRS 424.120](#); [016 KAR 001:040](#); [OAG 97-25](#)  
[702 KAR 003:060](#); [702 KAR 003:070](#); [702 KAR 003:100](#); [702 KAR 003:310](#)  
29 C.F.R. Section 541.303; 29 C.F.R. Section 541.602; 29 C.F.R. Section 541.710

**RELATED POLICIES:**

03.114; 03.1211; 03.4

Adopted/Amended: 12/13/2022  
Order #: 2022-211

**- CERTIFIED PERSONNEL -****Medical Leave**

This policy shall be applied in a manner consistent with policy 03.113 and the Americans with Disabilities Act (ADA), when those provisions are applicable. ~~An employee working a full-time schedule may request medical leave (where the leave does not qualify for protection under the Family Medical Leave Act (FMLA). Up to twelve (12) workweeks of unpaid leave in any "rolling" 12-month period may be provided unless otherwise required by law, including the ADA.~~

**UNPAID LEAVE**

~~An employee with a serious medical condition as defined under the FMLA who does not meet the 1,250/1,215-hour requirement, is covered under the Kentucky Pregnant Workers Act or Pregnant Workers Fairness Act, or has exhausted leave available under the FMLA, may request a leave of absence for a self-qualifying health event. Intermittent leave under non-FMLA medical leave is not permitted unless such leave has been approved as a reasonable disability-related accommodation pursuant to the ADA. Requests for disability-related accommodations should be made to the Leave Center.~~

Unpaid medical leave **shall may** be granted by the Board, upon written request **and Board approval**, when an employee has been advised by a physician that, for medical reasons, the employee will not be able to work. The written request shall include the "Certification of Health Care Provider" form completed by the attending physician.

A medical leave of absence may be granted for a period of not more than two (2) consecutive years. At the end of the second year, if the employee is unable to return to work, he/she may request renewal. Such renewal is subject to approval by the Board upon recommendation of the Superintendent.

An employee who qualifies for workers compensation lost time payments and is unable to return to work will be placed on a medical leave until the employee reaches maximum medical improvement, as defined by Kentucky law. The employee may receive service credit for the purpose of salary step placement.

Temporary, seasonal, and substitute employees shall not be eligible for medical leave except for those qualifying for workers compensation payments directly resulting from accidents sustained in the course of fulfilling job responsibilities.

**FMLA**

In compliance with the Family and Medical Leave Act of 1993, medical leave shall be granted in accordance with Board Policy 03.12322

**NOTIFICATION OF RETURN**

An employee on medical disability leave shall notify the Superintendent/designee in writing of the employee's intent to return to the school system on or before the date prescribed in Policy 03.123. An employee who fails to notify the Superintendent/designee of their return by the date prescribed in Policy 03.123 cannot be guaranteed employment for the following school year.

**VERIFICATION**

~~The written request shall include the "Certification of Health Care Provider" form completed by the attending physician. If an incomplete medical certification is received, the Leave Center will~~

### **Medical Leave**

~~provide the employee with the opportunity to either have the health care provider correct the certification or provide a written release for Human Resources to contact the health care provider directly. The employee will have seven (7) calendar days to resolve any deficiencies in the medical certification. If, after seven (7) calendar days the identified deficiencies have not been resolved, the request for leave will be denied.~~

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

#### **PLACEMENT UPON RETURN**

~~An employee taking medical leave will, on return, be placed in accordance with federal and state law and applicable collective bargaining agreements.~~

Employees taking medical leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed if the leave exceeds ninety (90) days or if the position has been eliminated.

#### **INVOLUNTARY MEDICAL LEAVE**

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

The Board may suspend the employee temporarily pending the physician's examination and may grant an involuntary leave of absence and renewals thereof following the physician's examination.

The employee shall have the right to a hearing on such involuntary leave and its renewal or extension in accordance with the provisions for hearing and appeal in [KRS 161.790](#).<sup>1</sup>

#### **RETIREMENT DISABILITY**

Retirement disability shall be handled in accordance with [KRS 161.662](#).<sup>2</sup>

#### **REFERENCES:**

<sup>1</sup>[KRS 161.790](#); [OAG 65-560](#), [KRS 161.770](#)

<sup>2</sup>[KRS 161.662](#), [OAG 80-151](#)  
[OAG 84-43](#)

Consolidated Omnibus Budget Reconciliation Act

Family & Medical Leave Act of 1993

Americans with Disabilities Act.

[KRS 344.030](#) to 344.110, the Kentucky Pregnant Workers Act

Pregnant Workers Fairness Act

PERSONNEL

03.1234  
(CONTINUED)

**Medical Leave**

**RELATED POLICIES:**

03.111  
03.113  
03.123  
03.12322  
03.173

Adopted/Amended: 8/15/2023  
Order #: 2023-136



**- CLASSIFIED PERSONNEL -****Medical Leave**

This policy shall be applied in a manner consistent with policy 03.212 and the Americans with Disabilities Act (ADA), when those provisions are applicable. ~~An employee working a full-time schedule may request medical leave (where the leave does not qualify for protection under the Family Medical Leave Act (FMLA). Up to twelve (12) workweeks of unpaid leave in any "rolling" 12-month period may be provided unless otherwise required by law, including the ADA.~~

**LEAVE WITHIN THE FIRST YEAR OF EMPLOYMENT**

~~An employee with a serious health condition as defined under the FMLA, who is in his/her/their first year of employment and has completed new hire probation, or is covered under the Kentucky Pregnant Workers Act or Pregnant Workers Fairness Act, may request a leave of absence for a self-qualifying health event. This leave will be considered for an employee who need to be out of work for five (5) or more consecutive days. Intermittent leave under non-FMLA medical leave is not permitted unless such leave has been approved as a reasonable disability related accommodation pursuant to the ADA. Requests for disability related accommodations should be made to the Leave Center.~~

**LEAVE AFTER FIRST TWELVE MONTHS OF EMPLOYMENT**

~~An employee with a serious medical condition as defined under the FMLA who does not meet the 1,250/1,215-hour requirement, is covered under the Kentucky Pregnant Workers Act or Pregnant Workers Fairness Act, or has exhausted leave available under the FMLA, may request a leave of absence for a self-qualifying health event. Intermittent leave under non-FMLA medical leave is not permitted unless such leave has been approved as a reasonable disability related accommodation pursuant to the ADA. Requests for disability related accommodations should be made to the Leave Center.~~

**EMPLOYEES ON WORKERS' COMPENSATION****UNPAID LEAVE**

Unpaid medical leave ~~shall~~ **may** be granted by the Board, upon written request **and Board approval**, for the remainder of the school year when an employee has been advised by a physician that, for medical reasons, the employee will not be able to work. The written request shall include the "Certification of Health Care Provider" form completed by the attending physician.

A medical leave of absence may be granted for a period of not more than **one year two (12) consecutive years**. At the end of the **second** year, if the employee is unable to return to work, he/she may request renewal **for one (1) additional year**. Such renewal is subject to approval by the Board upon recommendation of the Superintendent.

