

| PERSONNEL

03.1236
(CONTINUED)

Emergency Leave

REFERENCES:

KRS 161.152; KRS 161.155
OAG 72-348; OAG 74-770; OAG 76-427

RELATED POLICIES:

03.1232; 03.1237

- CERTIFIED PERSONNEL -

Use of Equipment

Based on the contractual agreement with the Board, the local education association is authorized to use school equipment (~~e.g., typewriters, duplicating machines, etc., but not supplies~~) on school property when the equipment is not being utilized for school business.

- CERTIFIED PERSONNEL -

Use of Personal Cell Phones/Telecommunication Devices

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor.

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

Employees are permitted to possess cellular telephones ~~and pagers~~ on school premises. Employees having cellular telephones ~~or pagers~~ on campus shall be allowed to use them before and after school as well as during planning time or lunch breaks. Use of these items shall not be permitted during instructional time except in the case of an emergency such as, but not limited to, the health or safety of someone is threatened, the employee serves in the capacity of an active member of a volunteer fire fighting organization, or the employee serves in a volunteer emergency medical services organization.

Cellular phones should never be used by anyone who is in the process of transporting children. If an emergency arises while students are being transported, the driver must stop the vehicle before using a cellular phone.

- CERTIFIED PERSONNEL -**Personnel Records****EMPLOYEE FILE**

The District shall have only two (2) files for each employee: the master primary personnel file documenting employment history, and the school file. The primary personnel file shall be kept in the Central Office. The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. These folders may contain:

1. Items used as reference and not forwarded to the master personnel file in the Central Office,
2. The employee's evaluation and other school-related correspondence to or from the employee, and
3. Other informational items that may or may not be maintained in the Central Office master personnel file.

~~Contents of the school file, with the exception of the most recent evaluation, shall be placed in the primary personnel file no later than thirty (30) days after the close of the evaluation cycle (either one (1) or three (3) years).~~

The personnel file may be inspected by the employee.¹ The Superintendent shall develop procedures to ensure the security of the files, including those in electronic format.²

PUBLIC INSPECTION

Those portions of personnel records containing material of a personal nature, the disclosure of which would constitute an invasion of privacy, are not open for public inspection.³

MEDICAL INFORMATION

Medical information shall be maintained separately from an employee's personnel file.

District acquisition and disclosure of applicant and employee genetic information shall comply with applicable legal requirements.⁴

REFERENCES:

¹KRS 61.884

²KRS 61.876

³KRS 61.878

⁴Genetic Information Nondiscrimination Act of 2008

KRS 61.870; KRS 61.872; KRS 61.874; KRS 160.705; KRS 161.151
704 KAR 3:370

OAG 77-394; OAG 85-109; OAG 86-15; OAG 89-90; OAG 91-161; OAG 91-176

Kentucky Education Technology System (KETS)

Records Retention Schedule, Public School District

Americans with Disabilities Act; (P.L. 101-336); 42 U.S.C. 12112

RELATED POLICIES:

03.111; 10.11

- CLASSIFIED PERSONNEL -

Personal Leave

NUMBER OF DAYS

Full-time classified employees shall be entitled to three (3) days of personal leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorata part of the authorized personal leave days calculated to the nearest one-half (1/2) day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized personal leave days equivalent to their normal working day.

APPROVAL

The employee's immediate supervisor must approve the leave date, but no reasons shall be required for the leave.

Approval shall be contingent upon the availability of qualified substitute employees. Those employees making earliest application shall be given preference.

STATEMENT

Employees taking personal leave must file a personal statement ~~on their return to work~~ stating that the leave was personal in nature.

ACCUMULATION

Personal leave days not taken during the school year shall accumulate to a maximum of three (3) days. On July 1, or when the employee assumes their duties in the new fiscal year, accumulated personal leave days from the preceding fiscal year shall be transferred and credited to the employee's accumulated sick leave account.

REFERENCES:

KRS 161.154

OAG 77-115

RELATED POLICY:

03.2232

- CLASSIFIED PERSONNEL -

Sick Leave

NUMBER OF DAYS

Full-time classified employees shall be entitled to a minimum of ten (10) days of sick leave with pay each school year. Full-time personnel employed for 220 days or more each year shall be entitled to twelve (12) days of sick leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorata part of the authorized sick leave days calculated to the nearest one-half (1/2) day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day.

ACCUMULATION

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the classified employee to whom they were granted. At the beginning of each school year, classified employees shall be provided with an accounting of their accumulated sick leave on request.

Sick leave days accumulated prior to an employee taking an unpaid leave of absence shall be credited to the employee upon return.

DEFINITION

Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.

FAMILY ILLNESS/MOURNING

Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee's immediate family. Immediate family shall mean only husband, wife, sons, daughters, stepchildren, foster children, daughters-in-law and sons-in-law, brothers and sisters, grandparents, parents, step-parents or any other persons who are living as members of the teacher's household.

TRANSFER OF SICK LEAVE

Classified employees coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

SICK LEAVE DONATION PROGRAM

Under procedures developed by the Superintendent, classified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days.

Classified employees are eligible to receive donated days if they meet the criteria established in procedures.

Any sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated days.

Sick Leave

STATEMENT

~~Upon return to work a~~ classified employee claiming sick leave must file a personal statement or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill.¹

REFERENCES:

¹KRS 161.155

OAG 79-148

OAG 93-39

Family & Medical Leave Act of 1993

Young v. Bd. Of Educ. Of Graves County, 661 S.W. 2d 787 (Ky. App., 1983)

RELATED POLICIES:

03.22322

03.224

03.273 (Retirement Compensation)

- CLASSIFIED PERSONNEL -**Parental~~Maternity/Paternity~~ Leave****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 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.~~

PAID MATERNITY LEAVE

An employee who gives birth to a child is entitled to use up to thirty (30) paid maternity leave days. Paid maternity leave days may be used immediately following the birth of a child and shall be used within six calendar weeks of birth as listed on the signed Notice of Delivery.

The maternity leave days shall be used without deduction of salary and shall be used prior to the employee using any other leave. Any maternity leave days unused by the employee beyond six calendar weeks following the birth of a child shall not transfer into sick leave or be converted to any other type and shall expire beyond the six calendar weeks following the birth.

PAID SICK LEAVE

An employee who gives birth to a child may use up to fifteen (15) days of sick leave immediately following the use of any applicable maternity leave within nine calendar weeks immediately following the birth, as listed on the signed Notice of Delivery. Parents who do not qualify for maternity leave may use up to forty-five (45) days of sick leave immediately following the birth or adoption of a child or children within nine calendar weeks immediately following the birth/adoption. Additional days may be used when the need is verified by a physician's statement.

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

On written request to the Superintendent, the parent of a newborn or the employee who adopts a child or children shall be granted unpaid leave of absence not to exceed 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~~two (2) years~~. All such leaves shall be requested at least thirty (30) days prior to the beginning of the leave, except in cases of emergency, and shall be made annually if the leave is to exceed one (1) year.

Employees on ~~parental maternity/paternity~~ leave shall notify the Superintendent in writing of their intent to return to the school system on or before April 1st~~the date prescribed in Policy 03.223~~. Employees who fail to notify the Superintendent of their return by this date cannot be guaranteed employment for the following school year~~Failure to do so will render the position vacant.~~

Parental~~Maternity/Paternity~~ Leave**UNPAID PARENTAL~~MATERNITY/PATERNITY~~ LEAVE (KRS 161.770) (CONTINUED)**

Employees taking parental~~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.

In all cases where an employee has been granted any leave for maternity/childbirth, the employee may not return to work until a statement from the physician has been presented to the Office of the Superintendent which certifies that the employee is physically able to return to work. The Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law.

FMLA

In compliance with the Family and Medical Leave Act of 1993, eligible employees are 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. An employee may use up to thirty (30) days of paid sick leave on the first thirty (30) working days of that twelve-week period without a physician's statement. Maternity leave, sick leave, and personal leave run simultaneously with FMLA. Additional paid sick leave days may be taken when the need is verified by a physician's statement.

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:

Family & Medical Leave Act of 1993

RELATED POLICIES:

03.223; 03.2232; 03.22322

- CLASSIFIED PERSONNEL -

Emergency Leave

NUMBER OF DAYS

Full-time classified employees shall be entitled to three (3) days of emergency leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorata part of the authorized emergency leave days calculated to the nearest one-half (1/2) day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized emergency leave days equivalent to their normal working day.

Emergency leave shall be granted for the following reasons:

BEREAVEMENT

Death of a relative or close personal friend.

DISASTERS

Emergency situations resulting from natural disasters. In most instances, this does not include travel between home and work station.

LEGAL MATTERS

Appearances as a witness or to produce documents or consult with an attorney when the employee's presence is required by subpoena and when such legal matters cannot be conducted outside normal work hours. If a person is found guilty of an illegal act, he or she shall not be paid for the leave. This is not to include appearances in actions in which the employee is a party and the subpoena is obtained by or on behalf of the employee. This also does not include jury duty. (See Policy 03.2237.)

OTHER

Such other reasons of an emergency or extraordinary nature as approved by the Superintendent.

REQUEST FOR LEAVE

Emergency leave must be requested through the Superintendent or designee who will determine if the leave requested meets the Board's criteria.

STATEMENT

Persons taking emergency leave must file a personal statement ~~upon their return to work~~ stating the specific reasons for their absence.

USE OF SICK LEAVE

In addition, emergency granted herein, employees may use up to three (3) sick leave days per school year for emergency leave pursuant to KRS 161.152 and consistent with the above provisions.

ACCUMULATION

Emergency leave days not taken during the school year shall not accumulate.

Emergency Leave

REFERENCES:

KRS 161.152; KRS 161.155
OAG 72-348; OAG 74-770; OAG 76-427

RELATED POLICIES:

03.2232; 03.2237

- CLASSIFIED PERSONNEL -

Use of Personal Cell Phones/Telecommunication Devices

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor.

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

Employees are permitted to possess cellular telephones ~~and pagers~~ on school premises. Employees having cellular telephones ~~or pagers~~ on campus shall be allowed to use them before and after school as well as during planning time or lunch breaks. Use of these items shall not be permitted during instructional time except in the case of an emergency such as, but not limited to, the health or safety of someone is threatened, the employee serves in the capacity of an active member of a volunteer fire fighting organization, or the employee serves in a volunteer emergency medical services organization.

Cellular phones should never be used by anyone who is in the process of transporting children. If an emergency arises while students are being transported, the driver must stop the vehicle before using a cellular phone.

School Activity Funds

School activity funds may be expended for purposes which contribute generally to the benefit of the students, provided expenditures are consistent with requirements set out in Accounting Procedures for Kentucky School Activity Funds (Redbook). ~~Based on a schedule developed by the Superintendent, the Board shall review school activity funds at least twice each fiscal year.~~

The school shall not expend or commit to expend any activity fund in excess of balance and receipts received for the fiscal year.

UNIFORM ACCOUNTING

All personnel shall comply with the uniform financial accounting system¹ and activity fund accounting procedures set out in Kentucky Administrative Regulation.²

TWO SIGNATURES REQUIRED

The Principal, or school councils in SBDM schools, shall be responsible for the manner in which accounts are kept and preserved. Two (2) signatures shall be required on each check drawn against school activity funds, neither of which may be a signature stamp. The two (2) signatures shall be the manual signatures of the Principal/designee and the school treasurer.

PURCHASE ORDERS

Activity funds may only be expended as authorized in the Accounting Procedures for Kentucky School Activity Funds.

