

LEGAL: SB 68 AMENDS KRS 160.345 CLARIFYING INVOLUNTARY TRANSFER DURING A TEACHER REPRESENTATIVE'S SBDM TERM OF OFFICE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED
RECOMMENDED: THE FORM FOR THE CA/N CHECK IS LOCATED ON THE CABINET FOR HEALTH AND FAMILY SERVICES WEBSITE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION

02.421

ADMINISTRATION

Election of School Council Members**COUNCIL ELECTIONS**

Council elections may allow voting to occur over multiple days and via electronic means.

MEMBERSHIP OF COUNCIL

Each participating school shall form a school council which shall be composed of two (2) parents, three (3) teachers, and the Principal or administrator. The membership of the council may be increased, but shall only be increased proportionately.

COUNCIL ELECTIONS FOR NEW OR CONSOLIDATED SCHOOLS

When a new school is opened or schools are consolidated, these guidelines shall be followed:

- If a school is scheduled for closing, there is no need to hold council elections for the upcoming school year.
- Council members of a school being consolidated with another school may not carry over a term of office to the newly consolidated school's council, but may stand for election if otherwise qualified.
- Following the opening of a new or consolidated school, elections shall be held to form a council.

CONFLICT OF INTEREST

Council members shall not have a conflict of interest pursuant to KRS Chapter 45A, except the salary paid to District employees.

TERMS

Terms of school council members shall be for one (1) year and shall begin on July 1 and end on June 30 of the following year. Council members whose terms are shortened due to a late vote to enter will also conclude their terms on June 30. A school council, once elected, may adopt a policy setting different terms of office for parent and teacher members subsequently elected. Annual elections for the following year's terms should be held no later than the preceding March, but the specific date shall be set by the council.

Term limitations shall not apply for a minority teacher member who is the only minority on faculty.

VACANCIES

Teacher member vacancies shall be filled at a special called election and shall follow the guidelines set forth in this policy. A special election to fill a teacher member vacancy will be scheduled no fewer than five (5) calendar days ~~and no more than thirty (30) calendar days~~ from the date of the vacancy.

Elections to fill parent member vacancies shall proceed according to procedures established by the recognized parent-teacher organization.

As long as a quorum is available, the council will continue to function.

REMOVAL OF COUNCIL MEMBERS

On recommendation of the Commissioner of Education and pursuant to statutory requirements, the Board may remove a council member for cause by a vote of four-fifths (4/5) of the Board's membership.

Election of School Council Members**SCHEDULING/NOTICE**

The senior Education Association building representative shall give appropriate written and posted notice of the time and location for the election of teachers to the school council.

ELECTION OF TEACHER COUNCIL MEMBERS

Teachers assigned to a school shall organize the election to select teacher council members. Teachers may request the Principal to provide administrative assistance in preparing for the election.

QUALIFICATIONS

Teacher members must be employees of the District and currently assigned to the school where they are elected as council member. Election shall be by majority vote of all teachers assigned to the school. For the purpose of electing teacher council members, a Principal or Assistant Principal may not vote or serve as a teacher council member.

“TEACHER” DEFINED

For the purpose of policies relating to SBDM, “teacher” is defined as all certified staff assigned to the school, except the Principal, Assistant Principal, or Head Teacher. Itinerant teachers may vote at all schools to which they are assigned and may serve on the council of any of those schools.

VOTING

Teachers may nominate themselves or another teacher. Nominations with accompanying consent shall be made in writing to the senior Education Association building representative no later than five (5) days before the election. The senior Education Association building representative shall prepare a written ballot containing the names of all qualified teachers accepting nomination. Ballots shall be kept on file with other council records. Two (2) Education Association building representatives who are not nominees shall chair and oversee the meeting to elect teacher members to the council. Election shall be by majority vote of all teachers assigned to the school. Balloting will be by parliamentary procedure and will continue until three (3) teachers are elected.

