

CERTIFIED PERSONNEL

Salaries

SINGLESALARY BASIS

All salaries for certified personnel shall be based on a singlesalary schedule providing for minimum number of working days as required by law. The hourly rate for teachers will be calculated by dividing the daily rate by seven (7) hours.

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

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

Teachers transferring into the District may bring up to twenty-eight (28) years of teaching experience credit for salary purposes.

Certified personnel may receive up to two (2) years experience credit for active military service. The six-month training requirement for National Guard and Reserve service will not qualify an employee for the experience credit. A teacher who is employed by a Board for at least one hundred forty (140) days of a school year and who performs teaching duties for the equivalent of at least seventy (70) full school days during that school year, regardless of the schedule on which those duties were performed, shall be credited with one (1) year of experience. A teacher who is employed by a Board for at least one hundred forty (140) days during each of two (2) school years and who performs teaching duties for the equivalent of at least seventy (70) full school days during those years shall be credited with one (1) year of experience. No more than one (1) year of experience shall be credited for the performance of teaching duties during a single school year.

DETERMINATION OF RANK AND EXPERIENCE

The rank and experience of certified personnel shall be determined at time of hire. Upon initial employment, the Superintendent may grant Career Technical Education (CTE) Teachers up to ten (10) years of relevant work field experience for pay purposes when a person's specific work experience is determined to be of such importance as to make them the best-qualified candidate for the position. The Board shall direct the Superintendent to validate all experience of professional personnel employed in the District.

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

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

Salaries

CONTRACTED EMPLOYMENT

Compensation for employment contracted, shall be prorated on the base pay for 187 days.

Contracted employment positions shall be established in the position job description, funded in the District budget, and specified in the Board policy.

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

EXTENDED EMPLOYMENT

The Principal or supervisor shall submit an annual plan of extended employment to Human Resources for all personnel who work less than two hundred forty (240) days, but more than the minimum number of working days required by law. This plan should denote the dates when extended days will be worked.

All Family Resource/Youth Service Center Coordinators will submit an annual work plan to their Principal and Central Office supervisor.

Extended employment days may be worked only in whole- or half-day increments. Extended employment days cannot be worked on a Saturday or Sunday. A rare exception may be granted if approval is made in advance by the employee's immediate supervisor and Human Resources. To qualify for this exception, the Saturday or Sunday work must be related to the employee's primary job duties. Extended days cannot be worked on a regular work day.

Employees whose positions include 1-45 extended days must work the days and submit documentation to Human Resources by June 23 unless an exception is designated on the extended employment work plan that is approved by the Principal/Supervisor.

All employees who are requesting to be paid all salary owed prior to the end of the fiscal year, as provided for in KRS 160.291, must work all extended days and submit documentation to Human Resources by June 23.

Sick and/or personal leave cannot be used for an extended day unless the day is designated on the extended employment work plan that is submitted to Human Resources.

EXTRA SERVICES

Payments for those services shall be made on the same date and at the same time as are regular salaries. ~~A one (1) percent increase will be applied to administrative and extra-service increments annually.~~ Extra-service increments can be split only once with prior approval of Human Resources. Any payment made to an employee must be processed through regular payroll procedures.

NATIONAL BOARD CERTIFIED TEACHER (NBCT) SUPPLEMENT

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

Salaries

EXCEPTION

The Superintendent's salary may be established without regard to the abovementioned schedules.

A compensation error/adjustment that needs to be corrected will be adjusted within the fiscal year that the discovery of such is made. Errors identified in previous fiscal years may be corrected if the employee had submitted the necessary paperwork within three (3) months of start date.

PAYROLL DISTRIBUTION

District employees shall participate in direct deposit of payroll. Payments will be issued monthly (twelve [12] times annually) through Direct Deposit. New employees may be issued thirteen (13) payments the first year of employment. Payments will be issued on the 28th day of each month, unless the 28th falls on a Saturday, Sunday, or holiday in which case payment will be made on the preceding day.