An employee who qualifies for workers' compensation lost time payments and are unable to return to work will be placed on a medical leave until they reach maximum medical improvement, as defined by Kentucky law. The employee may receive service credit for the purpose of salary step placement.

Part-time classified, temporary, seasonal, substitute employees and student workers shall not be eligible for medical leave except for those qualifying for workers compensation payments directly resulting from accidents sustained in the course of fulfilling job responsibilities or the ADA.

## **Medical Leave**

### **FMLA**

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

### **VERIFICATION**

The Superintendent may require the employee to secure a licensed physician's verification of disability. The written request shall include the "Certification of Health Care Provider" form completed by the attending physician. If an incomplete medical certification is received, the Leave Center will provide the employee with the opportunity to either have the health care provider correct the certification or provide a written release for Human Resources to contact the health care provider directly. The employee will have seven (7) calendar days to resolve any deficiencies in the medical certification. If, after seven (7) calendar days the identified deficiencies have not been resolved, the request for leave will be denied.

### **NOTIFICATION OF RETURN**

Employees on medical leave shall notify the Superintendent/designee in writing of their intent to return to the school system on or before the date prescribed in Policy 03.223. Employees who fail to notify the Superintendent/designee of their return by the date prescribed in Policy 03.223 cannot be guaranteed employment for the following school year.

### **PLACEMENT UPON RETURN**

~~An e~~Employees taking medical leave will, on return, be entitled to a comparable position for which they are qualified. Placemen tin the same position or same building cannot be guaranteed. Placement upon return shall be determined by the applicable collective bargaining agreement. be placed in accordance with federal and state law and applicable collective bargaining agreements.

### **INVOLUNTARY MEDICAL LEAVE**

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

### **REFERENCES:**

Consolidated Omnibus Budget Reconciliation Act  
Family & Medical Leave Act of 1993  
Americans with Disabilities Act  
KRS 344.030 to 344.110, the Kentucky Pregnant Workers Act  
Pregnant Workers Fairness Act

### **RELATED POLICIES:**

03.211  
03.212  
03.223  
03.22322

Adopted/Amended: 8/15/2023  
Order #: 2023-136

LEGAL: SB 9 AMENDS KRS 161.155 REQUIRING DISTRICTS, ON OR BEFORE JULY 1, 2030, TO ESTABLISH A POLICY THAT PROVIDES UP TO THIRTY (30) PAID MATERNITY LEAVE DAYS TO EACH TEACHER OR EMPLOYEE WHO GIVES BIRTH. THE BILL INCLUDED AN EMERGENCY CLAUSE MAKING IT ALREADY EFFECTIVE.

FINANCIAL IMPLICATIONS: TEACHER DAILY WAGE FOR MATERNITY LEAVE

PERSONNEL

03.1233

Highlighted text reflects changes to KSBA Model policy/procedure recommended by JCPS staff.

Human Resources wants to change the structure of this policy, which from KSBA includes unpaid child rearing leave, unpaid adoption leave, and paid parental leave. Having them in the same policy creates confusion.

Instead, there will be separate policies for each –

- 03.1233 and 03.2233 Unpaid Child Rearing Leave
- 03.1XXX and 03.2XXX Unpaid Adoption Leave
- 03.12331 and 03.2331 Paid Parental Leave (no change - approved 6/25/2024)

**- CERTIFIED PERSONNEL -****Unpaid Child Rearing Child Rearing/Adoption Parental Leave Options****PAID MATERNITY LEAVE (KRS 161.155)**

Board Policy 03.12331 sets forth the parameters of the District's paid parental leave policy for certified employees, and is in accordance KRS 161.555. The District shall provide up to thirty (30) paid maternity leave days for a teacher or employee who gives birth to a child. The maternity leave days shall be used without deduction of salary and shall be used prior to the teacher or employee using any other leave. Any maternity leave days unused by the teacher or employee shall not transfer into sick leave or be converted to any other leave type and shall expire upon return to work. This shall not limit the District's authority to establish additional paid maternity benefits or to provide paid parental leave benefits.

**PAID SICK LEAVE**

Childbirth and recovery therefrom, which prevents the employee from performing assigned duties, shall entitle the employee to sick leave benefits as provided in Board Policy 03.1232. An employee may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child or children.

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

Additional sick leave days may be used when the need is verified by a physician's statement.

**UNPAID CHILD REARING/ADOPTION LEAVE**

An employee of the District may be granted upon written request an unpaid leave of absence for the purpose of fulfilling adoption requirements or for rearing the employee's pre-school child or children.

An eligible employee may be granted unpaid leave for the purpose of rearing the employee's pre-school child or children who do not meet the minimum age to attend public school under Kentucky state law. A single unpaid child rearing/adoption leave may be granted to an eligible employee for a period of no more than two (2) consecutive school years or a major portion thereof under the following conditions:

1. The employee shall submit a written request on a form provided by the Human Resources Division, to be submitted at least thirty (30) calendar days prior to the expected start date of the leave, or as soon as practicable given the circumstances;
2. The leave shall be taken on a continuous basis for the contract days of the employee's role group as defined by the District's Working Calendar;
3. The leave shall begin and end on a contracted workday as defined by the employee's role group;
4. The leave shall not accrue or accumulate and may only be taken once per child; and
- 4.5. Accrual days (sick, personal, and/or vacation) may not be used while on unpaid child rearing leave.

**Unpaid Child Rearing Leave ~~Child Rearing/Adoption~~ Parental Leave Options****EMPLOYEE ELIGIBILITY FOR CHILD REARING LEAVE**

A part-time, initial probationary, temporary, seasonal, or substitute employee or student worker is not eligible for child rearing/adoption leave, except as provided by federal law and the Kentucky Pregnant Workers Act (SB 18 2019 RS) as codified in [KRS 344.030](#) to 344.110.

**FAMILY WITH MEDICAL LEAVE ACT (FMLA)**

~~In compliance with the Family and Medical Leave Act of 1993, an eligible employee is entitled to up to twelve (12) workweeks of unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care based on physician certification. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or receipt of the child. Unpaid Child Rearing Leave will run concurrently with the workweek entitlement for unpaid family and medical leave for eligible employees under Board Policy 03.12322, including the limits in place for eligible spouses who are both employed by the District and are eligible for leave. Unpaid Child Rearing leave shall not run concurrently with the workweek entitlement for unpaid family and medical leave if the employee is ineligible for family and medical leave or has exhausted family and medical leave.~~

**NOTIFICATION OF RETURN**

An employee on child rearing/~~adoption~~ leave shall notify the Superintendent/designee in writing of their intent to return to the school system on or before the date prescribed in Policy 03.123. An employee who fails to notify the Superintendent/designee of their return by the date prescribed in Policy 03.123 cannot be guaranteed employment for the following school year.