Teachers elected to a council shall not be involuntarily transferred during [the teacher representatives](#) ~~their~~ term of office.

SCHEDULING

The president of the parent-teacher organization shall organize and oversee the election of parent council members. The date of the election shall be set by the president of the parent-teacher organization.

SCHOOLS WITHOUT A PARENT ORGANIZATION

If the school does not have a parent-teacher organization, then the parents shall set the date and time for an organizational meeting of parents to discuss School Based Decision Making. This meeting will provide a forum of discussion, organization, and election of a president. Local or state assistance from a recognized parent-teacher organization may be requested. The Principal shall provide written notice of this meeting to parents.

Election of School Council Members**ELECTION OF PARENT COUNCIL MEMBERS**

Parents of students assigned to a school shall organize the election to select parent council members. They may request the Principal to provide administrative assistance required to conduct the election.

QUALIFICATIONS

A parent council member shall be a parent, stepparent, or foster parent of a student currently enrolled in the school. Parent shall also mean a person who has legal custody of a student pursuant to a court order and with whom the student resides. A parent council member shall not be an employee or the relative of an employee of the school in which that parent serves, nor shall the parent representative be an employee or a relative of an employee in the District administrative offices. A parent representative shall not be a local Board member or Board member's spouse. Relative shall mean father, mother, brother, sister, husband, wife, son, and daughter.

A parent council member shall submit to a state and national fingerprint-supported criminal history background as required by KRS 160.380. In addition, the parent council member shall provide a clear CA/N check. A parent member may serve prior to the receipt of the criminal history background check and CA/N check, but shall be removed from the council on receipt by the District of a report documenting a record of abuse or neglect, or a sex crime or criminal offense against a victim who is a minor as defined in KRS 17.500 or as a violent offender as defined in KRS 17.165 and no further procedures shall be required.

[The form for requesting a CA/N check is available on the Cabinet for Health and Family Services website.](#)

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

MINORITY REPRESENTATIVES

If the council formed under the elections described above does not have a minority member, and the school has eight percent (8%) or greater enrollment of minority students, the Principal shall be responsible for carrying out the following:

1. The Principal shall organize a special election ~~no sooner than ten (10) and no later than twenty (20) calendar days~~ following the elections described above to elect a minority parent to the council by ballot. The Principal shall notify all parents of the date, time, and location of the election. The notice shall call for nominations of minority parents for the ballot. The election shall be conducted using the same procedures as the election of the two (2) other parent members of the council.
2. The Principal shall call a meeting of all teachers assigned to the school within seven (7) days following the initial election of parent and teacher council members. The teachers may select one (1) minority teacher to serve as a teacher member on the council. If no minority teacher chooses to serve on the council, then the additional teacher council position shall go unfilled.

Election of School Council Members

MINORITY REPRESENTATIVES (CONTINUED)

However, if there are no minority teachers who are assigned to the school, an additional teacher member shall be elected by a majority of all teachers. Procedures for election of the teacher representative shall be the same as the procedures for election of the other three (3) teacher members of the council.

REFERENCES:

KRS 17.165; KRS 17.500; KRS 156.132
KRS 160.345, KRS 160.347; KRS 160.380
OAG 91-148; OAG 91-192; OAG 91-206
OAG 92-88; OAG 93-49; OAG 94-41

LEGAL: SB 207 AMENDS KRS 156.445 REGARDING THE PURCHASE OF INSTRUCTIONAL MATERIALS,
EFFECTIVE JULY 1, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION

02.4242

School Budget/Purchasing

BOARD ALLOCATIONS

The Board shall appropriate to each school an amount of funds equal to or greater than that specified by the formula prescribed in 702 KAR 3:246. School councils shall be provided notice of allocations for the next budget year in accordance with the timelines required by regulation.

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

The Board shall allocate Section 7 funds according to the options provided in 702 KAR 3:246. Notice of the Section 7 allocation shall be provided in accordance with that regulation. Based on the needs assessment conducted by the school, the council shall forward to the Board a list of those priorities no later than January 1 each year.