The District shall furnish the employee with either a paper or electronic statement. If statements are provided electronically, employees shall be provided access to a computer and printer for review and printing of their statement.

The Board shall make all deferred salary payments on or before June 30 of the current fiscal year, and these deferred payments shall then be directly deposited at the regular pay periods in June, July and August, except that at the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary prior to the end of the fiscal year. ~~Employees who retire in the month of June or July, will be paid out the month after retirement date.~~

TIME RECORDS

All employees working in an exempt position must maintain accurate attendance records. Those records should be maintained using the District's online timekeeping system. When reporting to work, all employees, exempt and non-exempt must clock in at their approved duty location for the day.

QUALIFICATIONS

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

NOTICE OF SALARY

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

PAYROLL DEDUCTIONS

The Board shall approve all payroll deductions as specified by KRS 161.158 and Board Policy 03.1211.

Salaries

REFERENCES:

KRS 157.075; KRS 157.320; KRS 157.350; KRS 157.360
KRS 157.390; KRS 157.395; KRS 157.397; KRS 157.420
KRS 160.290; KRS 160.291
KRS 161.1211; KRS 161.134; KRS 161.168; KRS 161.760
KRS 337.070; KRS 424.120; 16 KAR 1:040; OAG 97-25
702 KAR 3:060; 702 KAR 3:070; 702 KAR 3:100; 702 KAR 3:310
29 C.F.R. Section 541.303; 29 C.F.R. Section 541.602; 29 C.F.R. Section 541.710

RELATED POLICIES:

03.114; 03.1211; 03.4

CERTIFIED PERSONNEL

Personal Leave**NUMBER OF DAYS**

Fulltime certified employees shall be entitled to three (3) days of personal leave with pay each school year. Personal leave may be taken only in whole- or half-day increments.

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 workday shall receive the authorized personal leave days equivalent to their normal working day, provided the employee works enough hours in the position to be considered at least one-half time.

APPROVAL

The Superintendent or designee (employee's immediate supervisor) must approve the leave date and should be given a written notice of one (1) week (and not later than one (1) day), 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.

Employees on paid leave shall not be compensated for any duties, regular or extra service, during the paid leave period.

LIMITED NUMBER

No more than five percent (5%) of a school's certified employees may take personal leave on a given day. If requests exceed five percent (5%) on the school level, those making earliest application will be given preference.

When the certified staff of a school is less than twenty (5% equaling one employee), one (1) person will be allowed personal leave on any one day.

PROHIBITION

Personal leave shall not be taken on the day before a holiday or calendar break, or on the first day following a holiday or calendar break, or taken during the first or last week of the school year without the written approval of the Superintendent.

OPTIONS

1. Personal leave days not taken during the school year shall not accumulate as personal leave days. On July 1 of each year, 10-month employees' unused personal leave from the previous year will automatically be converted to sick leave unless a written request to do otherwise is received from the employee. For 11 month and 12-month employees, a maximum of one (1) unused personal leave day from the previous year will automatically be converted to sick leave.

Personal Leave**OPTIONS (CONTINUED)**

2. At the end of each fiscal year, the employee may exercise the option to be compensated at the rate of seventy-five dollars (\$75.00) for each unused personal leave day. Excluded from the seventy-five-dollar (\$75.00)-option are all Central Office staff, administrators, and counselors. The employee must request to be compensated for unused personal leave in writing to the payroll department by April 30th.
3. Unused personal leave will not be paid upon layoff, resignation, or termination. The exception will be made for an employee who completes the regular school year and chooses one of the two options above.

STATEMENT

Employees taking personal leave must file a personal statement stating that the leave was personal in nature.

REFERENCES:

KRS 161.154; OAG 77-115

RELATED POLICY:

03.1232

CERTIFIED PERSONNEL

Sick Leave Bank Dissolution and Elimination**PURPOSE AND AUTHORITY**

The purpose of the Sick Leave Bank is to provide to eligible, voluntarily participating employees who have exhausted all of their accumulated sick leave and other available paid leave days the means of obtaining additional sick leave days upon proper approval of the Sick Leave Bank Usage Approval Committee appointed by the Superintendent.