**PLACEMENT UPON RETURN**

An employee taking a child rearing/~~adoption~~ leave shall, upon return, be placed in accordance with federal and state law and applicable collective bargaining agreements~~entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed.~~

**FAMILY WITH MEDICAL LEAVE ACT (FMLA)**

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

**REQUEST FOR MEDICAL INFORMATION**

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

Unpaid Child Rearing Leave ~~Child Rearing/Adoption~~ Parental Leave Options

**REFERENCES:**

KRS 161.155; KRS 161.770  
KRS 344.030 to 344.110  
OAG 80-151; OAG 84-43; OAG 86-66  
Family and Medical Leave Act of 1993

**RELATED POLICIES:**

03.123; 03.1232; 03.12322

LEGAL: SB 9 AMENDS KRS 161.155 REQUIRING DISTRICTS, ON OR BEFORE JULY 1, 2030, TO ESTABLISH A POLICY THAT PROVIDES UP TO THIRTY (30) PAID MATERNITY LEAVE DAYS TO EACH TEACHER OR EMPLOYEE WHO GIVES BIRTH. THE BILL INCLUDED AN EMERGENCY CLAUSE MAKING IT ALREADY EFFECTIVE.

FINANCIAL IMPLICATIONS: TEACHER DAILY WAGE FOR MATERNITY LEAVE

PERSONNEL

03.2233

Highlighted text reflects changes to KSBA Model policy/procedure recommended by JCPS staff.

Human Resources wants to change the structure of this policy, which from KSBA includes unpaid child rearing leave, unpaid adoption leave, and paid parental leave. Having them in the same policy creates confusion.

Instead, there will be separate policies for each –

- 03.1233 and 03.2233 Unpaid Child Rearing Leave
- 03.1XXX and 03.2XXX Unpaid Adoption Leave
- 03.12331 and 03.2331 Paid Parental Leave (no change - approved 6/25/2024)

**- CLASSIFIED PERSONNEL -****Unpaid Child Rearing Leave ~~Parental~~ Child Rearing/Adoption Leave Options****PAID PARENTAL MATERNITY LEAVE (KRS 161.155)**

~~Board Policy 03.22331 sets forth the parameters of the District's paid parental leave policy for classified employees, and is in accordance KRS 161.555. The District shall provide up to thirty (30) paid maternity leave days for a teacher or employee who gives birth to a child. The maternity leave days shall be used without deduction of salary and shall be used prior to the teacher or employee using any other leave. Any maternity leave days unused by the teacher or employee shall not transfer into sick leave or be converted to any other leave type and shall expire upon return to work. This shall not limit the District's authority to establish additional paid maternity benefits or to provide paid parental leave benefits.~~

**PAID SICK LEAVE**

~~Childbirth and recovery therefrom, which prevent the employee from performing assigned duties, shall entitle the employee to sick leave benefits as provided in Board Policy 03.2232. An employee may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child or children.~~

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

~~Additional sick leave days may be used when the need is verified by a physician's statement.~~

**UNPAID CHILD REARING ~~CHILD REARING/ADOPTION~~ LEAVE (KRS 161.770)**

~~An employee of the District may be granted upon written request an unpaid leave of absence for the purpose of fulfilling adoption requirements or for rearing the employee's pre-school child or children.~~

An eligible employee may be granted unpaid leave for the purpose of rearing the employee's pre-school child or children who do not meet the minimum age to attend public school under Kentucky state law. A single unpaid child rearing/~~adoption~~ leave may be granted to an eligible employee for a period of no more than two (2) consecutive school years or a major portion thereof under the following conditions:

1. The employee shall submit a written request on a form provided by the Human Resources Division, to be submitted at least thirty (30) calendar days prior to the expected start date of the leave, or as soon as practicable given the circumstances;
2. The leave shall be taken on a continuous basis for the contract days of the employee's role group as defined by the District's Working Calendar;
3. The leave shall begin and end on a contracted workday as defined by the employee's role group;
4. The leave shall not accrue or accumulate and may only be taken once per child; and
5. Accrual days (sick, personal, and/or vacation) may not be used while on unpaid child rearing leave.

**EMPLOYEE ELIGIBILITY FOR CHILD REARING LEAVE**

A part-time, initial probationary, temporary, seasonal. or substitute employee or student worker is not eligible for child rearing/adoption leave, except as provided by federal law and the Kentucky Pregnant Workers Act (SB 18 2019 RS) as codified in KRS 344.030 to 344.110.



**- CLASSIFIED PERSONNEL -****Unpaid Child Rearing Parental Child Rearing/Adoption Leave Options****FAMILY WITH MEDICAL LEAVE ACT (FMLA)**

In compliance with the Family and Medical Leave Act of 1993, an eligible employee is entitled to up to twelve (12) workweeks of unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care based on physician certification. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child. Unpaid Child Rearing Leave will run concurrently with the workweek entitlement for unpaid family and medical leave for eligible employees under Board Policy 03.12322, including the limits in place for eligible spouses who are both employed by the District and are eligible for leave. Unpaid Child Rearing leave shall not run concurrently with the workweek entitlement for unpaid family and medical leave if the employee is ineligible for family and medical leave or has exhausted family and medical leave.

**NOTIFICATION OF RETURN**

An employee on child rearing/adoption leave shall notify the Superintendent/designee in writing of their intent to return to the school system on or before the date prescribed in Policy 03.223. An employee who fails to notify the Superintendent/designee of their return by the date prescribed in Policy 03.223 cannot be guaranteed employment for the following school year.

**PLACEMENT UPON RETURN**

An employee taking a child rearing/adoption leave shall, upon return, be place in accordance with applicable federal and state law and applicable collective bargaining agreements~~entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed.~~

**FAMILY WITH MEDICAL LEAVE ACT (FMLA)**

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

**REFERENCES:**

KRS 161.155; KRS 161.770

Family & Medical Leave Act of 1993

KRS 344.030 to 344.110

**RELATED POLICIES:**

03.223; 03.2232; 03.22322

EXPLANATION: SB 9 AMENDS KRS 161.155 REQUIRING DISTRICTS, ON OR BEFORE JULY 1, 2030, TO ESTABLISH A POLICY THAT PROVIDES UP TO THIRTY (30) PAID MATERNITY LEAVE DAYS TO EACH TEACHER OR EMPLOYEE WHO GIVES BIRTH. THE BILL INCLUDED AN EMERGENCY CLAUSE MAKING IT ALREADY EFFECTIVE.

FINANCIAL IMPLICATIONS: TEACHER DAILY WAGE FOR MATERNITY LEAVE

PERSONNEL

03.1233 AP.2

**Jonathan's comment**- I believe we do not need this procedure. JCPS this covered in our current paid parental leave policies 03.12331 AND 03.2331. Also, this language deals with child-rearing adoption leave and FMLA, which are not addressed in SB 9, and are dealt with in other existing JCPS policies.