Internal account purchases must be supported by a properly executed purchase request and authorization for payment by the Principal.

FINANCIAL REPORTS

Each month the Principal shall provide the District Finance Officer with a financial report for activity fund accounts. On or before July 25, following the end of the fiscal year, the Principal shall submit to the District Finance Officer an annual financial report for those accounts.

DEFINITION OF SCHOOL ACTIVITY FUNDS

School activity funds refer to all school funds including funds derived from fund-raising activities and Board approved fees sponsored under the auspices of the school by student clubs or student organizations. Funds raised or received by organizations that do not come under the direct supervision of school authorities shall not be considered school activity funds.

DEFINITION OF DISTRICT ACTIVITY FUNDS

Non-student generated funds collected at the school level to be used for operating costs. Operating costs are the expenses which are related to the operation of a District, or to the operation of a device, component, or a piece of equipment or facility. They are the cost or resources used by a District just to maintain its existence.¹

Funds carry over at year end subject to board policy.

School Activity Funds**DONATIONS**

The Board authorizes the school Principal to receive any gifts of real or personal property for the benefit of the school or for the students of the school and use it as requested provided that the purpose is consistent with policies and programs approved by the Board.

The Principal is responsible for ensuring any gift, donation or grant is used/spent in accordance with the approved purpose for which it was given.

Monetary donations of \$2,500 or more and monetary donations specifically for instructional materials or operating expenses must be sent to the District as District Activity Funds.

Donations valued by the donor at \$250 or more require a Donation Acceptance Form (Redbook F-SA-18) be completed and filed with the school bookkeeper.

A listing of all donations shall be submitted to the Board at year-end.

AUDIT OF FUNDS

All school activity funds shall be audited annually by a certified public accountant. All audit reports shall be reviewed and appropriate action taken as required by Kentucky Administrative Regulation.¹

SUPPORT/BOOSTER CLUBS

Parent-teacher associations and booster club funds are not subject to deposit and accounting procedures as school activity funds.³ However, each year the Principal shall be provided the following from all support/booster club organizations as required by the state activity fund accounting procedures:

1. Within the first thirty (30) days of the school year or within thirty (30) days of the first transaction for the group:
 - a. Names of club officers;
 - b. Federal Employer Identification Number (FEIN); and
 - c. A copy of the annual budget.
2. An annual financial report by July 25 for the year ending June 30 reporting receipts, expenditures, and beginning and ending balances;¹ and
3. All other information required by Accounting Procedures for Kentucky School Activity Funds.

External support/booster organization officers are solely responsible for ensuring that their group is in compliance with District policies, external support/booster organization guidelines in the Redbook, and state and federal regulations. The District, including any District employee, shall not be held responsible for any deficiencies by the external support/booster organization.

School Activity Funds**SUPPORT/BOOSTER CLUBS (CONTINUED)**

All support/booster organizations wishing to be recognized by and/or affiliated with the District shall comply with the following:

- Adhere to applicable state and federal laws, including taxable income reporting requirements, when conducting fund-raising activities to benefit the school or District; and
- Conduct fund-raising activities to benefit the entire group and not permit credit to be earned through fund-raising for an individual student.

External support/booster organizations shall obtain prior Board approval (Form 09.33 AP.2) to establish and lend support, seek assistance, and/or raise funds in the name of the District or school or students or a District or school program.

All funds expended by a support/booster organization shall be from their fund-raising activities and donations. No dues, fees, or charges shall be assessed to students or parents, except for the PTA forwarding membership fees to national/state/district/local chapters.

External support/booster organizations cannot reimburse District employees for personal and booster club purchases.

Although they may be general members, Board members and employees shall not serve as the treasurer or any other officer with check-signing authority on a bank account for an external support/booster organization. Employees may serve as a member of the executive board of an organization.

FUND-RAISING PROJECTS

Schoolwide fund-raising projects must be approved by the Board.⁴

Proof of general liability insurance for external support/booster organizations must be submitted to the Principal prior to commencing any fund-raising activities.

All fund-raising activities conducted by school-sponsored groups shall be for the benefit of the entire school or group.

HANDLING OF CASH

Money collected for any purpose shall be submitted to the Principal/designee who shall provide for its proper deposit. No money shall be left overnight in classrooms; no more than \$100 will be kept overnight in school or District buildings unless secured in the building's safe and deposited on the next available business day.

REFERENCES:

¹702 KAR 3:130; Accounting Procedures for Kentucky School Activity Funds

²702 KAR 3:120

³OAG 79-556

⁴KRS 158.290

KRS 139.497; KRS 156.070; KRS 160.290; KRS 160.340

School Activity Funds

RELATED POLICIES:

04.61; 09.33

Energy Management

In order to use energy resources in a safe and efficient manner with an on-going focus on identifying and implementing cost saving measures and developing staff and student commitment to identified energy management practices, the Board may participate in energy-saving measures to implement an effective energy management program.

The Kenton County School District is committed to adopting a District-Wide ~~Sustainable~~ Energy ~~Program~~ ~~lan~~ (SEP) that will result in a significant reduction in overall energy consumption. The District is committed to environmental protection through energy efficiency as a fundamental operational objective and integral to the strategy of fulfilling our educational mission.

We understand that the efficient operation of our facilities reduces environmental impacts and recognize our position as responsible community citizens, as well as the opportunity to create a positive role model for resource conservation in public educational assets.

Every student and employee will be expected to contribute to energy efficiency in the District and will be responsible for implementing the following guidelines in classroom, offices, and other work areas as appropriate. The Board of Education is also committed to provide the necessary resources to ensure that proper maintenance is done on all energy consuming equipment and that all energy consuming equipment is comprised of the most efficient technology.

The ~~Energy Program~~ ~~SEP~~ is not intended to cause discomfort to students or staff, and there is flexibility for individual situations where adjustments must be made for health and safety reasons. It is important that each person in the District do their part to ensure that the guidelines and standards are implemented and followed throughout the course of each workday, in order that the District may prevent energy costs from seriously affecting classroom instruction.

Therefore, our operational and planning decisions will incorporate the prudent use of energy resources by:

1. Preventing and minimizing energy related pollution and waste;
2. Fostering a sense of personal responsibility for resource conservation among all District employees;
3. Emphasizing a resource conservation and environmental protection ethic among all District employees;
4. Continually improving our Energy Plan performance;
5. Deploying resources to reflect the District's environmental protection commitment through energy efficiency and resource conservation.

Crowd Control

The Superintendent/designee shall develop procedures to promote the orderly conduct and safety of students and other spectators who attend school-sponsored events. ~~Procedures shall be recorded in the District Utilized Platform/Procedure.~~

Crowd control procedures shall include supervision by appropriate school officials in all cases. In case of events where it is anticipated that the nature of the crowd may pose conduct or safety problems (e.g. large or emotional crowds), procedures shall call for the posting of adequate police or security personnel.

REFERENCES:

KRS 518.090
OAG 90-11

RELATED POLICY:

09.35

Security

DEVELOPMENT OF PLAN

The Superintendent and supervisory administrator(s) shall develop and implement a plan ensuring the reasonable security of District property.

SCHOOL SECURITY RISK ASSESSMENT

No later than July 15, 2021, and each subsequent year, Superintendent shall send verification to the state school security marshal and KDE that all schools within the District have completed the school security risk assessment for the previous year.¹

RESPONSIBILITY

The Principal has general oversight of school property under his/her supervision and shall use good judgement for the reasonable security of such property.

USE OF SURVEILLANCE CAMERAS

The Board authorizes the use of video camera surveillance in District buildings, on school grounds, and on District vehicles and buses as follows:

1. The District shall notify its students and staff that video surveillance may occur on any school property.
2. Cameras shall not be placed in areas where personal privacy is required, such as dressing rooms and rest rooms.
- ~~2.3.~~ Cameras shall be placed in the main entry, hallways, gymnasiums, cafeterias, stairwells, saferooms, and covering all exterior doors of each school building. Building administrators may elect to add cameras to other areas of the school building at the school's expense. A plan to consistently review footage captured by camera shall be developed by the building administrator.
4. The use of video surveillance equipment on school grounds and other District property shall be supervised and controlled by the building administrator or other administrator designated by the Superintendent. Within twenty-four (24) hours, the building administrator/designee is expected to review relevant video surveillance footage following the event of a seclusion. Such review shall be conducted to assess student and staff safety, and to identify any necessary follow-up actions. Any concerning observations from established procedures, or potential safety issues identified during the review shall be documented and reported to the Principal's immediate supervisor in a timely manner.
- ~~3.5.~~ The use of video recordings from surveillance equipment shall be subject to other policies of the District, including policies concerning confidentiality of student and personnel records.

Information about students obtained from surveillance equipment is subject to provisions of state and federal legal requirements concerning student records. Therefore, disclosure of such information shall be made only to school officials with legitimate educational interests unless otherwise permitted by law.
- ~~4.6.~~ Video surveillance shall only be used to promote the order, safety and security of students, staff and property.

Security

REFERENCES:

¹KRS 158.4410
KRS 158.162

RELATED POLICIES:

05.4
06.34
09.14
[09.2212](#)

Recycling

RESPONSIBILITY

Provided there is a recycling facility within the county or within a reasonable distance in an adjoining area, and if the District is able to locate a recycling vendor to serve the District without a resulting negative fiscal impact, all Board-owned and operated facilities may~~shall~~ recycle white paper and cardboard. Each school/school council may~~shall~~ design a plan or procedures for recycling those materials. The Superintendent/designee may~~shall~~ establish a recycling plan for Central Office and other non-school facilities and periodically review school and District plans/procedures for compliance with this requirement.

REFERENCE:

KRS 160.294

Hazards in and on Bus

PROHIBITED ITEMS

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

The following are not to be transported on the bus:

1. firearms or weapons, either operative or ceremonial (exception: archery bows, used in connection with a school archery team competition, may be transported inside the passenger compartment and arrows transported in the underneath storage compartment (if the bus is equipped with an underneath compartment));
2. fireworks or other explosive materials of any type;
3. live animals; or
4. glass objects or helium balloons.

REFERENCES:

KRS 158.110

702 KAR 5:080

702 KAR 5:150

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

Section 504 of Rehabilitation Act of 1973

Americans with Disabilities Act

Food/School Nutrition Services

The Board shall provide a District-wide school nutrition program in compliance with applicable state and federal statutes and regulations.

SCHOOL LUNCH PATTERN

Cafeterias shall provide complete hot or cold meals as defined by federal regulations.

FOOD SERVICE/SCHOOL NUTRITION PROGRAM DIRECTOR

The District (or food service area to which the District belongs) shall appoint/select a Food Service/School Nutrition Program Director to oversee and manage the school nutrition service program. All Food Service/School Nutrition Program Directors shall meet minimum educational requirements and annual training requirements in accordance with federal and state law.

Each school shall have a lunchroom manager under the supervision of the Student Nutrition Director and direction of the Principal.

DISCRIMINATION COMPLAINTS

The District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its school nutrition program.

Anyone wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the Office of the Assistant Secretary for Civil Rights: 1400 Independence Avenue, SW Washington, D.C. 20250-941, or email, program.intake@usda.gov.

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>

District personnel shall assist parents/guardians and students wishing to file a complaint.

SPECIAL DIETARY NEEDS

Students whose dietary needs qualify them for an adaptation under law shall be provided accommodations in keeping with local procedures.