Effective July 1, 2026, the Sick Leave Bank will enter a “sunset” phase. No further sick leave days will be contributed to or withdrawn from the bank except as expressly permitted under the phase-out provisions of this policy.

ELIGIBLE EMPLOYEES

~~All certified employees of the Board of Education are eligible to voluntarily participate in the Sick Leave Bank.~~

Immediate Cessation of Enrollment and Contributions

- No New Members: The Sick Leave Bank is permanently closed to new members. No open enrollment periods will be held, and no new applications for membership will be accepted.
- Cessation of Assessments: The District will immediately cease collecting, deducting, or transferring sick leave days from individual employee allocations into the Sick Leave Bank.

Phased Distribution of Remaining Days

To ensure a fair and orderly distribution of the remaining days currently held in the Bank, the following transitional procedures will apply:

- Monthly Committee Meetings: The Sick Leave Bank Committee will continue to meet once per calendar month to review existing and new requests for days.
- Eligibility for Requests: Only employees who were active, contributing members of the Sick Leave Bank prior to July 1, 2026, are eligible to request days during this phase-out period.
- Granting of Days: The Committee will review requests according to previously established medical necessity criteria. Days will be granted on a first-come, first-served, or need-based basis (consistent with prior guidelines) only until the existing pool of days is completely exhausted.
- No Deficits: Under no circumstances will the Bank grant more days than what currently exists in the remaining balance. No negative balances or borrowing against future days will be permitted.

Final Dissolution

Once the balance of days in the Sick Leave Bank reaches zero (0), the Bank will be officially dissolved, and this policy, along with all associated administrative regulations regarding the Sick Leave Bank, will be rendered null and void.

PERSONNEL

03.12321
(CONTINUED)

Sick Leave Bank Dissolution and Elimination

REFERENCE:

KRS 161.155

RELATED POLICY:

03.1232

CERTIFIED PERSONNEL

Workers' Compensation Payments

COORDINATION WITH SICK LEAVE

Employees shall not be required to use sick leave in connection with a work related injury. However, employees claiming workers' compensation income benefits who have sick leave available may choose to use sick leave in order to maintain the equivalent of full salary for the days they are unable to work. Employees shall not be entitled to payment in excess of one hundred percent (100%) of contracted salary.

EMPLOYEE ELECTION

In order to maintain full salary, employees may voluntarily elect to use sick leave to which they are entitled. To coordinate benefits in connection with the employee's election to use sick leave¹, the employee shall pay to the District a sum equal to workers' compensation income benefits received for the same period that the employee uses sick leave. The employee may make such payment by endorsing the workers' compensation benefits check to the District or by paying the District by personal check or cash. When Workers' Compensation checks are endorsed to the District, the employee will pay taxes on the entire amount of compensation. The employee's sick leave balance shall then be reinstated to the extent of such payment.

REFERENCES:

¹KRS 161.155, KRS 342.730

RELATED POLICIES:

03.1232

03.12322

- CERTIFIED PERSONNEL -**Expense Reimbursement for Travel**

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, the Board/School shall reimburse school personnel, within budgeted guidelines, for schoolrelated travel when such travel is a required part of the duties of the employee or for schoolrelated activities approved by the Superintendent/Immediate Supervisor and the School Council when appropriate. 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.

The Board/School will be responsible only for actual expenses.

REIMBURSEMENT

Travel vouchers reimbursed by School Activity Funds shall be submitted within one (1) week of the travel. No requests for travel reimbursement will be considered unless filed and approved on the proper form and accompanied by itemized supporting documentation.

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.

~~Receipts are required for all reimbursements.~~

Travel reimbursement requests and supporting documents must be approved by the Immediate Supervisor of the School/Department and/or Project Director of the funding source. All requests with required signatures and supporting documentation must be in the Finance/Accounts Payable Office by the deadline designated by the Finance Department in order to be paid at the next scheduled Board meeting.