### Child Rearing/Adoption Parental Leave

~~Employees shall submit a written request, release to return to work from their physician and an official birth certificate for the birth or adoption of their child to be approved for a child rearing or adoption leave. Leave for no less than thirty (30) days and no more than two (2) consecutive years or major portion shall be granted for child rearing up to preschool defined as age three (3). Employees who request a child rearing leave immediately following the birth of their newborn may be approved for child rearing leave less than thirty (30) days. Leave for FMLA medical and childrearing or adoption leave shall run concurrently.~~

EXPLANATION: SB 9 AMENDS KRS 161.155 REQUIRING DISTRICTS, ON OR BEFORE JULY 1, 2030, TO ESTABLISH A POLICY THAT PROVIDES UP TO THIRTY (30) PAID MATERNITY LEAVE DAYS TO EACH TEACHER OR EMPLOYEE WHO GIVES BIRTH. THE BILL INCLUDED AN EMERGENCY CLAUSE MAKING IT ALREADY EFFECTIVE.

FINANCIAL IMPLICATIONS: TEACHER DAILY WAGE FOR MATERNITY LEAVE

PERSONNEL

03.2233 AP.2

**Jonathan's comment**- I believe we do not need this procedure. JCPS this covered in our current paid parental leave policies. Also, this language deals with child-rearing adoption leave and FMLA, which are not addressed in SB 9, and are dealt with in other existing JCPS policies.

**Parental Childrearing/Adoption Leave Options**

See Procedure 03.1233 AP.2 Parental Childrearing/Adoption Leave Options.

RELATED PROCEDURE:

03.1233 AP.2

**- CERTIFIED PERSONNEL -****Unpaid Adoption Leave****UNPAID ADOPTION LEAVE**

A single unpaid adoption leave may be granted to an eligible employee for a period of no more than two (2) consecutive school years or a major portion thereof. An eligible employee shall be granted upon written request an unpaid leave of absence once an adoption is final under the following conditions:

1. The employee shall submit a written request on a form provided by the Human Resources Division, to be submitted at least thirty (30) calendar days prior to the expected start date of the leave, or as soon as is practicable given the circumstances;
2. The leave shall be taken on a continuous basis for the contract days of the employee's role group as defined by the District's Working Calendar;
3. The leave shall begin and end on a contracted workday as defined by the employee's role group;
4. The leave shall not accrue or accumulate;
5. Accrual days (sick, personal, and/or vacation) may not be used while on unpaid adoption leave;
6. Adoption leave shall run concurrently with paid parental leave under Board Policy 03.12331 for employees who meet the eligibility criteria for paid parental leave; and
7. Adoption leave shall not run concurrently with paid parental leave for employees who do not meet the eligibility criteria for paid parental leave.

**EMPLOYEE ELIGIBILITY FOR ADOPTION LEAVE**

Temporary, seasonal part-time, and substitute employees and student workers are not eligible for unpaid adoption leave.

**FAMILY AND MEDICAL LEAVE ACT (FMLA)**

In compliance with the Family and Medical Leave Act of 1993 (FMLA), an eligible employee is entitled to up to twelve (12) workweeks of unpaid leave for the placement of a child with the employee for adoption or foster care. Unpaid adoption leave will run concurrently with the workweek entitlement for unpaid family and medical leave for eligible employees and Board Policy 03.12322 including the limits in place for eligible spouses who are both employed by the District and are eligible for leave. Unpaid adoption leave will not run concurrently with the workweek entitlement for unpaid family and medical leave if the employee is ineligible for family medical leave or has exhausted family medical leave.

**PLACEMENT UPON RETURN**

An employee taking unpaid adoption leave shall, upon return, be placed in accordance with federal and state law and collective bargaining agreements, if applicable.

**NOTIFICATION OF RETURN**

An employee on unpaid adoption leave shall notify the Superintendent/designee in writing, by completing a district release, of the employee's intent to return to the school system a minimum of five (5) days prior to their intended date of return.

PERSONNEL

03.1XXX

**- CERTIFIED PERSONNEL -**

**Unpaid Adoption Leave**

**REFERENCES:**

KRS 161.155; KRS 161.770

KRS 344.030 to 344.110

OAG 80-151; OAG 84-43; OAG 86-66

Family and Medical Leave Act of 1993

**RELATED POLICIES:**

03.122; 03.123; 03.1231; 03.1232; 03.12322; 03.1233; 03.1234

Adopted/Amended: xx/xx/xxxx

Order #:        xxxx/xx

**- CLASSIFIED PERSONNEL -****Unpaid Adoption Leave****UNPAID ADOPTION LEAVE**

A single unpaid adoption leave may be granted to an eligible employee for a period of no more than two (2) consecutive school years or a major portion thereof. An eligible employee shall be granted upon written request an unpaid leave of absence once an adoption is final under the following conditions:

1. The employee shall submit a written request on a form provided by the Human Resources Division, to be submitted at least thirty (30) calendar days prior to the expected start date of the leave, or as soon as is practicable given the circumstances;
2. The leave shall be taken on a continuous basis for the contract days of the employee's role group as defined by the District's Working Calendar;
3. The leave shall begin and end on a contracted workday as defined by the employee's role group;
4. The leave shall not accrue or accumulate;
5. Accrual days (sick, personal, and/or vacation) may not be used while on unpaid adoption leave;
6. Adoption leave shall run concurrently with paid Parental leave for employees who meet the eligibility criteria for paid parental leave; and
7. Adoption leave shall not run concurrently with paid Parental leave for employees who do not meet the eligibility criteria for paid parental leave.

**EMPLOYEE ELIGIBILITY FOR ADOPTION LEAVE**

Temporary, seasonal part-time, and substitute employees and student workers are not eligible for unpaid adoption leave.

**FAMILY AND MEDICAL LEAVE ACT (FMLA)**

In compliance with the Family and Medical Leave Act of 1993 (FMLA), an eligible employee is entitled to up to twelve (12) workweeks of unpaid leave for the placement of a child with the employee for adoption or foster care. Unpaid Adoption Leave will run concurrently with the workweek entitlement for unpaid family and medical leave for eligible employees and Board Policy 03.12322 including the limits in place for eligible spouses who are both employed by the District and are eligible for leave. Unpaid Adoption leave will not run concurrently with the workweek entitlement for unpaid family and medical leave if the employee is ineligible for family medical leave or has exhausted family medical leave.

**PLACEMENT UPON RETURN**

An employee taking unpaid adoption leave will, upon return, be placed in accordance with federal and state law and collective bargaining agreements, if applicable.

**NOTIFICATION OF RETURN**

An employee on unpaid adoption leave shall notify the Superintendent/designee in writing, by completing a district release, of the employee's intent to return to the school system a minimum of five (5) days prior to their intended date of return.



