

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.¹

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.

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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.

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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:

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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:

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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.

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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.

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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 B**oard 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:

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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.

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REFERENCES:

¹KRS 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)
03.1XXX	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~~ five (20~~5~~) 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](#).¹

RETIREMENT DISABILITY

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

REFERENCES:

¹[KRS 161.790](#); [OAG 65-560](#), [KRS 161.770](#)

²[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~~ 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

Human Resources wants to change the structure of this policy, which from the KSBA original 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 (revised)
- 03.12332 and 03.22332 Unpaid Adoption Leave (new)
- 03.12331 and 03.2331 Paid Parental Leave (no change - approved 6/25/2024)

- CERTIFIED PERSONNEL -**Unpaid Child RearingParental Leave Options****PAID MATERNITY LEAVE (KRS 161.155)**

~~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 per-school child or children who do not meet the minimum age to attend public school under Kentucky' state law. A single 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.

Unpaid Child Rearing Parental Leave Options

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.

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.

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's 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 place 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.~~

REQUEST FOR MEDICAL INFORMATION

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

REFERENCES:

KRS 161.155; KRS 161.770
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

Human Resources wants to change the structure of this policy, which from the KSBA original 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 (revised)
- 03.12332 and 03.22332 Unpaid Adoption Leave (new)
- 03.12331 and 03.2331 Paid Parental Leave (no change - approved 6/25/2024)

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

~~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 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.

- CLASSIFIED PERSONNEL -**Unpaid Child RearingParental 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 ~~AND 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's 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 placed 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

- 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.

Unpaid Adoption Leave

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.

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 ~~(vacant)~~

- 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.

PERSONNEL

03.22332

- 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(vacant)

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.¹

OTHER REQUIREMENTS

In addition to the minimum requirements specifically set forth by the Kentucky Revised Statutes,¹ &² 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:

¹[KRS 160.350](#); [OAG 97-36](#)

²[KRS 156.111](#); [704 KAR 003:406](#)

Adopted/Amended: 8/26/2013

Order #: 2013-150

Course of Study

DEVELOPMENT

The Superintendent/designee shall develop a District curriculum framework that establishes course descriptions and reflects statutory and regulatory requirements¹. 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 Superintendent³](#) 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.²³

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:

¹[704 KAR 003:303](#)

²[KRS 160.345](#)

³[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

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