Requests for travel reimbursements not paid by school activity funds should be filed within sixty (60) days with the exception that June travel for the preceding fiscal year must be filed for reimbursement by July 10 of the new fiscal year.

Allowable expenses are:

MILEAGE

In-district travel between the employee's official work station and the destination will be reimbursed at the state rate. Mileage commuting between the employee's home and official work station shall not be paid. The District Mileage Chart will be used to calculate mileage between the Central Office and schools and/or school to school.

Travel outside the District requires prior approval by the Superintendent/Immediate Supervisor and the Council in SBDM schools. Mileage will be calculated between the employee's official work station or home, whichever is the lesser, and reimbursed at the state rate.

Mileage for in-state travel shall be based on an official Kentucky mileage map. An explanation should accompany any variance in excess of ten (10) miles per round-trip. Mileage for out-of-state travel shall be based on the most recent edition of a Rand McNally or AAA Road Atlas.

Expense Reimbursement for Travel**GASOLINE**

Actual cost of gasoline and oil purchased and placed in a Boardowned vehicle by an employee while engaged in schoolrelated travel. Receipts are required.

PARKING FEES/TOLLS

All parking fees and tolls incurred in schoolrelated travel and approved on the out-of-District travel request form. Receipts are required. (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/Immediate Supervisor and the Council in SBDM schools. Receipts are required.

COMMON CARRIERS

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Sightseeing and pleasure tours are not reimbursable. Receipts are required.

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.

FOOD

The number of meals allowed will be determined by the dates and times of the meeting as approved on the outofDistrict travel request form. Documentation such as an agenda is required to support breakfast and dinner meals that do not fall within authorized travel times. Meals will not be reimbursed for day trips when an overnight stay is not approved.

Per-diem allowance for meals ~~(receipts required)~~ when an overnight stay is approved will be reimbursed to the employee based on the current state-approved rates for "standard" and "high rate" areas. Rates are as follows:

REIMBURSEMENT FOR NON HIGH-RATE AREAS		
Breakfast	Authorized travel prior to 6:30 A.M.	\$12.00
Lunch	Authorized travel 11 A.M. -2 P.M.	\$15.00
Dinner	Authorized travel after 7:30 P.M.	\$23.00

REIMBURSEMENT FOR HIGH-RATE AREAS*		
Breakfast	Authorized travel prior to 6:30 A.M.	\$14.00
Lunch	Authorized travel 11 A.M. -2 P.M.	\$18.00
Dinner	Authorized travel after 7:30 P.M.	\$28.00

* "High-rate area" means a city or metropolitan area in which it has been recognized that higher meal costs and lodging rates have historically prevailed and that has been designated by the Secretary of the Finance and Administration Cabinet as a high-rate area. The Cabinet's policies and procedures manual contains a list of "high-rate areas." A list of "high-rate areas" accompanies this policy.

Expense Reimbursement for Travel**FOOD (CONTINUED)**

Special meal functions are to be claimed as part of registration fees must be supported by an agenda or supporting documentation.

Meals and mileage will not be reimbursed for District-sponsored meetings within the District.

LODGING

Reimbursement for hotel or motel charges incurred in schoolrelated travel shall be reimbursed for a conference that is of a two (2)-day or more duration. Overnight lodging will not be approved for meetings of 50 miles or fewer from the Board Central Office (unless evening activities are scheduled). Lodging shall not exceed the cost of a single-room rate unless approved by the Immediate Supervisor, the Superintendent, the Board, or the SBDM Council when appropriate. Personal proof of payment is required.

REGISTRATION FEES

Fees for attendance or admission to conferences or other events provided by sponsors of authorized meetings. Personal proof of payment is required.

OUTOFPOCKET EXPENSES

With prior approval, outofpocket expenses for teaching materials or postage for Board/School mail. Receipts are required.