**- CLASSIFIED PERSONNEL -**

**Unpaid Adoption Leave**

**REFERENCES:**

KRS 161.155; KRS 161.770  
KRS 344.030 to 344.110  
OAG 80-151; OAG 84-43; OAG 86-66  
Family and Medical Leave Act of 1993

**RELATED POLICIES:**

03.122; 03.123; 03.1231; 03.1232; 03.12322; 03.1233; 03.1234

Adopted/Amended: xx/xx/xxxx  
Order #:        xxxx/xx

## **Qualifications of Superintendent**

### **CERTIFICATION**

Before the Superintendent assumes duties, s/he shall provide the Board with a copy of a “Certificate for School Superintendent” issued by the Education Professional Standards Board or its legal predecessor. S/he shall hold a valid certificate throughout the period of employment.<sup>1</sup>

### **OTHER REQUIREMENTS**

In addition to the minimum requirements specifically set forth by the Kentucky Revised Statutes,<sup>1</sup> &<sup>2</sup> the Superintendent shall have:

- a minimum of 10-12 years’ experience as an educator; a major portion in an ethnically and socio-economically diverse district;
- the desire to make a long-term commitment to the District;
- a love of and concern for all children;
- recognized success in the areas of instructional leadership, staff development, labor relations, finance, voter initiatives, facilities planning, public relations, and community involvement;
- the ability to develop and articulate a vision for the District that challenges and engages all segments of the community; as well as, good listening skills;
- the willingness to work closely with educational leaders and the desire to provide state-wide leadership in the implementation of programs and policies which accomplish the goals and objectives of the Kentucky Education Reform Act;
- the ability to lead the board, staff, and community through a comprehensive strategic planning process;
- a keen sensitivity to and understanding of multi-culturalism;
- a strong emphasis on ensuring equitable access to education for all students;
- a well-founded understanding of learning theory, curricula, instructional approaches; technology applications and enrichment/intervention strategies which meet the needs of a diverse student population;
- a successful record of improving student test scores and critical thinking skills; a commitment to course content which can produce the cognitive and technical skills necessary in a globally competitive work force;
- a successful record of initiating and maintaining broadly supported organizational changes and the skill to determine when change is not required;
- a commitment to shared decision-making between the central office and schools throughout the district;
- a clearly demonstrated record of positive labor relations, contract negotiations, innovative recruitment initiatives and evaluation of staff at all levels;

**Qualifications of Superintendent**

**OTHER REQUIREMENTS (CONTINUED)**

- a strong commitment to ensuring a safe and orderly learning environment; and
- the highest standards of ethics, honesty, and integrity in all personal and professional matters.

**REFERENCES:**

<sup>1</sup>[KRS 160.350](#); [OAG 97-36](#)

<sup>2</sup>[KRS 156.111](#); [704 KAR 003:406](#)

Adopted/Amended: 8/26/2013

Order #: 2013-150

## **Instructional Resource Procedures**

### **DEFINITIONS**

*Instructional materials* means print or electronic items that are used, consumed, or worn out in the instructional process to include library books, periodicals, newspapers, audiovisual materials, supplementary books, reference materials, instructional software, and Internet-based resources.

*Text materials* means textbooks and other print and nonprint materials provided in multiple copies or electronically for use of a total class or a major segment of such a class. This includes approved categories of instructional materials for purchase with textbook funds (KRS Chapters 156 and 157, and [704 KAR 003:455](#)).

*Media* means all instructional materials that are not text materials housed in or accessed through library media centers, classrooms, software/applications, and the District computer network.

*Internet-based resources* means any instructional resources accessed through the Internet. This may include, but is not limited to, Web sites, online databases, streamed video, and podcasts.

### **ANNUAL REVIEW OF POLICY AND PROCEDURES**

The Principal and/or designee in charge of each attendance center shall annually review policy and procedures for the selection of its instructional materials. The staff shall be reminded that the right to object to materials is one granted by policies enacted by the School-Based Decision Making (SBDM) Council and [KRS 160.345](#). They shall also be reminded of ethical and practical considerations in attempting to handle resident complaints with courtesy and integrity.

### **RESPONSIBILITY FOR THE SELECTION OF MATERIALS**

The [Superintendent](#) ~~school council~~ shall determine which textbooks, instructional materials, and student support services shall be provided in the school.<sup>1</sup>

[In instances where the Superintendent delegates authority for the selection of instructional materials to the](#) ~~The~~ SBDM Council, [the council of each school](#) may delegate the responsibility for the selection of instructional materials to the professionally trained and certified staff of the school or to a committee, which could include teachers, parents, students, and administrators.

Textbook materials are selected through [an SBDM District](#)-established process following the *Selection and Purchasing Process for P-12* and using the consumer guide by the State Textbook Commission. Coordination of the distribution of text materials to students shall follow procedures approved by the school.

The SBDM Council shall delegate the responsibility for the selection of library materials for the school library media center to the media librarian. Reputable selection aids shall be used as guides to selection. [The librarian may consult as well as consultation](#) with staff, students, and parents.

[In instances where the Superintendent delegates authority for the selection of instructional technology to the](#) ~~The~~ SBDM Council, [the council](#) may delegate the responsibility ~~for the selection of instructional technology~~ to the professionally trained staff of its school.

**Instructional Resource Procedures****CRITERIA FOR SELECTION OF MATERIALS**

Instructional materials selected for use in schools ~~the school~~ shall be selected for their strengths rather than rejected for their weaknesses. Materials received as gifts from outside sources will be subject to the same criteria as purchased materials. Selected materials shall conform to the following criteria as they apply. Materials shall:

- Support and be consistent with District goals and the school's curricular objectives;
- Meet high standards of quality in factual content and presentation;
- Be appropriate for the subject area and for the developmental stage of students for whom the materials are selected;
- Have aesthetic, academic, literary, and/or social value;
- Exhibit competent authorship for the subject treated;
- Be of acceptable technical quality and suitable physical format or able to be accessed via the District computer network;
- Foster respect for all people, especially minority and ethnic groups, and shall represent realistically our pluralistic society.
- Be designed to help students gain an awareness and understanding of the contributions made to our civilization by all persons, including women and minority and ethnic groups.
- Clarify objectively the multiple historical and contemporary forces with their economic, political, and religious dimensions that have operated to the disadvantage or advantage of all persons, including women and minority and ethnic groups. (In special cases, materials containing biased or slanted points of view may be selected to meet certain specific curricular objectives.)
- Be designed to motivate students and staff to examine their own attitudes and behaviors and to comprehend their own duties, responsibilities, rights, and privileges as participating citizens in a pluralistic, nonsexist society.

Materials concerned with racial, religious, sexual, or ethnic differences shall be free from stereotype, caricature, and other characteristics likely to misrepresent, offend, or defame particular segments of the population.

Materials concerning religion shall be free from intention to indoctrinate the beliefs of any one faith or to belittle any other.

Materials treating controversial issues shall be selected on the basis of their ability to provide students a balanced perspective concerning current events, education, government, history, politics, or any other phase of life.