All parents shall be provided notice of how to request meal accommodations and how to submit a grievance related to a request for modifications based on a disability, at the beginning of each school year or upon enrollment in the District for students transferring in mid-year.

MEAL PAYMENT

All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices.

The meal charge policy shall be available to all school level staff including school nutrition employees involved in policy enforcement.

Parents may pay for a la carte items or second meals in advance with cash, checks, or on-line with a debit or credit card. The on-line payment system can be found by going to the Kenton County Schools website at www.kenton.kyschools.us.

Food/School Nutrition Services**MEAL PAYMENT (CONTINUED)**

~~meal money. This service is not designed or intended to provide a credit service for continuous charging and collection of student meals.~~ If a student incurs ~~five (5) unpaid~~ meal charges, reasonable attempts will be made to notify parents/guardians by phone, email, or US mail. If a student incurs charges exceeding \$50 during Kenton County tenure the debt will be considered delinquent and may be directed to the Board Attorney.

Under no circumstances can a-la-carte items be charged.

Adults shall not be permitted to charge meals or a la carte items.

Food Service funds may be used to collect delinquent meal charges.

BOARD FUNDS NOT ALLOCATED

The Board does not allocate funds derived from local tax, state funds, or any other source of funds intended for instructional purposes to subsidize the operation of the school-lunch program.

REFERENCES:

KRS 156.160

KRS 158.852

KRS 160.290

702 KAR 6:010; 702 KAR 6:020

702 KAR 6:040; 702 KAR 6:050

702 KAR 6:060; 702 KAR 6:075; 702 KAR 6:090

7 C.F.R. part 15b; 7 C.F.R. §210.23; 7 C.F.R. §210.31; FNS Instruction 113

Section 504 of Rehabilitation Act of 1973, Americans with Disabilities Act

P.L. 111-296

Service Notification

The Superintendent/~~or his~~ designee shall notify in writing each full-time food service employee of ~~their~~^{his} hours, terms, and conditions of employment; lines of authority; general responsibilities; and shall include a service termination policy.

Full-time food service employees shall be paid in accordance with a uniform pay scale.

REFERENCE:

702 KAR 6:040 (2) (3)

RELATED POLICIES:

03.27

07.162

Preschool Education

The Board shall provide a developmentally appropriate preschool education program in compliance with applicable statutes and administrative regulations. This program is designed to serve the intellectual, social-emotional, physical, and communication needs of young children through an active, child-oriented curriculum that emphasizes language development and social interactions.

~~Plans for the preschool program shall include transportation and supervision guidelines consistent with the mental and physical characteristics of preschool students. The Principal/designee shall designate another adult to provide back-up assistance when only one (1) employee is responsible for supervising a group of preschool students.~~

ELIGIBILITY AND RECRUITMENT

Enrollment is prioritized for children residing within the District who meet specific state-defined criteria:

- At-Risk Four-Year-Olds: Children who are four (4) years of age on or before August 1 and whose household income qualifies based on the state Household Income Verification guidelines.
- Children with Disabilities: Children aged three (3) and four (4) who meet state eligibility criteria for a disability or developmental delay in areas such as communication, cognition, motor skills, or social-emotional development

Additional consideration will be given to:

Tuition-Based Enrollment: When classroom space remains, the District may enroll children of District employees, on a fee-based basis. Applications, submitted annually, shall be submitted to the District Preschool Office for review by the principal and district staff.

Determinations will be made by the principal and District Preschool Office based on established criteria, including consideration of classroom capacity for currently eligible students and those undergoing eligibility determination.

The District maintains an active, written recruitment process to ensure all eligible children, regardless of race, sex, or national origin, are identified and notified of their right to participate.

SCREENING FOR NON-INCOME QUALIFIED CHILDREN

For children who do not meet the household income criteria for the at-risk program and/or parents have a developmental concern, the District provides a free, multi-step screening process to determine potential eligibility based on a significant developmental delay. These screenings are a systematic process designed to identify children from the general population who may require further evaluation.

The eligibility screening process typically occurs during District-Wide events held across the year. This assessment evaluates a child's development in five core areas:

- Communication (language and articulation);
- Cognition (thinking and problem-solving skills);
- Self-Help and Adaptive Behavior;

Preschool Education

SCREENING FOR NON-INCOME QUALIFIED CHILDREN (CONTINUED)

- Social-Emotional Skills; and
- Motor Development (both gross and fine motor skills).

If the screening results indicate that a child is developing appropriately for their age, they will not be eligible for preschool services under the disability/delay criteria. Conversely, if the results suggest possible delays, the District will notify the parents and initiate a Multi-Tiered System of Supports (MTSS) to provide intervention assessing the child's development in the identified area. Analysis of data will determine next steps based on the child's progress.

PROGRAM OPERATIONS AND STAFFING

To ensure high-quality instruction and safety, the program adheres to strict operational standards:

- The maximum group size is limited to twenty (20) children. The staff-to-child ratio is maintained at one (1) adult for every ten (10) children.
- No adult shall be left alone with more than ten (10) preschool children. The Principal or a designee must ensure another adult is available for back-up assistance when a single employee is responsible for a group.
- All children are provided a meal.
- The Kenton County School District offers a full day of instruction.

CURRICULUM AND INSTRUCTIONAL ENVIRONMENT

The District's preschool curriculum is grounded in developmentally appropriate practices that accommodate individual learning needs and developmental stages through personalized instructional approaches. The curriculum addresses five key domains—intellectual, social-emotional, physical, communication, and self-care development—using evidence-based methodologies including active exploration, child-centered instruction, intentional language development, and collaborative learning. Instruction prioritizes hands-on engagement, student interests, and oral communication as primary vehicles for discovery and growth. Family engagement is actively supported as an essential partnership to promote student success and continuity between home and school.

The program shall prioritize family engagement as a core component of student success. To ensure a cohesive transition from home to school, parental involvement is strongly encouraged and staff shall conduct a minimum of two (2) home visits per student annually. The first home visit shall occur within 60 school days of enrollment.

Screenings for health and developmental status must be completed within thirty (30) school days of enrollment. Ongoing assessment is used for planning instruction and sharing progress with parents; it is never used to restrict entry to the program, and no child shall be retained in preschool.

Preschool Education**CURRICULUM AND INSTRUCTIONAL ENVIRONMENT (CONTINUED)**

The district shall provide the following related services to eligible children with disabilities: Occupational Therapy, Physical Therapy, Speech Therapy, Nursing Services, Psychological Services, Orientation and Mobility Services, and Interpreter Services. These services are designed to enable students with disabilities to benefit from special education and are provided in accordance with each student's Individualized Education Program (IEP) and applicable federal and state regulations. All related services shall be delivered by qualified personnel and documented in the student's individual education plan.

TRANSPORTATION

While not mandated by law, the District provides bus transportation for all eligible preschool students. Every school bus transporting three and four-year-old children must be staffed with a minimum of one (1) driver assistant qualified to assist with these students. Per the application, children enrolled under tuition status are not eligible for district transportation. Families are responsible for providing transportation to and from school.

PROGRAM EVALUATION

On an annual basis, the District involves parents and staff in evaluating the program's effectiveness. This evaluation reviews parental satisfaction, student progress, and adherence to state administrative regulations.

REFERENCES:

KRS 157.3175
702 KAR 3:250; 702 KAR 5:150
704 KAR 3:410; 704 KAR 3:420
707 KAR 1:002 et seq.
20 U.S.C. Section 1400 et seq.
P. L. 114-95, (Every Student Succeeds Act of 2015), 20 U.S.C. § 6301 et seq.
McKinney-Vento Act, 42 U.S.C. 11431 et seq.

Advanced Coursework

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

DISTRICT PLAN

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

The plan shall:

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

SCHOOL POLICY

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

Advanced Coursework**SCHOOL POLICY (CONTINUED)**

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

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

Each year, all Kenton County High Schools will offer college-level courses in at least four (4) of the following six (6) areas:

- | | |
|-----------------|----------------------|
| 4.) English | 4.) Social Studies |
| 5.) Science | 5.) Foreign language |
| 6.) Mathematics | 6.) The Arts |

These courses will be offered as Advanced Placement/Dual Credit classes within the schools, through the Kentucky Virtual High School, or through arrangements with nearby colleges or universities.

Students are responsible for tuition, books, fees, and exam fees for college-level/Dual Credit courses unless students are enrolled in the Young Scholars Academy.

If the course is designated as an Advanced Placement course, it must:

- 6.) Be identified as an Advanced Placement course by the College Board.
- 7.) Include the content as described in the College Board overview, description, and recommended course syllabus for the appropriate course.
- 8.) Be aligned with Kentucky's Academic Expectations and Kentucky Academic Standards.
- 9.) Prepares a student to take and be successful on the appropriate advanced placement examination administered by the College Board.
- 10.) Be taught by staff with appropriate content certification and professional development preparation to teach the advance placement course.

REFERENCE:

KRS 158.6453

RELATED POLICIES:

02.4241; 08.113; 08.1131; 08.11311; 08.132

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 and all other state and local requirements in order to graduate from a Kenton County High School with a Traditional Diploma.

The Board requires enrollment for four (4) full school calendar years for all high school students. (For exceptions, see section for Graduate Early and Policy 08.11311 Early Graduation Program.)

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;~~
- (a) Successfully meet the civics requirement; and
- (b) Successfully complete one (1) or more 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

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 Starting with the Cohort 2029, and each year thereafter, a minimum score of seventy percent (70%) is required to pass the test.

FINANCIAL LITERACY REQUIREMENT

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

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

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

INDIVIDUAL LEARNING PLAN (ILP)

The development of the Individual Learning Plan (ILP) for each student shall be established within the first ninety (90) days of the sixth (6th) grade year and shall focus 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.

ALTERNATIVE HIGH SCHOOL DIPLOMA

Students eligible for an Alternative High School Diploma will participate in graduation ceremonies during the same school year in which they complete their program, with the option to graduate alongside their four-year cohort and/or upon reaching the age of twenty-one(21)~~or reach twenty-one (21) years of age.~~

PARTICIPATION IN GRADUATION EXERCISES

No student shall be permitted to participate in graduation ceremonies until all graduation requirements have been fulfilled, as determined by the Principal.

Graduation Requirements**KENTON COUNTY BASIC DIPLOMA**

A student must meet or exceed all credits in the prescribed domains and meet or exceed all SBDM requirements to be granted a traditional Diploma from one of the high schools in Kenton County. While it is anticipated that all students will meet this standard, the Board recognizes there may be extenuating circumstances that prevent some students from successfully completing all the standards. In an effort to meet the needs of the total student population, students meeting the following criteria may apply for a Kenton County Basic High School Diploma that meets the State minimum requirements as set forth in 704 KAR 3:305 and described above.

1. Receive their Principal's recommendation for participation in the program;
2. Review all SWS/Alternative School options;
3. Enrolled in a Kenton County high school for two (2) semesters. The Board authorizes the Superintendent to waive the two (2) semester enrollment requirement on a case-by-case basis.

KENTON COUNTY STATE MINIMUM STANDARDS DIPLOMA

A Kenton County State Minimum Standards Diploma, that meets the minimum state high school graduation credit requirements as set forth in 704 KAR 003:305, may be awarded to a state agency child, as defined in KRS 158.135. Individual students with extenuating circumstances and who meet the minimum state graduation requirements and local guidelines may qualify for such a diploma.

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.

OTHER PROVISIONS

Upon request and approval of the Board, District high schools may offer different diploma programs.