Kentucky sales tax will not be reimbursed.

EMERGENCY REPAIRS TO VEHICLES

Reimbursement will be made for emergency repairs or to road service to Boardowned vehicles if incapacitated while out of District. Drivers may not obligate the Board for major repairs without the permission of the Director of Transportation or Superintendent.

REFERENCES:

KRS 160.290; KRS 160.410; KRS 175.525

OAG 80395

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

Accounting Procedures for Kentucky School Activity Funds

CLASSIFIED PERSONNEL

Salaries

HOURLY OR SALARY BASIS

All regular and substitute classified personnel shall be paid on an hourly or salary basis as established by the Board.

WORK DAY/WORK WEEK

The length of the work day shall be established for each position by the Board. The work week for hourly (non-exempt) employees shall not exceed forty (40) hours per week, unless overtime is authorized as provided by this policy.

DETERMINATION OF EXPERIENCE

The experience of classified personnel shall be determined at time of hire. Upon initial employment, the Superintendent may grant up to ten (10) years for pay purposes when a person's specific work experience is determined to be of such importance as to make them the best-qualified candidate for the position. Classified personnel may receive up to two (2) years experience credit for active military service. The sixmonth training requirement for National Guard and Reserve service will not qualify an employee for the experience credit.

TRANSFER OF EXPERIENCE CREDIT FROM AN ACCREDITED SCHOOL DISTRICT

Classified employees transferring into the District may bring up to twenty-eight (28) years of experience credit for salary purposes provided the experience meets the District guidelines. When a certified employee transfers to a classified position or when a former certified employee returns to work as a classified employee, the employee shall be paid on the classified salary schedule at the step for which they have verified years of prior experience from an accredited school district when filling a critical shortage area as determined by Human Resources.

QUALIFICATIONS

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

PAYROLL DISTRIBUTION

District employees shall participate in direct deposit payroll. Payments will be issued monthly (twelve [12] times annually) through Direct Deposit only. New employees may be issued thirteen (13) payments the first year of employment. Payments will be issued on the 28th of each month unless the 28th falls on a Saturday, Sunday, or holiday; in which case the payment will be made on the preceding day.

The District shall furnish the employee with either a paper or electronic statement. If statements are provided electronically, employees shall be provided access to a computer and printer for review and printing of their statement.

Salaries

PAYROLL DISTRIBUTION (CONTINUED)

The Board shall make all deferred salary payments on or before June 30 of the current fiscal year, and these deferred payments shall then be directly deposited at the regular pay periods in June, July and August, except that at the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary prior to the end of the fiscal year. ~~Employees who retire in the month of June or July will be paid out the month after retirement date.~~

PAYROLL DEDUCTION

The Board shall approve all payroll deductions as specified by KRS 161.158 and Board Policy 03.2211.

NUMBER OF HOURS

No employee may work for more than forty (40) hours per week unless it has been cleared by the employee's supervisor(s) and the Human Resource Offices. If an employee works in more than one area (e.g., instructional assistant and bus driver), the total amount of work time cannot exceed forty (40) hours per week unless approved by the Human Resource Offices.

TIME RECORDS

All classified employees working in an exempt or non-exempt position must maintain accurate time records. Those time records should be maintained using the District's online timekeeping system. When reporting to work, the employee must not sign in or clock in until they begin the duties of the position at their approved duty location for the day. When leaving work at the end of a work day, all non exempt employees must sign out or clock out. All times entered must reflect the accurate time to the minute. Approximate times are not acceptable.

OVERTIME

Overtime work shall be approved in advance by the Superintendent or designee.

Employees required to work in excess of forty (40) physical hours per week will be paid at the rate of 1½ times the regular rate for all hours beyond 40 as provided by the Fair Labor Standards Act for overtime work. Employees required to work in excess of forty (40) hours per week on days when schools and offices are closed as designated in Board policy 03.222 shall be paid at the rate of 1½ times the regular rate for all hours beyond 40 as provided by the Fair Labor Standards Act for overtime work. Twelve-month classified employees required to work on holidays as designated in Board policy 03.222 shall be paid double time.