SCHOOL RESPONSIBILITY

The council shall ~~determine, within available resources~~ recommend to the Superintendent for approval per SBI, the textbooks, instructional supplies, materials, travel, equipment, and student support services to be provided in the school. ~~All textbooks on the adoption list are approved by the Board so councils are free to choose a multi-resource approach.~~ All decisions are noted in the council minutes, ~~that are shared with the Board.~~

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

The Board allocation is the total financial resource available to that school in those budget categories for the fiscal year. The council may reassign these funds to alternate budget categories for purposes consistent with its responsibilities. The school shall not expend or commit to expend any funds in excess of those allocated to the school. Should this occur, the employee(s) responsible shall be subject to appropriate disciplinary action, and the Superintendent may require the school/council to present, for Board approval, a plan to reimburse the District for the amount spent in excess of the allocation.

All state Section 6 allocated funds managed by the school but not expended by the end of the fiscal year, shall accumulate into the account of the school and be available to the school for future expenditure.

BOARD APPROPRIATION

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

PURCHASING

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

School Budget/Purchasing**SUPERINTENDENT'S RESPONSIBILITY**

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

EXPENDITURE OF FUNDS

In schools where SBDM has been implemented, the school council shall determine the expenditure of funds allocated to the school. In schools not operating under SBDM, the District administration shall determine the expenditure of these funds.

REFERENCES:

702 KAR 3:246; School Council Allocation Formula
704 KAR 3:510; [KRS 156.445](#); KRS 160.345
OAG 91-10; OAG 91-206; OAG 92-59

RELATED POLICY:

04.1: [08.1](#)

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

PERSONNEL

- CERTIFIED PERSONNEL -

Maternity/Paternity Parental Leave Options**PAID MATERNITY LEAVE (KRS 161.155)**

Before July 1, 2030, the Board shall determine a number of paid maternity leave days to be provided for a teacher or employee who gives birth to a child pursuant to this Policy, with an implementation date of July 1, 2030.

PAID SICK LEAVE

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

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

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

UNPAID ~~MATERNITY/PATERNITY~~ LEAVE (KRS 161.770)

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

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

FMLA

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

REQUEST FOR MEDICAL INFORMATION

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

PERSONNEL

03.1233

~~Maternity/Paternity~~ Parental Leave Options

REFERENCES:

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

RELATED POLICIES:

03.123; 03.1232; 03.12322

LEGAL: SB 207 AMENDS KRS 156.460 REGARDING CONFLICT OF INTEREST AND THE PROCESS FOR PURCHASING INSTRUCTIONAL MATERIALS. THIS CHANGE ADDS EXISTING STATUTORY LANGUAGE BUT WITH THE NEW TERM, INSTRUCTIONAL MATERIALS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.1721

- CERTIFIED PERSONNEL -**Conflict of Interests****PECUNIARY INTEREST PROHIBITED**

No administrator or other employee of the District with decision-making authority over the financial position of the school or school District shall have any pecuniary interest, either directly or indirectly, in an amount exceeding twenty-five dollars (\$25.00) per year, at the time of or after appointment, in supplying any goods, services, property or merchandise for which school funds are expended. Nor shall any such person receive directly or indirectly any gift, reward, or promise of reward for goods, services, property, or merchandise of any kind for which school funds are expended.¹

No administrator or other employee shall solicit for personal financial remuneration from students, parents and other staff during the school day or during school events.

Unless prior arrangements are made with the Board, any device, publication or any other item to be copyrighted or developed during the employee's paid time shall be District property.

Employees shall not profit monetarily through use of confidential information gained in the course of or by reason of their position of employment with the District.

RESTRICTIONS ON INSTRUCTIONAL MATERIALS

A Superintendent, teacher, or other official or employee of ~~any institution supported wholly or in part by public funds~~ the district shall not act, directly or indirectly, as agent for any person whose instructional materials are identified on the state-approved list.²

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EXCEPTION

This policy shall not prohibit the Board from approving non-contracted personal services for the benefit of the District.