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

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

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

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

Graduation Requirements**GRADUATE EARLY (CREDIT-BASED)**

Students who meet the District's requirements shall be eligible to apply to graduate early. The student shall notify the Principal of their intent to request Board approval to graduate early. The Board has the right to deny any request to graduate early. The requirements to apply to graduate early are:

1. Student shall submit a Letter of Intent stating the valid reason for their request.
2. Must have completed all District high school graduation credit requirements.
3. Must provide proof of enrollment in a post-secondary program or enlistment in the military.

MIDDLE SCHOOL CREDIT

With Board approval, high school credit may be awarded for courses taken at the middle school level if the following criteria are met:

- Teachers with secondary certification with the appropriate content specialization teach proposed middle school courses.
- The student demonstrates mastery of middle school level content as specified in the Kentucky Academic Standards and criteria are in place to make reasonable determination that the middle school 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.

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 "C" or better in a high school equivalent.²

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

REFERENCES:

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

²KRS 158.622

³KRS 156.160; 20 U.S.C. § 1414

⁴KRS 158.141

⁵KRS 160.348; KRS 158.622

KRS 156.027; KRS 158.135

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

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

13 KAR 2:020; 702 KAR 7:125

704 KAR 3:305; 704 KAR 3:535; 704 KAR 7:090

704 KAR Chapter 8

OAG 78-348; OAG 82-386

Graduation Requirements

RELATED POLICIES:

08.1122; 08.1131; 08.11311; 08.14; 08.22; 08.222; 08.4
09.126 (re: requirements/exceptions for students from military families)

RELATED PROCEDURE:

09.12 AP.25

Summer School

~~The Board may provide a summer school program upon the finding of sufficient need and pupil demand. These sessions may also include courses designed for remediation or enrichment. The summer program shall comply with all applicable laws, regulations of the Kentucky Board of Education and Board Policies.~~

REFERENCE:

~~704 KAR 10:022~~

Homework

STANDARDS FOR ASSIGNMENTS

Each school's SBDM Council shall establish standards for out-of-school assignments. These standards shall encompass amounts and types of reasonable homework assignments by grade level and shall be published in a format accessible to parents/guardians.

PURPOSE OF ASSIGNMENTS

Homework shall be assigned for the improvement of learning and must be related to the state adopted standards. Curriculum-related assignments shall not be used for disciplinary purposes. Assignments should have meaning for the student, should be clear and specific, and should be of an amount and type that may be accomplished in a reasonable period of time.

REFERENCES:

KRS 158.183

KRS 160.345

Promotion and Retention

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

TRANSFERS

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

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

HIGH SCHOOL GRADUATION

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

VOCATIONAL CERTIFICATE

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

STUDENT PROGRESS

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

Schools shall implement and adhere to the SBDM Grading Policy in alignment with district report card guidance for kindergarten through third grade, designed to ensure consistency and promote high-quality primary literacy practices.

A student may advance through the primary program without regard to age if the District determines that s/he has acquired the academic and social skills taught in kindergarten and that advancement would be in his/her best educational interest. Students in the primary program must complete the exit criteria specified in administrative procedures before entering fourth grade.

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

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

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

Promotion and Retention**STUDENT PROGRESS (CONTINUED)**

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

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

Promotions in elementary school shall be made by the Principal on recommendation of the teacher.
Promotions in the middle grades shall be made by the Principal on recommendation of the teacher.

High school students shall be promoted and classified on the following basis:

Sophomores - 5 academic credits (including English I)

Juniors - 11 academic credits (including English I and II)

Seniors - 17 academic credits (including English I, II and III)

The promotion/classification criteria listed above are based on a traditional six period day. Due to high school alternative scheduling, variations may occur.

STUDENTS WITH DISABILITIES

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

PARENTAL NOTIFICATION

Parents shall be notified when their child is performing below expectations and/or achieving below expected outcomes. Although final decisions as to promotion or retention shall rest with school authorities, no student may be retained without prior consultation with the parents and approval of the Principal.

REFERENCES:

¹KRS 158.140

²704 KAR 3:307

³P.L. 105-17

KRS 156.070; KRS 158.030; KRS 158.031

KRS 158.645; KRS 158.6451; KRS 158.6453; KRS 158.860

KRS 160.1592

KRS 160.345

OAG 82-473

RELATED POLICIES:

02.441; 08.113; 08.222; 08.5; 09.121

Grading

ACHIEVEMENT

Teachers shall maintain detailed, systematic records of the achievement of each student.

PROGRESS GRADE REPORTS

~~Progress r~~Reports cards will be issued ~~at the end of the grading term as determined by the District.~~ Report cards shall be finalized in the student information system and provided to guardians within one (1) week after the close of the grading term. Mid-term reports will be issued midway through the grading term. ~~at regularly scheduled intervals as determined by the District in conjunction with the schools. Reports of unsatisfactory progress will be sent to parents midway through the grading period.~~

~~Each primary teacher will use “qualitative reporting methods” (as required in 704 KAR 3:440) to communicate progress. Progress will address the growth and development of the whole child as s/he progresses through the primary program.~~

PRIMARY GRADES

Each primary teacher shall issue a standards based grade report. Progress will address the growth and development of the whole child as s/he progresses through the primary program. The following continuum reflects continuous progress for primary students (K-3):

B – Beyond Grade Level

ON – On Grade Level

AP – Approaching

AC – Area of Concern

NE – Not Evaluated

Optional grades of O for outstanding, S for satisfactory, and NI for Needs Improvement may be used in any special areas/elective class.

Schools shall implement and adhere to the SBDM grading policy in alignment with district report card guidance for kindergarten through third grade, designed to ensure consistency and promote high quality primary literacy practices.

Grading**GRADING SCALE**

The following standards shall be adhered to for grades four through twelve (4-12)

<u>KCSD GPA SCALE (Non-weighted Courses)</u>		
<u>GRADE</u>	<u>RANGE</u>	<u>SCALE</u>
<u>A+</u>	<u>97-100</u>	<u>4</u>
<u>A</u>	<u>93-96</u>	<u>4</u>
<u>A-</u>	<u>90-92</u>	<u>3.7</u>
<u>B+</u>	<u>87-89</u>	<u>3.3</u>
<u>B</u>	<u>83-86</u>	<u>3</u>
<u>B-</u>	<u>80-82</u>	<u>2.7</u>
<u>C+</u>	<u>77-79</u>	<u>2.3</u>
<u>C</u>	<u>73-76</u>	<u>2</u>
<u>C-</u>	<u>70-72</u>	<u>1.7</u>
<u>D+</u>	<u>67-69</u>	<u>1.3</u>
<u>D</u>	<u>63-66</u>	<u>1</u>
<u>D-</u>	<u>60-62</u>	<u>.7</u>
<u>F</u>	<u>0-59</u>	<u>0</u>

For unweighted KEES Scale, AP Classes, Honors Classes, and Dual Credit Classes please reference the Academic Honors Program Policy 08.2211.

Progress on IEP goals: Student progress and performance for each goal of a student's IEP will be reported at least as often as the school reports the performance of all students.

DISCIPLINARY ACTION

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

REFERENCES:

KRS 158.140; KRS 158.645; KRS 158.6451; KRS 158.860
KRS 160.345; KRS 161.200
704 KAR 3:440

RELATED POLICIES:

02.441
08.113
08.22
08.222
08.5

Academic Honors Program**CLASS RANK/GPA**

Class rank at the high school level shall be determined by the total number of quality points earned during the high school career.

At the time of graduation, total quality points shall determine the final class rank order. For ranking purposes, those who take more than four (4) years to graduate shall be ranked based on quality points earned prior to the graduation of his/her original graduating class. For example, a fifth-year senior graduates in 2011. However, he entered school as a member of the graduating class of 2010. He will be ranked in the class of 2010 using only those quality points earned **at the end of the 2010 school year**.

HIGH SCHOOL CREDITS FOR MIDDLE SCHOOL STUDENTS

High school credits earned while in middle school (grades 6, 7, or 8) shall count toward Grade Point Average (GPA) as required through KRS 158.622 and toward meeting graduation requirements if that student attains performance levels expected of high school students in the District as determined by achieving a grade of "C" or better in the course.

GRADING SCALE FOR ALL HIGH SCHOOLS

All AP Classes and Dual Credit Classes will be weighted. All Honors Classes (grade 11 and 12) will be weighted.

According to the Dual Credit Policy for Kentucky Public and Participating Postsecondary Institutions and Secondary Schools, "The postsecondary institution's grading policy shall apply to dual credit courses and must be used by the high school awarding credit," and "High School credit shall be awarded at the end of the term by the secondary school upon completion of the course. The award of high school credit will be determined by local policy." Many postsecondary institutions do not report a numerical grade. Therefore, if only a letter grade is reported from the postsecondary institution, the letter grade will be converted to a numerical grade for dual credit courses as indicated below.

Academic Honors Program**GRADING SCALE FOR ALL HIGH SCHOOLS (CONTINUED)**

UNWEIGHTED/KEES SCALE			KCSO WEIGHTED GPA SCALE for AP CLASSES/HONORS CLASSES			KCSO WEIGHTED GPA SCALE for DUAL CREDIT CLASSES		
GRADE	RANGE	SCALE	GRADE	RANGE	SCALE	GRADE	RANGE	SCALE
A+	97-100	4.0	A+	97-100	5.0	A+/A	100	5.0
A	93-96	4.0	A	93-96	5.0	A-	92	4.7
A-	90-92	4.0	A-	90-92	4.7	B+	89	4.3
B+	87-89	3.0	B+	87-89	4.3	B	86	4.0
B	83-86	3.0	B	83-86	4.0	B-	82	3.7
B-	80-82	3.0	B-	80-82	3.7	C+	79	3.3
C+	77-79	2.0	C+	77-79	3.3	C	76	3.0
C	73-76	2.0	C	73-76	3.0	C-	72	2.7
C-	70-72	2.0	C-	70-72	2.7	D+	69	2.3
D+	67-69	1.0	D+	67-69	2.3	D	66	2.0
D	63-66	1.0	D	63-66	2.0	D-	62	1.7
D-	60-62	1.0	D-	60-62	1.7	F	59	0
F	0-59	0	F	0-59	0			

GRADING SCALE FOR ALL HIGH SCHOOLS STANDARD GRADING SCALE

UNWEIGHTED/KEES SCALE			KCSO GPA SCALE (Non-weighted Courses)		
GRADE	RANGE	SCALE	GRADE	RANGE	SCALE
A+	97-100	4	A+	97-100	4
A	93-96	4	A	93-96	4
A-	90-92	4	A-	90-92	3.7
B+	87-89	3	B+	87-89	3.3
B	83-86	3	B	83-86	3
B-	80-82	3	B-	80-82	2.7
C+	77-79	2	C+	77-79	2.3
C	73-76	2	C	73-76	2
C-	70-72	2	C-	70-72	1.7
D+	67-69	1	D+	67-69	1.3
D	63-66	1	D	63-66	1
D-	60-62	1	D-	60-62	.7
F	0-59	0	F	0-59	0

Academic Honors Program

LATIN SYSTEM FOR STUDENT RECOGNITION

Summa Cum Laude: students who have a GPA above 4.2

Magna Cum Laude: students who have a GPA of 3.800-4.199

Cum Laude: students who have a GPA of 3.500-3.799

OTHER HONOR GRADUATES

To be named as honor graduates of the graduating class, students must have completed the final two semesters at the district high school. [Exceptions may be granted at the Principal's discretion.](#)

Assessment

CONTINUOUS ASSESSMENT

The Superintendent shall recommend and the Board shall adopt and implement a continuous assessment program in accordance with applicable statutes and regulations. Schools shall adhere to the KCSD Balanced Assessment Summary and Expectations which outlines District assessments, the purpose for each assessment, and best practices to follow before, during, and after administration. ~~If utilized, formative or interim assessments of students shall be administered so as to minimize any reduction in instructional time.~~

NOTICES

The District shall make widely available through public means for each grade served by the District, information on each assessment required by the state to comply with Every Student Succeeds Act of 2015 (ESSA), other state required assessments, and if information is available and feasible to report, District-wide required assessments. In posting this notice, the District shall provide the information designated by federal law.