Employees who are required to work in excess of their regularly scheduled number of hours short of overtime (40 hours per week) shall be compensated for the extra hours at their scheduled straight-time hourly rate.

Salaries

EXTRA SERVICE

Classified personnel may receive extraservice pay for duties connected with handling and accounting for funds at activities scheduled outside the regular school day, provided the rate of pay does not exceed the hourly rate approved by the Board for their regular assignments. Any payment made to an employee must be processed through the payroll process.

EXCEPTION

A compensation error/adjustment that needs to be corrected shall be adjusted within the fiscal year that the discovery of such is made. Errors identified in previous fiscal years may be corrected if the employee had submitted the necessary paperwork within three (3) months of start date.

EXTENDED EMPLOYMENT

The Principal/Supervisor shall work with the employee to establish an extended employment work plan. The plan shall be filed annually with Human Resources.

Employees whose positions include 1– 45 extended days must work the days and submit documentation to Human Resources by June 23 unless an exception is designated on the extended employment work plan that is approved by the Principal/Supervisor.

All employees who are requesting to be paid all salary owed prior to the end of the fiscal year, as provided in KRS 160.291, must work all extended days and submit documentation to Human Resources by June 23.

Sick and/or personal leave cannot be used for an extended day unless the day is designated on the extended employment work plan that is submitted to Human Resources.

Extended employment days may be worked only in whole- or half-day increments. Extended employment days cannot be worked on a Saturday or Sunday. A rare exception may be granted if approval is made in advance by the employee's Immediate Supervisor and Human Resources.

Addition of days to be worked beyond the original contract or additional days of extended employment for a position require prior Board approval before the change goes into effect. Extended days cannot be worked on a regular work day.

CLASSIFIED SUBSTITUTES

Classified substitutes will be paid at Step A of the level of the position for which they are substituting.

WORK EXPERIENCE CREDIT

A full-time employee will receive credit for one (1) year of experience each year s/he works one hundred forty (140) days or more between July 1 and June 30.

Salaries**RETIRED RE-EMPLOYMENT**

Classified employees who retire from an accredited school district and gain employment with the District in a classified position shall be paid at the step on the classified salary schedule for which they have documented years of experience.

REFERENCES:

KRS 78.615; KRS 160.291; KRS 161.011

KRS 337.070; KRS 337.285; KRS 424.120

702 KAR 3:320; 803 KAR 1:060; 803 KAR 1:070

Fair Labor Standards Act

Garcia v. San Antonio Metropolitan Transit Authority, 105 S. Ct. 1005 (1985)

RELATED POLICY:

03.2211

CLASSIFIED PERSONNEL**Personal Leave****NUMBER OF DAYS**

Fulltime classified employees shall be entitled to three (3) days of personal leave with pay each school year. Personal leave may be taken only in whole- or half-day increments. Employees must be scheduled to work five (5) or more hours on the day leave is taken in order to utilize leave in half-day increments.

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 workday shall receive the authorized personal leave days equivalent to their normal working day, provided the employee works enough hours in the position to be considered at least one-half time.

APPROVAL

The Superintendent or designee (employee's immediate supervisor) must approve the leave date and should be given a written notice of one (1) week (and not less than one (1) day), but no reasons shall be required for the leave. The administration reserves the right to deny personal leave on a particular date if such leave would affect the normal operations of the school.

Employees on paid leave shall not be compensated for any duties, regular or extra services, during the paid leave period.

LIMITED NUMBER

No more than five percent (5%) of a school's classified employees may take personal leave on a given day. If requests exceed five percent (5%), those making earliest application will be given preference.

PROHIBITION

Personal leave shall not be taken on the day before a holiday or calendar break, or on the first day following a holiday or calendar break, or taken during the first or last week of the school year without the written approval of the Superintendent.