REFERENCES

¹KRS 156.480

²~~KRS 156.460~~

KRS 45A.455

OAG 77-228

OAG 71-474

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

- CLASSIFIED PERSONNEL -**Parental~~Maternity/Paternity~~ Leave Options****PAID MATERNITY LEAVE (KRS 161.155)**

~~Before July 1, 2030, the Board shall determine a number of paid maternity leave days to be provided for a teacher or employee who gives birth to a child pursuant to this Policy, with an implementation date of July 1, 2030.~~

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PAID SICK LEAVE

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

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

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

UNPAID~~MATERNITY/PATERNITY~~ LEAVE (KRS 161.770)

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

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

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

FMLA

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

REFERENCES:

KRS 161.155; KRS 161.770

Family & Medical Leave Act of 1993

| PERSONNEL

03.2233
(CONTINUED)

Parental Leave Options

RELATED POLICIES:

03.223
03.2232
03.22322

LEGAL: SB 207 AMENDS KRS 156.460 REGARDING CONFLICT OF INTEREST AND THE PROCESS FOR PURCHASING INSTRUCTIONAL MATERIALS. THIS CHANGE ADDS EXISTING STATUTORY LANGUAGE BUT WITH THE NEW TERM, INSTRUCTIONAL MATERIALS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.2721

Conflict of Interests**PECUNIARY INTEREST PROHIBITED**

No administrator or other employee of the District with decision-making authority over the financial position of the school or school District shall have any pecuniary interest, either directly or indirectly, in an amount exceeding twenty-five dollars (\$25.00) per year, at the time of or after appointment, in supplying any goods, services, property or merchandise for which school funds are expended. Nor shall any such person receive directly or indirectly any gift, reward, or promise of reward for goods, services, property, or merchandise of any kind for which school funds are expended.¹

No administrator or other employee shall solicit for personal financial gain from students, parents and other staff during the school day or during school events.

Unless prior arrangements are made with the Board, any device, publication or any other item to be copyrighted developed during the employee's paid time shall be District property.

Employees shall not profit monetarily through the use of confidential information gained in the course of or by reason of their position of employment with the District.

RESTRICTIONS ON INSTRUCTIONAL MATERIALS

A Superintendent, teacher, or other official or employee of the District ~~any institution supported wholly or in part by public funds~~ shall not act, directly or indirectly, as agent for any person whose instructional materials are identified on the state-approved list.²

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EXCEPTION

This policy shall not prohibit the Board from approving non-contracted personal services for the benefit of the District.

REFERENCES:

¹KRS 156.480

²KRS 156.460

KRS 45A.455

OAG 77-228

OAG 71-474

RECOMMENDED: THE FORM FOR THE CA/N CHECK IS LOCATED ON THE CABINET FOR HEALTH
AND FAMILY SERVICES WEBSITE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.6

Volunteers

DEFINITION

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

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

ORIENTATION

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

RECORDS CHECK

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

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

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

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

The form for requesting a CA/N check is available on the Cabinet for Health and Family Services website. ~~The program and user instructions are on the Kentucky Online Gateway (KOG): <https://kog.chfs.ky.gov/home/>.~~

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PERSONNEL

03.6
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Volunteers

SUPERVISION

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

REFERENCES:

¹KRS 161.148
KRS 160.380; KRS 161.044

RELATED POLICIES:

03.5; 08.113; 08.1131; [08.2324](#)

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

FINANCIAL IMPLICATIONS: COST ASSOCIATED WITH COURSE INSTRUCTION OR DEVELOPMENT

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

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

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

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

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

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

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

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.113

Graduation Requirements

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

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

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

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

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

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

Each student shall complete the following additional requirements:

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

ADVANCED COURSEWORK

Students that successfully complete high school advanced coursework shall receive credit toward graduation in accordance with state law.⁵