## **Instructional Resource Procedures**

### **PROCEDURE FOR SELECTION, PURCHASE, AND REMOVAL**

#### **Media in the Library Media Center**

The media librarian shall evaluate the school's existing materials collection using collection analysis data and identified curriculum needs; shall solicit recommendations for purchase from faculty, students, and parents; and shall consult reputable, professionally prepared aids and other appropriate sources in recommending materials for the Library Media Center.

The purchase of materials shall follow the Kentucky Model Procurement Code and established procedures and schedules set forth by [Kentucky law](#), Board policy, and the SBDM Council.

Gift materials shall be judged and accepted or rejected on the basis of the criteria above.

The media librarian shall supervise the removal of media materials no longer appropriate and the replacement of lost and worn materials that are still of educational value based on established weeding guidelines, such as those available from Library Media Services.

#### **Text Materials**

The ~~Superintendent SBDM Council~~ shall determine which text materials shall be provided in the school.<sup>1</sup> Selection shall be consistent with the general criteria for materials selection noted above.

[In instances where the Superintendent delegates authority for the selection of text materials to the SBDM Council Following state guidelines](#), the SBDM Council, [following state guidelines](#), shall prepare a Textbook Plan and file the plan with the District Office of the Textbook Coordinator.

The purchase of materials shall follow the Kentucky Model Procurement Code and established procedures and schedules set forth by [Kentucky law](#), Board policy, and the SBDM Council.

The Superintendent or the Superintendent's designee shall notify the Kentucky Department of Education (KDE) that the school textbook plan is on file with the District Office of the Textbook Coordinator.

The ~~District SBDM~~ shall establish procedures for the removal of text materials no longer appropriate and the replacement of lost and worn materials that are still of educational value.

#### **Internet-based and Electronic Resources**

The IT3 Department, working with District content specialists, will make recommendations for instructional software applications.

Local schools should select those programs that meet the requirements of their instructional programs. Due to the wide variety of software programs installed in schools, the IT3 Department cannot guarantee support of all applications.

The purchase of materials shall follow the Kentucky Model Procurement Code and established procedures and schedules set forth by [Kentucky law](#), Board policy and the SBDM Council.

Gift materials shall be judged and accepted or rejected on the basis of the criteria above.

The School Technology Coordinator (STC) shall supervise the removal of electronic resources no longer appropriate.

**Instructional Resource Procedures**

**REFERENCES:**

<sup>1</sup>[KRS 160.345](#)  
[KRS 156.410](#)  
KRS Chapters 156 and 157  
[704 KAR 003:455](#)

**RELATED PROCEDURES:**

04.7 AP.2 (inventory form)  
09.15 AP.21

Review/Revised:3/19/2020

## **Course of Study**

### **DEVELOPMENT**

The Superintendent/designee shall develop a District curriculum framework that establishes course descriptions and reflects statutory and regulatory requirements<sup>1</sup>. This curriculum framework shall support and reflect the District's curriculum documents and shall be submitted to the Board for approval.

### **ASSESSMENT OF STUDENT WORK / NONDISCRIMINATION**

Consistent with District policies addressing assessment of student progress and grading as well as council and school policies relating to the [implementation of the ~~determination of~~ curriculum selected by the Superintendent<sup>3</sup>](#) and assignments, instructional staff are expected to issue grades or assessments of student assignments, including in the classroom, based on responsiveness to the assigned task(s), accuracy, and quality of work, utilizing sound pedagogical judgment and providing modifications for students with disabilities as required by law, free from discrimination or penalty based on constitutionally protected expressions of religious or political views in otherwise responsive student submissions.

### **IMPLEMENTATION**

Each teacher shall implement the course of study prescribed for the assigned grade and subject area.<sup>23</sup>

### **CURRICULUM FRAMEWORK**

The Superintendent/designee shall develop a curriculum framework and make it available to schools. The framework shall translate state learning goals and academic expectations into a curriculum framework useful to teachers and accessible to parents while supporting the curriculum mapping system. The framework, course descriptions, curriculum maps, ancillary materials and textbooks shall support the curriculum to be used by schools and school-based decision making councils in the development of local instructional decisions.

### **CURRICULUM DESIGN**

The Superintendent shall provide the schools with the curriculum framework and curriculum maps, and support through professional development, to ensure that all students receive a challenging curriculum in reading/language arts, mathematics, science, social studies, arts and humanities, [and](#) practical living and vocational studies.

### **INSTRUCTIONAL PROGRAM**

A basic instructional program shall be designed and implemented to meet the needs of students in P1-12 and preschool as required by law. This program shall include, but not be limited to, instruction in the foundation skills of reading/language arts, mathematics, science, social studies, arts and humanities, [and](#) practical living and vocational studies.

### **SYLLABUS**

Teachers at all levels (preschool through adult education) shall develop a syllabus for each course, grade/level or subject (single and/or interdisciplinary area) they teach to communicate to students and parents the following information:

1. Prerequisites for the course
2. Standards to be learned



**Course of Study****SYLLABUS (CONTINUED)**

3. Order of material to be utilized for learning
4. Resources to be used for learning
5. Ongoing formative and summative assessments as outlined in the District assessment system
6. Performance standards and expectations

Each year teachers shall distribute a current syllabus to their students and the students' parents/guardians as directed by the Superintendent/designee.

The Principal/designee shall make pertinent student achievement data available to each teacher and, in keeping with policies set by the council, monitor the process of reviewing and updating syllabi in response to such data.

**REFERENCES:**

<sup>1</sup>[704 KAR 003:303](#)

<sup>2</sup>[KRS 160.345](#)

<sup>3</sup>[KRS 161.170](#)

[KRS 156.160](#); [KRS 158.100](#); [KRS 158.183](#)

[KRS 158.645](#); [KRS 158.6451](#)

[KRS 160.345](#)

[702 KAR 007:125](#); [703 KAR 004:060](#)

[704 KAR 003:305](#)

Adopted/Amended: 1/9/2018

Order #: 2018-11

## **School Council Policies (SBDM)**

### **ADOPTION OF POLICY**

The school council shall have the responsibility to set school policy that shall be consistent with District Board Policy and which shall provide an environment to enhance the students' achievement and help the school meet the goals established by [KRS 158.645](#) and [KRS 158.6451](#) and goals established by the Board to be implemented by the Principal in each of the following areas of responsibility:

1. Curriculum responsibilities [delegated by the Superintendent](#) under [KRS 160.345](#);

~~1.2.~~ [Assessment responsibilities under KRS 158.6453](#);

~~2.3.~~ Assignment of all instructional and non-instructional staff time;

~~3.4.~~ Assignment of students to classes and programs within the school;

- Assignment of students to classes in the elementary and middle school shall be made based on the judgment and decision of the Principal and counselor prior to the opening of school or upon the enrollment of a new student. Assignment of students to classes in high school shall be accomplished by course selection by the student and parent and the approval of the Principal or designee.
  - Placement of students from the household of an active duty service member or civilian military employee transferring into the District before or during the school year shall be based initially on enrollment in courses offered at the sending school and/or educational assessments conducted at that school.
  - Secondary course placement includes, but is not limited to, Honors, International Baccalaureate, Advanced Placement, Cambridge Advanced International, vocational, technical, and career pathways courses. Initial placement does not preclude the District/school from performing subsequent evaluations to ensure appropriate placement and continued enrollment of students in the course(s).
  - Each secondary SBDM shall establish a policy on the recruitment and assignment of students to Advanced Placement (AP), International Baccalaureate (IB), Cambridge Advanced International, dual enrollment, and dual credit courses that recognizes that all students have the right to participate in a rigorous and academically challenging curriculum.
4. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar, and transportation requirements established by the Board;
  5. Determination of the use of school space during the school day related to improving classroom teaching and learning;
  6. Planning and resolution of issues regarding instructional practices;
  7. Selection and implementation of discipline and classroom management techniques as a part of a comprehensive school safety plan, including responsibilities of the student, parent, teacher, counselor, and Principal;

As reflected in the Student Support and Behavior Intervention Handbook, loss of physical activity periods shall not be used as a disciplinary consequence.