OPTIONS

1. Personal leave days not taken during the school year shall not accumulate as personal leave days. On July 1 of each year, unused personal leave from the previous year will automatically be converted to sick leave unless a written request to do otherwise is received from the employee.
2. At the end of each fiscal year, the employee may exercise the option to be compensated at the rate of thirty dollars (\$30.00) or the daily rate, whichever is less. Excluded from the thirty-dollar (\$30.00)-option are all twelve (12)-month employees and administrators. The employee must request to be compensated for unused personal leave in writing to the payroll department by April 30th.
3. Unused personal leave will not be paid upon layoff, resignation, or termination. The exception will be made for an employee who completes the regular school year and chooses one of the two options above.

Personal Leave

STATEMENT

Employees taking personal leave must file a personal statement stating that the leave was personal in nature.

REFERENCES:

KRS 161.154
OAG 77115

RELATED POLICY:

03.2232

CLASSIFIED PERSONNEL

Sick Leave

NUMBER OF DAYS

All fulltime classified personnel shall be entitled to ten (10) days of sick leave with pay per year.

Full-time classified staff employed on an eleven (11) or twelve (12) month basis shall be entitled to eleven (11) or twelve (12) days, respectively, each year.

Sick leave may be taken in whole-day or half-day increments. Employees must be scheduled to work five (5) or more hours on the day leave is taken in order to utilize leave in half-day increments.

Persons employed for less than a full-year contract will receive a prorata part of the authorized sick leave days calculated to the nearest onehalf ($\frac{1}{2}$) day.

Persons employed on a full-year contract but scheduled for less than a full workday shall receive the authorized sick leave days equivalent to their normal working day, provided the employee works enough hours in the position to be considered at least one-half time.

Employees on paid leave shall not be compensated for any duties, regular or extra service, during the paid leave period. Employees on an approved leave of absence cannot return to work prior to the ending date for the leave unless prior approval has been granted through the Human Resources office.

ACCUMULATION

Unused sick leave will accumulate with no limitation.

DEFINITION

“Sickness” shall mean personal illness, including illness or temporary disabilities arising from pregnancy or exposure to contagious diseases.

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 employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

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 classified 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. Employees who are on a leave of absence are not eligible to donate sick leave days.

Sick Leave**SICK LEAVE DONATION PROGRAM (CONTINUED)**

An employee recipient shall not receive more than one (1) contractual year's number of donated days.

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

The donation of sick days is totally voluntary. No employee shall be coerced, intimidated, or financially induced into donating days.

All names of people who donate days shall be considered confidential and shall not be shared with recipients or other people.

TRANSFER OF SICK LEAVE

Classified employees coming to the District without a break in service from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

UNUSED SICK LEAVE

Unused sick leave will not be paid upon layoff, resignation, or termination of employment.

REINSTATEMENT

Unused accumulated sick leave will be reinstated to an employee who has been terminated and has been subsequently re-employed, if the break in service does not exceed forty-five (45) working days.

PERSONAL DAY TRANSFER

Classified employees shall have the option of transferring unused personal leave days to their accumulated sick leave at the end of each school year.

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 a member of the immediate family who was ill. For six (6) or more consecutive days, an employee shall present a physician's statement.

REFERENCES:

KRS 161.155

OAG 79-148

OAG 9339

Family & Medical Leave Act of 1993

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

RELATED POLICIES:

03.2231; 03.2232; 03.22322; 03.2233

03.273 (Retirement Compensation)

CLASSIFIED PERSONNEL

Sick Leave Bank Dissolution and Elimination**PURPOSE AND AUTHORITY**

The purpose of the Sick Leave Bank is to provide to eligible, voluntarily participating employees who have exhausted all of their accumulated sick leave and other available paid leave days the means of obtaining additional sick leave days upon proper approval of the Sick Leave Bank Usage Approval Committee appointed by the Superintendent.