If the school receives Title I funds, the District shall notify parents of students attending the school at the beginning of each school year that they may request the District to provide information regarding any State or District policy regarding student participation in any assessments mandated by ESSA and by the State or District. In complying with such requests, the District shall provide the information designated by federal law.

When such information is available and applicable, schools that receive Title I funds shall provide information on the level of achievement and academic growth of the student on each required state academic assessment to the parent of any student attending the school.

REFERENCES:

KRS 158.120; KRS 158.645; KRS 158.6451; KRS 158.6453; KRS 158.6459
KRS 158.860; KRS 161.795
16 KAR 1:020; 703 KAR 5:270; 704 KAR 3:535
P. L. 114-95 (Every Student Succeeds Act of 2015)

RELATED POLICIES:

02.441; 08.1213; 08.131; 08.13451; 08.221
09.1224; 09.126 (re requirements/exceptions for students from military families)
09.2; 09.21

Emergency Closings

When, in the judgment of the Superintendent, an emergency exists, the Superintendent shall close the schools or reduce the hours of the school day as appropriate in the interest of the health and safety of the pupils.

SYSTEM OF NOTIFICATION

The Superintendent/designee shall devise a system for notifying parents, pupils, teachers, and other employees when it becomes necessary to close schools because of emergency conditions.

REFERENCE:

702 KAR 7:140

RELATED POLICY:

06.21

School Attendance Areas

ASSIGNED ZONES

All pupils shall be assigned by geographic attendance zones and will attend the school designated to serve their area of residence. Specific areas served by each attendance zone will be marked on a map in the central administration office. The Board may revise attendance zones from time to time to attain maximum utilization of school facilities.¹

No student may be assigned to or required to attend a charter school by the District.

IF FAMILIES MOVE

If a family moves from one attendance zone to another within the school system, the pupil may be permitted to finish the grade period (or the mid-term grading period for semester school only) in the school in which s/he was last enrolled (at no cost or service by the Board). The pupil must enroll the following grade period in the school in the attendance zone of his/her legal residence. A student moving out of the District during a school grade period (or the mid-term grading period for semester school only) may be allowed to finish the grade period with an approved tuition application without payment of tuition. A student moving out of the District prior to the beginning of the final grading period of the school year will be charged the full tuition fee (in accordance with Policy 09.124) with an approved tuition application.

ELIGIBLE STUDENTS AND TRANSPORTATION

Per KRS 158.072, "eligible student" is defined as a student enrolled in kindergarten or grade one (1), two (2), or three (3) who qualifies for free or reduced-price school meals or attends a school that participates in the community eligibility provision of the National School Lunch Program.

If the eligible student changes residence and the change in residence results in the student being assigned to a different school within the District, the parent or guardian of the eligible student shall have the option to request the student, and any of the student's siblings enrolled in the same school in any grade, remain enrolled in the original school regardless of the transportation decision made by the Superintendent.

The District shall provide transportation to the original school from the eligible student's new residence unless the Superintendent denies the transportation request if s/he determines the distance and travel time that the student would spend in transport is impracticable. The District shall report the transportation denial and supporting rationale to the Kentucky Department of Education.

REQUESTS FOR TRANSFER

Requests for transfer to another District school must be based on physical, psychological, or educational reasons. Family hardship may also be considered in changing school assignment. The Superintendent/designee shall be authorized to change school assignments for the above reasons.

In compliance with and as set forth by federal requirements, the District shall allow students to transfer to another school within the District if:

School Attendance Zones**REQUESTS FOR TRANSFER**

1. The assigned school is designated by the state as being “persistently dangerous”; or
2. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school.²

REQUESTS FOR OPEN ENROLLMENT

Requests for open enroll to another District school must be made during the publicized yearly District open enrollment window. Details of open enrollment guidelines can be found in 09.11 AP.22. Following the Principal review of the open enrollment application, the Superintendent/designee shall conduct a review of the application. The Principal/designee will notify parent of application approval/denial. Requests for open enrollment may be considered at other times of the year in cases of extenuating circumstances as determined by Superintendent/designee.

REFERENCES:

¹KRS 159.070; OAG 80-394

²P. L. 114-95, (Every Student Succeeds Act of 2015); 20 U.S.C. § 6301 et seq.

KRS 158.072; KRS 160.1592

McKinney-Vento Act, 42 U.S.C. 11431 et seq.; 20 U.S.C. § 7912(a)

Tuition

FEE TO BE CHARGED

According to a schedule recommended by the Superintendent and adopted by the Board, the Board shall charge an annual fee of five hundred dollars (\$500.00) for each student attending its schools whose parent, guardian or legal custodian is not bona fide resident of the District¹ or a full-time employee of the District and lives within another Kentucky school district. Students whose primary residence is outside of the State of Kentucky shall be subject to the tuition amount equal to the current Supporting Education Excellence in Kentucky (SEEK) allocation per pupil plus the annual fee of five hundred dollars (\$500.00) as stated above. The applied SEEK amount may be prorated based on the number of days enrolled in the District.

WHEN STUDENTS MOVE

When a student's parents move out of the District, the student, with an approved Non-Resident Pupil Admission application (09.124 AP.21) may continue to attend the District school during the current grading period (or mid-term grading period for semester schools only) without tuition charge.

Students who move out of the District with more than a full grading period remaining in the year shall be required to transfer to a school in their new district of residence or pay tuition.

Requests to remain in a District school due to a family hardship or a physical, psychological, or educational reason may result in tuition being waived. A Non-Resident Pupil Admission Form (09.124 AP.21) must be submitted. Approval to remain in the current school, for any reason, without paying tuition may only be granted for the remainder of the school year.

EMPLOYEES' CHILDREN

Upon review and acceptance by the school Principal, full-time employees who live outside the District may enroll their children in District schools grades P-12 without a tuition charge. District full-time employees who live outside the District, or employees of the District seeking to enroll a non-qualifying student, may enroll their children in the District preschool program if approved by the Superintendent/designee.

STUDENTS WITH DISABILITIES

For information concerning nonresident students requiring special educational services, refer to the Board-approved policy and procedures manual for students with disabilities. The District shall not discriminate against students with disabilities in accordance with Section 504 and Title II of the Americans with Disabilities Act.

TUITION REIMBURSEMENT

If a tuition paying family moves into the District within the first sixty (60) days of the first day following initial payment, tuition may be reimbursed.

Tuition

REFERENCES:

¹KRS 158.120
237 S.W. 2D 65 (1951), OAG 80-47, OAG 91-75
KRS 157.350, KRS 158.135, 702 KAR 7:125

RELATED POLICIES:

09.12
09.126 (re requirements/exceptions for students from military families)

Health Care Examinations

All pupils shall undergo preventive student health care, dental, and vision examinations as required by Kentucky Administrative Regulation, which shall be reported on the state forms or an electronic medical record that includes all of the data equivalent to that on the appropriate forms required by state regulation.^{1&4}

IMMUNIZATIONS

The immunization certificate form required by 702 KAR 1:160 shall be on file upon a student's enrollment in school.^{1, 2 & 3}

The parent/guardian shall provide a current immunization certificate meeting the requirements of 902 KAR 2:060 upon enrollment, or upon legal name change, and a school required examination pursuant to 702 KAR 1:160.

A current immunization certificate shall be required for home-schooled students prior to attending one (1) or more in-school classes or participating in sports or other school-sponsored extra-curricular activities.

Forms relating to exemptions from immunization requirements shall be available at each school.

Immunization certificates shall be kept current.¹ If the immunization certificate is found to be invalid, an updated and current certificate shall be provided to the school within fourteen (14) days.

~~The parent/guardian shall provide a current immunization certificate at enrollment in a day care center, kindergarten, seventh grade, eleventh grade, and for the 2018-2019 school year for twelfth grade; new enrollment at any grade; upon legal name change; and at a school required examination pursuant to 702 KAR 1:160.~~

REFERENCES:

¹KRS 156.160; 702 KAR 1:160

²KRS 214.036; KRS 214.034

³KRS 158.035

⁴902 KAR 2:060

902 KAR 2:090

OAG 82-131

Health Services Reference Guide, Kentucky Department of Education

P. L. 114-95, (Every Student Succeeds Act of 2015), 20 U.S.C. § 6301 et seq.

McKinney-Vento Act, 42 U.S.C. 11431 et seq.

RELATED POLICIES:

09.121

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

Student Health and Safety

PRIORITY

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

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

HEALTH SERVICES TO BE PROVIDED

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

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

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

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

SAFETY PROCEDURES

All pupils shall receive annual instruction in school bus safety.

The Superintendent shall develop procedures designed to promote the safety of all students. Said procedures shall specify specific responsibilities for line positions having responsibility for student supervision and also shall identify measures to be taken in the event of a crisis situation.

ANONYMOUS REPORTING TOOL

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

The District may use the Kentucky Office of Homeland Security's anonymous reporting tool or provide an alternative anonymous reporting tool that meets the same requirements and shall develop and provide a comprehensive training and awareness program on the use of the chosen anonymous reporting tool.⁴

STUDENT IDENTIFICATION BADGES

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

Student Health and Safety**STUDENT IDENTIFICATION BADGES (CONTINUED)**

- a) A national domestic violence hotline;
- b) A national sexual assault hotline; and
- c) A national suicide prevention hotline.³

SUICIDE PREVENTION STUDENT LESSONS

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

IDENTIFICATION OF A POTENTIAL SUICIDE THREAT

The risk of suicide is raised when a peer, teacher, or other school employee identifies a student as potentially suicidal, because the student has directly or indirectly expressed suicidal thoughts, or demonstrated other cues or warning signs. School Mental Health Staff (School Counselor, SEB Interventionist, School Psychologist) shall screen the student utilizing the approved district screening tool to determine the level of risk. When it is determined that a student is at a moderate or higher level of risk, the parent/guardian shall be contacted and provided the Verification of Emergency Conference form to determine next steps. If a student is sent for a suicide assessment, the Student Safety Plan and Re-Entry Meeting & Plan documents will be completed at the time the student returns to school from the assessment.

REFERENCES:

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

² KRS 158.039

³KRS 158.038

⁴KRS 158.445I

KRS 156.160

KRS 158.836; KRS 158.838

702 KAR 5:030

RELATED POLICY:

09.2241

Use of Physical Restraint and Seclusion

Use of physical restraint or seclusion by school personnel is subject to 704 KAR 7:160. However, nothing in this policy prohibits the exercise of law enforcement duties by sworn law enforcement officers.

DEFINITIONS

- *Physical Restraint* means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely.
- *Seclusion* means the involuntary confinement of a student alone in a room or area from which the student is prevented from leaving, but does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

PHYSICAL RESTRAINT

All School Personnel

Use of physical restraint by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training may physically restrain students, but shall summon core trained school personnel as soon as possible.