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Graduation Requirements**CIVICS EXAM REQUIREMENT**

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

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

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

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

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

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

FINANCIAL LITERACY REQUIREMENT

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

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

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

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Graduation Requirements**INDIVIDUAL LEARNING PLAN (ILP)**

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

ADDITIONAL REQUIREMENTS OF THE BOARD

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

MIDDLE SCHOOL STUDENTS AND HIGH SCHOOL CREDITS

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

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

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

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

Graduation Requirements**CLASS RANK**

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

TRANSFER OF CREDITS

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

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

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

HIGH SCHOOL GRADE LEVEL REQUIREMENTS

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

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

Graduation Requirements**TRANSFER STUDENTS – NUMBER OF CREDITS NEEDED TO GRADUATE**

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

SENIOR STUDENT CONFERENCES

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

PARTICIPATION IN GRADUATION EXERCISES

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

Graduation Requirements**PARTICIPATION IN GRADUATION EXERCISES (CONTINUED)**

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

OTHER PROVISIONS

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

The Board may approve substitution of an integrated, applied, interdisciplinary, or higher-level course for a required course if the alternative course provides rigorous content and addresses the same applicable components of 703 KAR 4:060. If a substitution is made, the requesting school must complete an "Alternative Course Documentation" form that provides a rationale and course description. This shall be filed with the Department of Education. This applies to substitute courses for students with disabilities.

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

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

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

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

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

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

DIPLOMAS FOR VETERANS

In keeping with statute and regulation, the Board shall award an authentic high school diploma to an honorably discharged veteran who did not complete high school prior to being inducted into the United States Armed Forces during World War II, the Korean conflict, or the Vietnam War.¹

Graduation Requirements**REFERENCES:**

¹KRS 40.010; KRS 158.140; 704 KAR 7:140
²KRS 158.622
³KRS 156.160; 20 U.S.C. § 1414
⁴KRS 158.141
⁵[KRS 160.348](#); [KRS 158.622](#)
KRS 156.027; KRS 158.135
KRS 158.1411; KRS 158.1413; KRS 158.142; KRS 158.143; KRS 158.183
KRS 158.281; KRS 158.302; KRS 158.645; KRS 158.6451; [KRS 158.6453](#); KRS 158.860
13 KAR 2:020; 702 KAR 7:125; ~~703 KAR 4:060~~
~~704 KAR 3:303~~; 704 KAR 3:305; ~~704 KAR 3:306~~; 704 KAR 3:535; 704 KAR 7:090
704 KAR Chapter 8
OAG 78-348; OAG 82-386
~~Kentucky Academic Standards~~

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RELATED POLICIES:

08.1121; [08.1122](#); 08.1131; 08.11311; 08.1132; 08.14; 08.222; 08.4
09.124; 09.126 (re: requirements/exceptions for students from military families)

RELATED PROCEDURE:

09.12 AP.25

LEGAL: HB 132 AMENDS KRS 158.033 INCLUDING THAT HOME OR HOSPITAL INSTRUCTION FOR
INPATIENT FACILITY IS EFFECTIVE THE DAY OF ADMITTANCE.
FINANCIAL IMPLICATIONS: INCREASE IN ADA
LEGAL: 704 KAR 3:303 HAS BEEN REPEALED.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.1312

Home/Hospital Instruction

PURPOSE

Home/hospital instruction provides educational services to students who cannot attend school for extended periods due to temporary or recurring conditions, including fractures, surgical recuperation, or other physical, health, or mental conditions. An “extended period” refers to an absence for more than ~~ten five (105)~~ consecutive school days. For a student admitted to an inpatient facility, the student may receive home/hospital instruction effective on the date of admittance.

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

ELIGIBILITY

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

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

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

SECONDARY STUDENTS

A high school student placed on home/hospital instruction for a semester may earn ~~four~~ three (43) credits. Exceptions to this rule, including students with an Individual Education Plan (IEP) or a 504 plan, can be made due to extenuating circumstances, as determined by the Superintendent on advice of the Kentucky Department of Education.