**School Council Policies (SBDM)****ADOPTION OF POLICY (CONTINUED)**

8. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation, and supervision;  
The school shall facilitate the opportunity for transitioning military children's inclusion in extracurricular activities to the extent they are otherwise qualified, regardless of application deadlines.
9. Adoption of a school emergency plan and implementation of safety practices required by [KRS 158.162](#);
10. Procedures, consistent with ~~local~~ Board policy, for determining alignment with state standards, technology utilization, and program appraisal;
11. Commitment to a parent/guardian involvement process that provides for:
  - a. Establishing an open, parent/guardian-friendly environment;
  - b. Increasing parent/guardian participation;
  - c. Improving two-way communication between school and home, including what their child will be expected to learn; and
  - d. Developing parent/guardian outreach programs.
12. Procedures to assist the council with consultation in the selection of personnel by the Principal, including, but not limited to, meetings, timelines, interviews, review of written applications, and review of references. Procedures shall address situations in which members of the council are not available for consultation.
13. Schools with grades K-5, or any configuration thereof, shall develop and implement, in compliance with requirements of federal and state law and board policy, a wellness policy that includes moderate to vigorous physical activity each day, encourages healthy choices among students, and incorporates an assessment tool to determine each child's level of physical activity on an annual basis. The policy may permit physical activity to be considered part of the instructional day, not to exceed thirty (30) minutes per day, or one hundred and fifty (150) minutes per week. (In the absence of a council, the Principal of the school shall develop and implement the required wellness policy.)  
The Superintendent/designee shall provide assistance in identifying strategies and options to promote daily moderate to vigorous physical activity for students, which may include those that increase strength and flexibility, speed heart rate and breathing and stress activities such as stretching, walking, running, jumping rope, dancing, and competitive endeavors that involve all students.

**OTHER POLICIES**

Councils may adopt policies for areas other than those listed above to provide an environment that enhances student achievement and to help the school meet goals established by law and by the Board, provided the policies adopted are consistent with Board policies in those areas.

## **School Council Policies (SBDM)**

### **REVIEW OF POLICIES**

Before final adoption of a council policy, it shall be reviewed by the Superintendent/designee who may request that the proposed policy be reviewed by the General Counsel. Any concerns shall be shared with the council within ten (10) working days of the Superintendent/designee's receipt of the draft policy.

The review process is not intended to interfere with a council's authority to adopt and implement legally and operationally permissible policies. Therefore, it is the Board's intent that information resulting from the review process be shared with the council in a timely manner.

### **COMPLIANCE WITH BOARD POLICY**

In the development and application of school policies as permitted by statute, schools operating under SBDM shall comply with those policies that fall within the authority of the Board, including, but not limited to, those prohibiting discrimination on the basis of race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex ([including sexual orientation or gender identity](#)), ~~sexual orientation, gender identity~~, gender expression, veteran status, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions.

### **WAIVER OF STATE REGULATIONS**

School councils who decide to request a waiver of state regulations and/or reporting requirements established by a Kentucky Revised Statute requiring paperwork to be submitted to the Kentucky Board of Education or the Department of Education shall submit the supporting information to the Superintendent/designee as required by law. The Superintendent shall then forward the request to the Kentucky Board of Education.

### **SCHOOLS OF INNOVATION**

In a designated School of Innovation participating in a District of Innovation application and plan, the council may request a waiver from [KRS 160.345](#) or specific provisions within that statute by conducting a vote as set out in [KRS 160.107](#).

The school council shall vote and be responsible for conducting a vote of teachers and staff as set out in [KRS 160.107](#) to determine if the school shall be an applicant as a School of Innovation in the District's application for District of Innovation status and to approve the school's plan of innovation before it is submitted to the District. The vote shall be taken by secret ballot among eligible employees as defined in [KRS 160.107](#). At least seventy percent (70%) of those casting votes in the affirmative shall be required before the school requests to be included in the District's plan and to approve the school's plan of innovation.

### **REFERENCES:**

[KRS 156.072](#); [KRS 156.108](#); [KRS 156.160](#); [KRS 156.730](#); [KRS 156.735](#)  
[KRS 158.162](#); [KRS 158.197](#); [KRS 158.645](#); [KRS 158.6451](#); [KRS 158.6453](#)  
[KRS 160.107](#); [KRS 160.345](#); [KRS 160.348](#)  
[OAG 93-55](#); [OAG 94-29](#); [701 KAR 005:140](#); [702 KAR 007:140](#); [704 KAR 003:510](#)  
*Board of Educ. of Boone County v. Bushee*, Ky., 889 S.W. 2d 809 (1994)  
*U. S. Dept. of Agriculture's Dietary Guidelines for Americans*

**School Council Policies (SBDM)**

**RELATED POLICIES:**

01.11; 02.422; 02.4231; 03.112; 08.1

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

Adopted/Amended: 7/19/2022

Order #: 2022-128

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

The Superintendent shall establish procedures for granting leaves of absence authorized by [state law or law](#)/Board policy.

**APPROVAL**

Authorization of leave and time taken off from one's job shall be in accordance with specific leave policy. An absence from duty not associated with an approved leave shall be treated as job abandonment regardless of intent to return to work and may result in termination.

**NOTIFICATION OF RETURN**

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

**LEAVE FOLLOWING ASSAULT**

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

**PLACEMENT UPON RETURN**

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

**FMLA**

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

**REQUEST FOR MEDICAL INFORMATION**

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

**Leaves and Absences**

**REFERENCES:**

[KRS 161.155](#); [KRS 161.770](#)

[OAG 01-9](#)

Family and Medical Leave Act of 1993

**RELATED POLICIES:**

03.1232, 03.12322, 03.1233, 03.1234, 03.1235, 03.124, 03.17

Adopted/Amended: 8/6/2019

Order #: 2019-840

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

The Superintendent shall establish procedures for granting leaves of absence authorized by [state law or law](#)/Board policy.