In all situations involving use of physical restraint (including restraint by core trained personnel):

- The student shall be monitored for physical and psychological well being for the duration of the restraint.
- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.

Core Trained Personnel

School personnel who have undergone core team training may also use physical restraint after less restrictive behavioral interventions have been ineffective in stopping misbehavior as noted below:

1. In nonemergency circumstances when a student's behavior poses an imminent danger of physical harm to self or others;
2. As provided in KRS 503.050 (including when personnel believe physical restraint is necessary to protect themselves against the use or imminent use of unlawful physical force);
3. As provided in KRS 503.070 (including when personnel believe physical restraint is necessary to protect a third person against the use or imminent use of unlawful physical force);
4. To prevent property damage as provided in KRS Chapter 503 (including when personnel believe physical restraint is immediately necessary to prevent intentional or wanton property destruction, theft, or a felony involving the use of force); and
5. As provided in KRS 503.110 (including when personnel believe physical restraint is necessary to maintain reasonable discipline in a school, class, or other group, and the force used is not designed to cause or known to create a substantial risk of causing death, serious physical injury, disfigurement, extreme pain, or extreme mental distress).

Use of Physical Restraint and Seclusion**SECLUSION**

Seclusion may be implemented only if: the student's behavior poses an imminent danger of physical harm to self or others; less restrictive interventions have been ineffective in stopping the imminent danger of physical harm; the student is monitored visually for the duration of the seclusion; and staff are appropriately trained to use seclusion.

PARAMETERS

The Board has established this policy and related procedures addressing use of physical restraint and seclusion that are designed to promote the safety of all students, school personnel, and visitors. As required by 704 KAR 7:160, school personnel and parents shall be made aware of how to access this policy and related procedures. Methods of notification may include, but are not limited to, publication in the District's local code of acceptable behavior and discipline and District employee handbooks.

TRAINING

Training of personnel on use of physical restraint and seclusion shall be provided as required by 704 KAR 7:160:

- All school personnel shall be trained annually to use an array of positive behavioral supports and interventions and as further required by 704 KAR 7:160.
- A core team of selected school personnel designated to respond to dangerous behavior and to implement physical restraint of students shall receive additional yearly training in the areas required by 704 KAR 7:160. (Exception: Core team members who are school resource officers or other sworn law enforcement officers are not required to undergo this training.)

REQUIRED PROCEDURES

The Superintendent/designee shall develop procedures to be followed during and after each use of physical restraint or seclusion to include the following:

1. Documentation of the event in the student information system;
 2. Notice to parents; and
 3. A process for the parent or emancipated youth to request a debriefing session.
- 3.4. Within twenty-four (24) hours, the building administrator/designee is expected to review relevant video surveillance footage following the event of a seclusion. Such review shall be conducted to assess student and staff safety, and to identify an necessary follow-up actions. Any concerning observations from established procedures, or potential safety issues identified during the review shall be documented and reported to the Principal's immediate supervisor in a timely manner.

NOTIFICATION REQUIREMENTS

The Principal of the school shall be notified as soon as possible when seclusion or physical restraint is used, but no later than the end of the school day on which it occurs.

Following each incident of physical restraint or seclusion of a student and if the student is not an emancipated youth, the parent of the student shall be notified of the incident either verbally or through electronic communication as soon as possible within twenty-four (24) hours of the incident. If the parent cannot be reached during that time frame, a written communication shall be mailed via U. S. mail.

If death, substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty results from use of physical restraint or seclusion, the Superintendent/designee shall notify the Kentucky Department of Education and local law enforcement within twenty-four (24) hours.

DEBRIEFING SESSION

If the parent or emancipated student requests a debriefing session following use or parental notification of the use of physical restraint or seclusion, individuals who are to participate shall be those specified by state regulation.

A requested debriefing session shall occur as soon as practicable, but no later than five (5) school days following receipt of the request from the parent or emancipated youth, unless a meeting is delayed by written mutual agreement of the parent/emancipated student and the school.

The debriefing session shall address elements specified by state regulation, and all documentation used during the session shall become part of the student's education record.

PARENT COMPLAINTS

Parents may submit a complaint regarding the physical restraint or seclusion of their child using the Board's grievance policy and procedures. On receipt of a complaint, the District and school shall investigate the circumstances surrounding the physical restraint or seclusion, make written findings, and, where appropriate, take corrective action.

STATEMENTS FROM PHYSICIAN

The Superintendent/designee shall review and respond to any statement received from a student's licensed physician that the student is not to be subjected to physical restraint.

DOCUMENTATION

All incidents involving physical restraint or seclusion shall be documented by a written record of each use by the end of the next school day, and the documentation shall be maintained in the student's education record. [The record of documentation is maintained in the student information system.](#) In addition, each entry shall be informed by an interview with the student and include information required by 704 KAR 7:160.

Specified data related to incidents of physical restraint and seclusion shall be reported in the state student information system.

At the end of each school year, the Superintendent/designee shall review data on District use of physical restraint and seclusion to identify any recommendations to be made to the Board for policy and procedure revisions.

Use of Physical Restraint and Seclusion

REFERENCES:

704 KAR 7:160

KRS Chapter 503: KRS 503.050, KRS 503.070, KRS 503.080, KRS 503.110

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

Section 504 of Rehabilitation Act of 1973

RELATED POLICIES:

09.4281; 10.2

Student Medication

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

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

PRESCRIPTION MEDICATIONS

Parents/guardians and health care providers shall complete the required forms before any person administers prescription or non-prescription medication to a student or before a student self-medicates. Authorization forms are only valid for one school year or until treatment changes. A new authorization for medication administration must be completed if there is a change in medication, dosage, time and/or frequency, and a new prescription bottle (or medication label, if applicable) from the pharmacy indicating the prescription change should be provided. Medication can be administered thirty (30) minutes before or after the time indicated on the medication authorization form.

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

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

Changes in the dosage and/or times of administration must be received in the form of new Administration of Medication permission form and a new prescription bottle (or medication label, if applicable) from the pharmacy.

NONPRESCRIPTION MEDICATIONS

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

Student Medication**SELF-ADMINISTRATION**

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

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

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

Provided the parent/guardian and health care practitioner files a completed authorization form each year as required by law and follows the procedures developed by the Superintendent, a student under treatment for certain chronic conditions requiring emergency administration may be permitted to self-administer medication.¹

Students with a documented life-threatening allergy or designated staff shall be permitted to carry an epinephrine device in all school environments. The epinephrine device shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.²

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

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

REFERENCES:

¹KRS 158.834; KRS 158.838

²KRS 158.836

KRS 156.502; KRS 158.832; KRS 218A.210

702 KAR 1:160

Americans with Disabilities Act

Section 504 of the Rehabilitation Act of 1973

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

Kentucky Department of Education Medication Administration Training Manual for Non-Licensed School Personnel (2025)

OAG 73-768; OAG 77-530; OAG 83-115

| STUDENTS

09.2241
(CONTINUED)

Student Medication

RELATED POLICIES:

09.22; 09.224

Eligibility (Athletics)

Determination of athletic eligibility shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association (KHSAA) requirements.^{1&2}

District standards for playing up from middle school (grades seven and eight [7 & 8]) to high school in sports other than soccer, football, and boys or coed lacrosse, but are not limited to, considerations related to safety, physical and social readiness, use of school space after the school day, transportation, funding, the student's disciplinary status and record, any substance testing restrictions, equitable opportunities for participation. A student enrolled in a middle school connected to a high school through the Board approved feeder pattern shall be permitted to participate only for that high school team connected to the middle school feeder program. Open enrollment middle school students, attending a school that feeds multiple high schools, may only participate at the high school they are assigned to attend based on the student's home address. Tuition middle school students, attending a school that feeds multiple high schools, may only participate at the high school where the majority of students are assigned to attend for the next school year, based on student home addresses. ~~Students who have begun high school competition shall continue at the school where they began competing.~~

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

1. The parent/guardian must provide a written request to the head coach of the high school sport/sport activity.
2. The head coach, in consultation with the high school principal/designee, may or may not allow students below the 9th grade to participate on the high school team.
3. The student, at the time of the request, must possess abilities equal to or greater than high school students participating on the team to be selected for the sport/sport activity.
4. If selected for the sport/sport activity team: high school head coach, high school principal/designee, and parent/guardian must all be in agreement playing up is in the best interest of the student.

CHARTER SCHOOL STUDENTS

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

Eligibility (Athletics)

REFERENCES:

¹KRS 160.345

²KRS 156.070

KRS 160.1592

702 KAR 7:065; OAG 15-022; Kentucky High School Athletic Association (KHSAA)

RELATED POLICIES:

02.4241

09.1222

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

09.423

School Parades

PARADES AND COMMUNITY EVENT PARTICIPATION

The Board recognizes that student and staff participation in parades and community events may serve to strengthen school-community relations and promote school spirit, citizenship, and positive representation of the District.~~The goal of the Kenton County Board of Education is to provide a safe and fun event for everyone who participates in a school-affiliated or District sponsored parade.~~

Participation in any school-sponsored parade or community event shall be subject to administrative approval and conducted in accordance with all applicable District policies, procedures, safety expectations, and student behavior standards.

Principals/designees shall communicate and collaborate with appropriate local officials and event organizers to support proper planning, coordination, supervision, and safety to school participation in parades and community events.

Students, employees, volunteers, and organizations representing the District during such events are expected to conduct themselves in a manner that reflects positively on the District and maintains an environment that is safe, respectful, and appropriate for all participants and spectators.

Participation may be limited, modified, or discontinued when necessary to address safety concerns, disruption, inappropriate conduct, or circumstances that may substantially interfere with the orderly operation or reputation of the District.

1. SUPERVISION

- ~~1. A member of the faculty or administration staff shall be responsible for providing each participant with an application and the written Parade Rules.~~
- ~~2. School personnel shall screen prospective adult participants (age 21 or older) and make the final decision on all volunteer participants. Adult volunteer participants shall complete and sign a volunteer criminal record check application form which shall be screened and approved prior to participation. Adults who voluntarily contribute their time to serve as a participant in the parade shall be under the direct supervision of school personnel assigned to the parade and are expected to act as reasonably prudent adults in providing for the conduct and safety of students. All participants shall be required to comply with District policies and procedures, including those pertaining to alcohol and drug use.~~
- ~~3. There shall be at least two (2) adult supervisors for each vehicle (one on each side). Additionally there shall be a reasonable number of adult participants to supervise large walking groups e.g. dance teams, scouts, sports teams, etc.~~
- ~~4. A member of the faculty or administration must provide a training session for all parade participants. This training is a requirement in order for participation in our event.~~

5. VEHICLES/FLOATS INSPECTION

- ~~6. Prior to the start of the parade, all vehicles/floats will be inspected for safety and theme content. If deemed unsafe or if the theme content is materially or substantially disruptive to the educational process they will not be permitted to participate. The decision of the Principal or his designee is considered final.~~