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STUDENTS WITH DISABILITIES

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

Home/Hospital Instruction

STUDENTS WITH DISABILITIES

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

REFERENCES:

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

RELATED POLICY:

09.123

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

REFER TO KDE'S "A GUIDE TO WELLNESS POLICIES IN KENTUCKY" FOR GUIDANCE IN CREATING OR UPDATING THE POLICY. THE GUIDE CAN BE FOUND AT WWW.EDUCATION.KY.GOV.
RECOMMENDED: KSBA AND KDE COLLABORATED TO MINIMIZE CONFUSION BY DISTRICT STAFF AND MITIGATE THE RISK OF FEDERAL NON-COMPLIANCE AND RELATED DISTRICT FINDINGS FOR STUDENT WELFARE AND WELLNESS.

FINANCIAL IMPLICATIONS :IMPLEMENTING WELLNESS PLANS

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

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2

Student Welfare and Wellness

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

DISTRICT WELLNESS POLICY PER 7 CFR 210.31

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

SCHOOL WELLNESS POLICY PER KRS 160.345

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

The Board is committed to providing school environments that promote and protect student health, well-being, and ability to learn by supporting healthy eating and physical activity.

To this end, the Board supports school efforts to implement the following:

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

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

- When possible, rewards given to students shall be other than food/beverage items. When food/beverage items are used as rewards, such items shall comply with nutritional guidelines set out in 7 C.F.R 210.11 and 702 KAR 6:090. KAR 006:090. Food and beverages.
- Foods and beverages provided in school, but not made available for sale, shall meet standards outlined in the schools' individual wellness plan (if applicable) and will not conflict with District Policy.

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Student Welfare and Wellness**WELLNESS LEADERSHIP**

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

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

Suggested language may include goals related to activities and opportunities:

- a. offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- b. offered as part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- c. that include enjoyable, developmentally appropriate, culturally relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- d. that promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;

WELLNESS LEADERSHIP

- e. that emphasize caloric balance between food intake and energy expenditure (physical activity/exercise);
- f. that link with school meal programs, other school foods, and nutrition-related community services;
- g. that teach media literacy with an emphasis on food marketing; and
- h. that include training for teachers and other staff.

PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

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

DISTRICT WELLNESS PLAN/PUBLIC AND STAFF INPUT

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

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

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

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

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

- 1. Extent to which the District is in compliance with this Policy;

Student Welfare and Wellness

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

RECORDKEEPING

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

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

~~DOCUMENTATION DEMONSTRATING COMPLIANCE WITH ANNUAL PUBLIC NOTIFICATION REQUIREMENTS AND ANNUAL REPORTING TO THE KDE.~~**STANDARDS AND NUTRITION GUIDELINES FOR ALL FOODS AND BEVERAGES**

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

STANDARDS FOR ALL FOODS AND BEVERAGES SOLD TO STUDENTS

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

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

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

- ~~1. When possible, rewards given to students shall be other than food/beverage items. When food/beverage items are used as rewards, such items shall comply with nutritional guidelines set out in 7 C.F.R. 210.11 and 702 KAR 6:090.~~
- ~~1. Foods and beverages provided in school, but not made available for sale, shall meet standards outlined in the schools' individual wellness plan (if applicable) and will not conflict with District Policy.~~

FOOD AND BEVERAGE MARKETING

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

STUDENTS

09.2
(CONTINUED)

Student Welfare and Wellness

REFERENCES:

KRS 158.850; KRS 158.854
KRS 160.290; KRS 160.345
702 KAR 6:090; 702 KAR 7:140
P. L. 111-296
7 C.F.R. Part 210
7 C.F.R. Part 220
U. S. Dept. of Agriculture's Dietary Guidelines for Americans

RELATED POLICIES:

02.4241; 07.1; 07.111; 07.12; 08.1346