**APPROVAL**

Authorization of leave and time taken off from one's job shall be in accordance with specific leave policy. An absence from duty not associated with an approved leave shall be treated as job abandonment regardless of intent to return to work and may result in termination.

**NOTIFICATION OF RETURN**

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

**LEAVE FOLLOWING ASSAULT**

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

**PLACEMENT ON RETURN**

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

**FMLA**

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

**REFERENCES:**

[KRS 156.026](#); [KRS 161.155](#)

Family and Medical Leave Act of 1993

**RELATED POLICIES:**

03.2232, 03.22322, 03.2233, 03.2234, 03.224

Adopted/Amended: 11/25/2013

Order #: 2013-191



**- CERTIFIED PERSONNEL -****Political Issues at School****DEFINITION OF POLITICAL ACTIVITIES**

Employees of the District shall not promote, organize, or engage in political activities during school/office hours. Promoting, organizing, or engaging in political activities shall include the following:

1. Encouraging students to adopt or support a particular position, party, or candidate; or
2. Using school property to advance the support of a particular position, party, or candidate (Policies 03.1324 and 03.2324).

*(Note that employee unions have a contractual right to use the District PONY and email system to provide information or advocate a position on matters of public interest but not to advocate for or against the election of candidates for public office.)*

**PROHIBITED ACTIVITIES**

District employees and volunteers may display campaign signage on their personal vehicles and wear campaign buttons/stickers at school sites. District employees and volunteers are not permitted to pass out campaign literature at the schools. While on duty, employees and volunteers may not engage in political activities on school grounds, and may not use the District courier, email system, equipment, or supplies for such purposes, nor may they wear clothing with political messages while on duty (other than non-school board campaign buttons/stickers).

**CANDIDATES FOR OFFICE**

In general, the District welcomes individuals into its schools, in accordance with Board Policy 10.5 Visitors to Schools; however, it is not appropriate to let individuals campaign during the school day at a school facility.

It is appropriate to introduce dignitaries, current elected officials, or campaigning individuals out of respect for their positions when they attend school or District events. Current elected officials may give comments if non-political in nature and if they are invited out of respect for their positions. It is not appropriate to allow them an open forum to make political speeches, political announcements, or gain political advantage. [Prior to a school visit by an elected official, a school principal shall notify the Executive Administrator for Government and Community Relations.](#)

Candidates and their volunteers may pass out campaign literature at after-hours PTA events, school events, and so on, if they are outside the entrance to the area where the event is taking place (i.e., outside the school or at the entrance to the stadium).

School employees should always make sure their building administration is notified in advance if candidates for office will be guests at their site.

**Political Issues at School****USE OF POLITICAL CANDIDATES IN LESSONS**

Teachers are advised to use good judgment when referencing political candidates and/or political parties in their lessons. There are many appropriate ways this can be done, such as having a mock political debate in a social studies class or assigning students to write a political speech in an English class. However, educators must be careful not to use their classrooms to advocate or proselytize for or against a particular candidate or party. As a rule of thumb, a teacher should be able to cite a reasonable and constructive educational purpose for which the political figure was used in the given lesson.

**STUDENTS**

Students are afforded rights in the Student Bill of Rights that can be found in its entirety in the Student Support and Behavior Intervention Handbook. These rights include: "...the right to freedom of expression as it relates to speech, assembly, appearance, publications and the circulation of petitions."

**COMMUNICATIONS**

Building leaders should consult their Assistant Superintendent and notify the Executive Administrator of Government and Community Relations (485-6501) regarding visits by individuals running for office, as well as currently elected officials.

Bargaining unit agreements should be referenced for specific rights in this area.

**DOCUMENTS REFERENCED**

Bargaining unit agreements

Student Support and Behavior Intervention Handbook (Student Bill of Rights)

Review/Revised:2/11/2020

**- CLASSIFIED PERSONNEL -****Political Issues at School****DEFINITION OF POLITICAL ACTIVITIES**

Employees of the District shall not promote, organize, or engage in political activities during school/office hours. Promoting, organizing, or engaging in political activities shall include the following:

1. Encouraging students to adopt or support a particular position, party, or candidate; or
2. Using school property to advance the support of a particular position, party, or candidate (Policies 03.1324 and 03.2324).

*(Note that employee unions have a contractual right to use the District PONY and email system to provide information or advocate a position on matters of public interest but not to advocate for or against the election of candidates for public office.)*

**PROHIBITED ACTIVITIES**

District employees and volunteers may display campaign signage on their personal vehicles and wear campaign buttons/stickers at school sites. District employees and volunteers are not permitted to pass out campaign literature at the schools. While on duty, employees and volunteers may not engage in political activities on school grounds, and may not use the District courier, email system, equipment, or supplies for such purposes, nor may they wear clothing with political messages while on duty (other than non-school board campaign buttons/stickers).

**CANDIDATES FOR OFFICE**

In general, the District welcomes individuals into its schools, in accordance with Board Policy 10.5 Visitors to Schools; however, it is not appropriate to let individuals campaign during the school day at a school facility.

It is appropriate to introduce dignitaries, current elected officials, or campaigning individuals out of respect for their positions when they attend school or District events. Current elected officials may give comments if non-political in nature and if they are invited out of respect for their positions. It is not appropriate to allow them an open forum to make political speeches, political announcements, or gain political advantage. [Prior to a school visit by an elected official, a school principal shall notify the Executive Administrator for Government and Community Relations.](#)

Candidates and their volunteers may pass out campaign literature at after-hours PTA events, school events, and so on, if they are outside the entrance to the area where the event is taking place (i.e., outside the school or at the entrance to the stadium).

School employees should always make sure their building administration is notified in advance if candidates for office will be guests at their site.

**Political Issues at School****USE OF POLITICAL CANDIDATES IN LESSONS**

Instructional Assistants and other classified employees are advised to use good judgment when referencing political candidates and/or political parties during interactions with students. There are many appropriate ways this can be done, such as having a mock political debate in a social studies class or assigning students to write a political speech in an English class. However, educators must be careful not to use their classrooms to advocate or proselytize for or against a particular candidate or party. As a rule of thumb, an instructional assistant or other classified employee should be able to cite a reasonable and constructive educational purpose for which the political figure was used as an example during instructional time.

**STUDENTS**

Students are afforded rights in the Student Bill of Rights that can be found in its entirety in the Student Support and Behavior Intervention Handbook. These rights include: "...the right to freedom of expression as it relates to speech, assembly, appearance, publications and the circulation of petitions."

**COMMUNICATIONS**

Building leaders should consult their Assistant Superintendent and notify the Executive Administrator of Government and Community Relations (485-6501) regarding visits by individuals running for office, as well as currently elected officials.

Bargaining unit agreements should be referenced for specific rights in this area.

**DOCUMENTS REFERENCED**

Bargaining unit agreements  
Student Support and Behavior Intervention Handbook (Student Bill of Rights)

Review/Revised:2/11/2020