7. SAFETY REQUIREMENTS

- ~~8. Smoking on floats or parade vehicles is prohibited.~~
- ~~9. Fire or open flame on any entrant is prohibited.~~
- ~~10. All drivers of floats or vehicles shall possess a valid driver's license and proof of insurance.~~
- ~~11. Vehicles, floats and other parade participants shall operate at a safe and reasonable speed.~~
- ~~12. Parade participants shall remain in assigned order throughout the parade.~~
- ~~13. Exhaust system shall extend beyond any and all decorations so that drivers or riders are not exposed to carbon monoxide.~~
- ~~14. No external gasoline containers or compressed gas tanks (such as helium or propane tanks) are permitted on the float or in the vehicle.~~
- ~~15. All decorative materials must be fire retardant. NOTE: Bales of hay and tissue paper are not fire retardant!~~
- ~~16. All floats and trucks carrying parade participants must maintain a secured safety rail system around the perimeter of the float to ensure participant safety.~~
- ~~17. STUDENTS~~ _____ 09.315
- ~~18.~~ _____ (CONTINUED)

19. School Parades

20. SAFETY REQUIREMENTS (CONTINUED)

- ~~21. No throwing candy or other items from floats; however, walking float escorts may distribute candies. Throwing of candy can create a hazard for children running out into the street.~~
- ~~22. Possession, use of, or under the influence of Alcoholic beverages and/or controlled substance is forbidden for anyone involved in parade activities.~~
- ~~23. Discharging of firearms, noise makers, or fireworks is prohibited.~~
- ~~24. All riders in vehicles and on floats must remain in vehicles and on floats until the parade is over. No one can get on or off a float during the parade except in the case of an emergency. No one may cling to the outside of vehicles or floats.~~
- ~~25. It is required that there be a minimum of two (2) adult supervisors for each vehicle (one on each side) to be available to warn the driver if it becomes necessary to stop for individuals darting out onto the parade route between entries and ensure that all parade rules are followed throughout the parade route. There shall be a reasonable number of adult participants to supervise large walking groups e.g. dance teams, scouts, football teams etc.~~
- ~~26. Distance between parade units is to be maintained at approximately 30 feet. All units are required to close the gap between units when requested to do so by a parade official.~~
- ~~27. No quad runners are permitted.~~
- ~~28. 1. In addition to meeting all school and code of acceptable behavior guidelines, all participants must adhere to jurisdictional regulations for events to include permits, security, and or any other requirements.~~

Tobacco, Alternative Nicotine, or Vapor Products

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all Board property at all times, including any vehicle, owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity.

Evidence-based, age-appropriate nicotine prevention and cessation material shall be distributed to all students at the beginning of each school year, and students shall have access to the material throughout the school year.

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the [Handbook and Code of Conduct](#) ~~Code of Acceptable Behavior and Discipline~~.

PENALTIES

If a student under the age of twenty-one violates this policy, then the District will confiscate the alternative nicotine products, tobacco products, or vapor products and:

1. For the first incident, the school counselor or other school-based mental health services provider shall provide to the parent or guardian and the student evidence-based, age-appropriate nicotine cessation information to include but not be limited to materials, programs, and referrals for treatment;
2. A second incident shall result in providing information listed above and disciplinary action as determined by the Board and included in the District Code of Acceptable Behavior and Discipline; and
3. Third and subsequent incidents may result in an in-school or out-of-school suspension. The school shall provide the opportunity for a student to complete an evidence-based, age-appropriate nicotine education program during an in-school suspension.

REPORTING

No later than ~~June 30~~ ~~August 1~~ of each year, the Board shall [verify the following data in the student information system which is subsequently exported by](#) ~~submit a report to~~ the Kentucky Department of Education ~~that includes~~:

- a. The number of behavior incidents for each alternative nicotine product, tobacco product, and vapor product, listed by school and grade; and
- b. The number of incidents for which medical intervention was provided, listed by school, grade, and product.

Tobacco, Alternative Nicotine, or Vapor Products

REFERENCES:

KRS 158.149; KRS 160.290; KRS 160.340; KRS 161.180
KRS 438.050; KRS 438.305; KRS 438.350
OAG 81-295; OAG 91-137
P. L. 1114-95, (Every Student Succeeds Act of 2015)

RELATED POLICIES:

03.1327; 03.2327; 06.221; 09.438; 10.5

- CERTIFIED PERSONNEL -

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, the Board shall reimburse school personnel for school-related travel when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent/designee and, when appropriate, the School Council. Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds. In the case of expenses reimbursed from internal accounts, the Principal shall be the authority for approving reimbursement. Travel expenses for guests of employees shall not be reimbursed.

The expense reimbursement process shall require documentation of the funding source/category used to pay expenses for all approved trips. Overnight travel shall be documented on the Travel Authorization Request (Procedure 03.125 AP.21) and shall be submitted and approved prior to travel. Daily mileage shall be documented on the Mileage Reimbursement Form (03.125 AP.22). All expense reimbursements will occur via the employee payroll process.

The Board will be responsible only for actual expenses. Allowable expenses are:

MILEAGE

Actual mileage between official work stations within the school system and actual mileage for trips outside the school system which have been approved by the Superintendent/designee and, when appropriate, the Council in SBDM schools will be reimbursed at the same rate as the standard mileage rate established by the State of Kentucky. Mileage reimbursements for travel that does not require an overnight stay shall be submitted on the Mileage Reimbursement form and approved by the employee's immediate supervisor within sixty (60) days of the completed travel.

GASOLINE

Actual cost of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in school-related travel. Purchase must be substantiated by a receipt showing total gallons and total charges.

Direct fuel purchases are not allowed except in cases of emergency or prior approval of the Superintendent/designee. Any request for reimbursement for a direct fuel purchase must be accompanied by a receipt on which the license plate number and odometer reading is recorded.

TOLLS AND FEES

All tolls and parking fees incurred in school-related travel. Parking fees must be substantiated by a ticket or receipt. (Tolls are not to be charged for District vehicles being operated in state in an official capacity.)

CAR RENTAL

Car rental charges when approved by the Superintendent/designee and, when appropriate, the Council in SBDM schools. Charges must be substantiated by a receipt.

COMMON CARRIERS

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, Uber, ferry, etc.). Sight-seeing and pleasure tours are not reimbursable. Charges must be substantiated by a receipt.

Expense Reimbursement**SUBSISTENCE (ALLOWANCE FOR MEALS WITH OVERNIGHT STAY)**

An employee traveling on official District business shall be eligible for reimbursement for subsistence (meals) during mealtime hours, at a rate established by the State of Kentucky. The authorized travel must be to a destination where an overnight stay has prior approval. Reimbursement for subsistence shall be substantiated with a lodging receipt. Employees shall be eligible for a subsistence reimbursement for breakfast, lunch, or dinner expenses while traveling, if the employee is in travel status during the entire time as established below.

Authorized Travel

Breakfast	6:30 a.m. – 9:00 a.m.
Lunch	11:00 a.m. – 2:00 p.m.
Dinner	5:00 p.m. – 9:00 p.m.

Members of the Board are eligible for reimbursement of actual and necessary expenses while traveling on Board of Education business.

LODGING

Hotel or motel charges (not including food or other charges) incurred in school-related travel. Charges must be substantiated by a receipt [from the hotel/motel](#).

REGISTRATION FEES

Reimbursement for registration fees shall be made for school-related activities approved by the Superintendent/designee and, when appropriate, the School Council. Charges must be substantiated by a receipt.

EMERGENCY REPAIRS TO BOARD-OWNED VEHICLES

Reimbursement will be made for emergency repairs or road service to Board-owned vehicles if incapacitated while out of District. Drivers may not obligate the Board for major repairs without the permission of the Superintendent/designee. Charges must be substantiated by a receipt.

REIMBURSEMENT FORM

No requests for travel reimbursement shall be considered unless filed on the proper form and accompanied by appropriate itemized receipts. Requests for reimbursement shall be made within sixty (60) days of the date(s) the expenses are incurred.

Without proper documentation, individuals shall not receive reimbursement, and, if it is determined that reimbursement was made based on incomplete or improper documentation, the individual may be required to reimburse the District.

OUT-OF-STATE TRAVEL

Reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.

The State of Kentucky has established High Rate Travel Areas for subsistence reimbursement rates outside the state of Kentucky. A listing of areas qualifying for high rate reimbursement can be viewed at The Commonwealth of Kentucky Finance and Administration Cabinet website.

Expense Reimbursement**TRAVEL BUDGET**

Each department, school, or individual shall be given an annual travel budget allocation. It is the responsibility of the appropriate supervisor to ensure that budgeted amounts are not exceeded. Travel which will exceed the available budget may not be approved without specific approval of the Superintendent or designee.

SUPERINTENDENT'S TRAVEL EXPENSES

The Superintendent is reimbursed at the same rate as all other employees.

REFERENCES:

KRS 160.290; KRS 160.410; KRS 175.525

OAG 80-395

United States v. Correll, 389 U.S. 299 (1967)

Accounting Procedures for Kentucky School Activity Funds

RELATED PROCEDURES:

03.125 AP.21

03.125 AP.22

-CLASSIFIED PERSONNEL-

Classified Personnel

DEFINITION

Classified personnel are all those employees who hold positions not requiring teacher certification.¹

SUBSTITUTE AND STUDENT EMPLOYEES

Solely for purposes of the County Employees Retirement System, substitute and student employees shall serve a probationary period not to exceed twelve (12) months during which they shall not participate in CERS.

REFERENCES:

¹KRS 161.011 (1)
KRS 78.510
KRS 78.615
702 KAR 1:035

RELATED POLICY:

03.273

- CLASSIFIED PERSONNEL -

Expense Reimbursement

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The expense reimbursement process shall require documentation of the funding source/category used to pay expenses for all approved trips. Daily mileage shall be documented on the Mileage Reimbursement Form (Procedure 03.125 AP.22). Overnight travel shall be documented on the Travel Authorization Request (Procedure 03.125 AP.21) and shall be submitted and approved prior to the travel. All expense reimbursements will occur via the employee payroll process.

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Each department, school, or individual shall be given an annual travel budget allocation. It is the responsibility of the appropriate supervisor to ensure that budgeted amounts are not exceeded. Travel which will exceed the available budget may not be approved without specific approval of the Superintendent/designee.

REFERENCES:

KRS 160.290; KRS 160.410; KRS 175.525

OAG 80-395

United States v. Correll, 389 U.S. 299 (1967)

Accounting Procedures for Kentucky School Activity Funds

RELATED PROCEDURES:

03.125 AP.21

03.125 AP.22

Internal Account Budgets

PREPARATION OF BUDGETS

Each school council or Principal, as appropriate, shall prepare a budget for all internal accounts for the school year. The budget shall include a complete financial forecast of anticipated receipts and expenditures for the school year for each activity fund and shall be prepared on the state-required forms.

DUE DATES

Each club and organization shall prepare a tentative budget of receipts and expenditures for the next school year to be submitted to the Principal by April 15 on the state required form. The Principal shall submit the final school budgets to the District Finance Officer~~Superintendent~~ no later than May 15. The District Finance Officer will work with the Superintendent to submit all school budgets to the Board for approval by the end of May.

REFERENCES:

KRS 160.340

KRS 160.160

KRS 160.290

OAG 60-1149

702 KAR 3:130; Accounting Procedures for Kentucky School Activity Funds

RELATED POLICY:

04.312

District Issuance of Checks

AUTHORIZATION

The treasurer shall prepare warrants or "Orders of the Treasurer" to be acted upon at each regular Board meeting. Except for situations as defined below providing for subsequent Board approval, before checks are issued, the treasurer shall have received the approved warrant or "Orders", or approved equivalent properly executed, which shall include signatures of the chairperson and secretary of the Board.

PAYMENT OF BILLS

With the exception of recurring monthly payments such as utilities and fixed charges, no bill shall be paid without the following supportive information:

1. A purchase order signed by the Superintendent or his designated representative(s);
2. An invoice as to goods or services received; and
3. Confirmation that invoiced materials were received in accurate quantity and in good order.

BOARD MINUTES

The original copy of warrants or "Orders" shall be maintained on file as a part of the official Board minutes.

SUBSEQUENT APPROVAL

The Board shall give subsequent approval to all budgeted disbursements made between meetings of the Board. Payments made between regular Board meetings shall be confined to the following:

1. contract salaries,
2. Salaries for extra duties;
- ~~1.~~3. Utility services;
- ~~2.~~4. payments to take advantage of discounts,
- ~~3.~~5. payments made to prevent penalties and disruption of services, and
- ~~4.~~6. payments for approved purchases made in accordance with District policy and procedures to avoid invoices being more than thirty (30) days past due as of the date of the Board meeting.

REFERENCES:

KRS 160.290; KRS 160.340
KRS 160.370; KRS 160.560
OAG 79-321; 702 KAR 3:120
Accounting Procedures for Kentucky School Activity Funds

Inventories**EQUIPMENT AND ASSETS**

The District shall adhere to the property inventory procedures developed by the Kentucky Department of Education. Principals and other supervisors designated by the Superintendent are accountable for inventory, control and maintenance of all assets and equipment in their area of responsibility. Equipment and supplies acquired with Federal funding shall be managed in accordance with Federal and KDE regulations.

Each school year, results of inventory counts shall be reconciled, coordinated and reported to the Finance Officer.

TECHNOLOGY

Complete inventory records of all technology hardware shall be maintained by the Director of Technology. Each school year, results of inventory counts shall be reconciled to inventory records, coordinated and reported to Principals, Supervisors and Finance Officer.

A complete, current inventory of the following shall be maintained:

1. Capital assets;
2. Technology hardware; and
3. Any additional items designated by the Superintendent/designee.

The Superintendent/designee shall develop procedures and forms for the annual inventory and be responsible for maintaining the inventory.

CAPITAL ASSETS

Capital assets have an acquisition cost of \$5,000 or more and a useful life of more than one (1) year. The Finance Officer will maintain an accurate and timely inventory of all capital assets owned by the district. This accounting shall include a description, cost or value, identifying data, life, accumulated depreciation and book value of each asset.

The District shall refer to the KDE Capital Asset Guide for guidance in establishing capitalization threshold amounts. Minimum threshold limits adopted by the Board are:

\$0	Land
\$5,000	Furniture & Fixtures, Audio-Visual Equipment, Software, Food Service Equipment, Other Equipment, School Buses & Other Vehicles, Technology Hardware
\$20,000	Land Improvements, Buildings, Portable Buildings, Building Improvements

TRANSFER AND DISPOSAL

Assets no longer needed or useable shall be returned to a designated central location and transferred or disposed of in compliance with Board policy, District inventory procedures and applicable legal requirements.

Inventories

CAREER AND TECHNICAL EDUCATION PROGRAM

Inventory management and control for equipment purchased with state funds for use in the career and technical program shall be administered in compliance with applicable legal requirements.¹

REFERENCES:

¹780 KAR 7:060

KRS 160.290

Kentucky Education Technology System

Accounting Procedures for Kentucky School Activity Funds

KDE Capital Asset Guide

RELATED POLICIES:

04.8, 05.21

Responsibility for School Property

BUILDINGS AND GROUNDS

The Principal/designee, under the direction of the Superintendent, shall have charge of and be responsible for the assigned school buildings, the furniture, books, equipment, apparatus, and supplies belonging thereto. Inspection of playgrounds and equipment shall be performed by the Superintendent's designee.

PLAYGROUNDS AND EQUIPMENT

The Superintendent's designee shall monitor the condition of all playgrounds and play apparatus at the school, periodically inspect playgrounds and play apparatus, and report the results in writing to the Superintendent/designee.

School personnel shall work with this individual to assure that playground equipment to be purchased by, or donated to, the school meets District standards and is approved prior to installation. Only commercial grade equipment, suitable for use by children and accompanied by appropriate surface materials, shall be installed in school playgrounds.

MAINTENANCE

As the Principal observes or is notified of needed maintenance of the building, equipment and grounds, s/he shall report it to the Superintendent/designee in writing.

REFERENCES:

KRS 160.290

KRS 160.340

702 KAR 1:160

Handbook for Public Playground Safety, U.S. Consumer Product Safety Commission

At-Risk Students

The Superintendent/designee shall develop and implement a plan to identify and assist students with academic and social-emotional behavioral gaps, at risk of academic failure, engaging in disruptive and disorderly behavior, or dropping out of school.

This plan shall address, but not be limited to:

1. Developing a system to identify all students in which triangulated data indicates a need for intervention, to include students who display characteristics of dyslexia.
2. Providing interventions above and beyond core instruction to all students in which triangulated data indicates and monitoring the progress of the intervention through data.
3. Developing a system using student progress data and instructional data to monitor the effectiveness of the interventions being provided to at-risk students.
4. Providing extended school services to address student academic deficiencies;
5. Coordination of efforts with related agencies, both within and outside the District;
6. Necessary and ongoing training of personnel;
7. Engaging parents in the process to include informing them about interventions their child is receiving and communicating progress monitoring data; and
8. Developing a system of recognition for academic growth and success.

REFERENCES:

KRS 156.488; KRS 157.072; KRS 158.440
KRS 158.810; KRS 158.812; KRS 158.814; KRS 158.816; KRS 158.818
KRS 159.040; KRS 159.150

RELATED POLICIES:

03.19
08.1313; 08.133; 08.14
09.123

Fund-Raising Activities

DEFINITION

Fund-raising is an organized activity of soliciting and collecting money for school or student organizations. Contributions and collections derived from school-sponsored fund-raising activities shall be deposited in the school's activity fund bank account or the District bank account.⁴

APPROVAL REQUIRED

All schoolwide fund-raising activities, including the proposed use of the funds, must be approved by the Board.⁴ Requests must be channeled through the Principal to the Superintendent/designee.

All other fund-raising activities, including the proposed use of the funds, shall be approved by the Principal or a designee.

All funds raised for a specific purpose shall be used for that purpose.

DOOR-TO DOOR SALES

The Superintendent/designee shall develop and present for Board review door-to-door sales guidelines to reflect the following standards:

1. Students shall be permitted to participate only in grades 9-12, when mature enough to benefit safely from the experience;
2. To promote their safety and well-being, students shall be instructed to use specific sales strategies, which shall be provided in writing; and
3. Community members and businesses shall not be overburdened by continual appeals.

CAMPAIGN RESTRICTIONS

No fund-raising shall interfere with the instructional day.

PUPIL NOT COMPELLED

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity.¹ Students choosing not to participate in a fund-raiser shall not be excluded from benefitting from the fund-raiser or otherwise penalized in any way.⁴

CONDUCT OF ACTIVITIES

- All school-sponsored groups shall conduct fund-raising activities to benefit the entire group and shall not permit credit to be earned through fund-raising for an individual student in lieu of participation fees or related activity costs.
- Any support/booster organization wishing to be recognized by and/or affiliated with the District shall conduct fund-raising activities to benefit the entire group and shall not permit credit to be earned through fund-raising for an individual student. No dues, fees, or charges shall be assessed to students or parents.

~~SPORTS FUNDRAISING PROJECTS~~

~~All sports-related fundraising projects must be submitted to the Board for approval via the Fundraising Project Summary and Funding Agreement (Procedure 09.33 AP.1).~~

Fund-Raising Activities**SOLICITATION**

There shall be no solicitation of students while they are under the supervision of school personnel without the approval of the Superintendent.

Teachers shall not collect funds from students under their authority, except for school purposes.

School officials shall not send home coin cards or other comparable devices to be filled and returned by the student.

CHARITY DRIVES

The collection of monies or goods for the purpose of donating to a reputable charity organization may be organized by the school or a school group.

Principal approval of the collection/donation activity and the organization that the funds/goods will be distributed to is required on the Fundraiser Approval Form (Redbook F-SA-2A).

The bookkeeper shall establish a separate school activity account for the event. Daily collection of cash/check donations will be reported on a Multiple Receipt Form (Redbook F-SA-6) and will be remitted to the school bookkeeper daily for deposit into the school activity account opened specifically for the event. One hundred percent (100%) of the account receipts will be remitted to the charitable organization in a timely manner and will be the only permitted disbursement from the account.

This type of activity is categorized as "Collections of Specific Donations" by the Redbook. Procedures for this activity are described in Appendix B of the Redbook. Completion of the Fundraiser Summary Form (F-SA-2B) at the end of the collection drive is required to recap the total cash receipts and disbursements activity, then filed with the bookkeeper and Principal.

CHARITABLE NON-PROFIT SOLICITATIONS

Charitable, non-profit organizations may solicit donations in the schools up to two (2) days each year.

Collections shall not take place in classrooms.

SUBSCRIPTION SALE OF PRINTED MATERIAL

The Superintendent shall provide written approval to the county clerk for all subscription sales of printed materials. This approval shall identify the product(s) being sold, the students involved as solicitors and the duration of sales.²

GAMING ACTIVITIES LICENSE

No individual group or class shall conduct charitable gaming activities without obtaining the appropriate license and following the Accounting Procedures for Kentucky School Activity Funds.

Fund-Raising Activities

CROWDFUNDING

Crowdfunding is the practice of funding a project by collecting small amounts of money from a large number of people, usually via a website that facilitates the process. Examples of crowdfunding sites include DonorsChoose and ClassWish among others. This Policy is designed to assist schools in reducing potential liability caused by employee crowdfunding posts. Employees are prohibited from using a Kenton County school's name or any other identifying features unless the project is in full compliance with this Policy.

Employees wishing to raise funds for a particular school must obtain prior written approval from their principal and if applicable, the Board after providing pertinent details. Crowdfunding projects shall be described and approved using the Fundraiser & Crowdfunding Approval form included in the Accounting Procedures for Kentucky School Activity Funds. A copy of the approved form must be sent to the Chief Financial Officer. Approval forms will be reviewed to ensure that no potential legal liability, violation of state or federal laws, and/or violation of the school or District policy exists. Proposals that paint the school, the District, or any of its employees or students in a negative light will not be approved.

Under the Family Educational Rights and Privacy Act, the publication of student images and information is not authorized except as to specific categories of "directory information". Even as to uses which are directory information, parents have the right to opt their children out. Accordingly, the posting of images on a crowdfunding page is limited to pictures of the classroom, the teacher, and photos of students where the students are not identifiable (i.e. their hands, photos from behind the student, etc.), unless the employee has obtained written consent from the parents of all identifiable students.

The crowdfunding site must have procedures in place to ensure that funds are distributed to or spent on behalf of the school, and not an individual employee. All funds raised and items purchased via crowdfunding must be used for their designated purpose. Employees approved for crowdfunding projects must make a report to their principals of any funds or items received through the project, and the disposition of funds and property received. A copy of the report must be submitted to the Chief Financial Officer.

All funds and/or materials are property of the District and shall remain with the school in the event that the teacher terminates his or her employment with the school.

REFERENCES:

¹KRS 158.290

²KRS 367.515 (3)

³KRS 238.505; KRS 238.535; KRS 238.540

⁴Accounting Procedures for Kentucky School Activity Funds

KRS 156.160; KRS 158.854

OAG 78-508; OAG 79-330; OAG 79-556

Fund-Raising Activities

RELATED POLICY/PROCEDURES:

04.312

09.33 All procedures