Effective July 1, 2026, the Sick Leave Bank will enter a “sunset” phase. No further sick leave days will be contributed to or withdrawn from the bank except as expressly permitted under the phase-out provisions of this policy.

ELIGIBLE EMPLOYEES

~~All classified employees of the Board of Education are eligible to voluntarily participate in the Sick Leave Bank.~~

Immediate Cessation of Enrollment and Contributions

- **No New Members:** The Sick Leave Bank is permanently closed to new members. No open enrollment periods will be held, and no new applications for membership will be accepted.
- **Cessation of Assessments:** The District will immediately cease collecting, deducting, or transferring sick leave days from individual employee allocations into the Sick Leave Bank.

Phased Distribution of Remaining Days

To ensure a fair and orderly distribution of the remaining days currently held in the Bank, the following transitional procedures will apply:

- **Monthly Committee Meetings:** The Sick Leave Bank Committee will continue to meet **once per calendar month** to review existing and new requests for days.
- **Eligibility for Requests:** Only employees who were active, contributing members of the Sick Leave Bank prior to July 1, 2026, are eligible to request days during this phase-out period.
- **Granting of Days:** The Committee will review requests according to previously established medical necessity criteria. Days will be granted on a first-come, first-served, or need-based basis (consistent with prior guidelines) **only until the existing pool of days is completely exhausted.**
- **No Deficits:** Under no circumstances will the Bank grant more days than what currently exists in the remaining balance. No negative balances or borrowing against future days will be permitted.

Sick Leave Bank Dissolution and Elimination

Final Dissolution

Once the balance of days in the Sick Leave Bank reaches zero (0), the Bank will be officially dissolved, and this policy, along with all associated administrative regulations regarding the Sick Leave Bank, will be rendered null and void.

Notice to Employees: The elimination of the Sick Leave Bank does not affect an employee's individually accrued, unused sick leave, nor does it impact standard Family and Medical Leave Act (FMLA) protections or short-term/long-term disability benefits elected by employees.

Legal Compliance

The Superintendent or their designee is authorized to take all necessary steps to implement this policy, including providing required notices to staff.

REFERENCE:

KRS 161.155

RELATED POLICY:

03.2232

CLASSIFIED PERSONNEL

Workers' Compensation Payments

COORDINATION WITH SICK LEAVE

Employees shall not be required to use sick leave in connection with a work related injury. However, employees claiming workers' compensation income benefits who have sick leave available may choose to use sick leave in order to maintain the equivalent of full salary for the days they are unable to work. Employees shall not be entitled to payment in excess of one hundred percent (100%) of contracted salary.

EMPLOYEE ELECTION

In order to maintain full salary, employees may voluntarily elect to use sick leave to which they are entitled. To coordinate benefits in connection with the employee's election to use sick leave¹, the employee shall pay to the District a sum equal to workers' compensation income benefits received for the same period that the employee uses sick leave. The employee may make such payment by endorsing the workers' compensation benefits check to the District or by paying the District by personal check or cash. When Workers' Compensation checks are endorsed to the District, the employee will pay taxes on the entire amount of compensation. The employee's sick leave balance shall then be reinstated to the extent of such payment.

REFERENCES:

'KRS 161.155, KRS 342.730

RELATED POLICIES:

03.2232

03.22322

CLASSIFIED PERSONNEL**Expense Reimbursement for Travel**

The Board/School shall reimburse school personnel, within budgeted guidelines, for necessary and appropriate schoolrelated travel when such travel is a required part of the duties of the employee or for schoolrelated activities approved by the Superintendent/Immediate Supervisor and the School Council when appropriate. Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds. 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.

The Board/School will be responsible only for actual expenses.

REIMBURSEMENT

Travel vouchers reimbursed by School Activity Funds shall be submitted within one (1) week of the travel. No requests for travel reimbursement will be considered unless filed and approved on the proper form and accompanied by itemized supporting documentation.

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.

~~Receipts are required for all reimbursements.~~

Travel reimbursement requests and supporting documents must be approved by the Immediate Supervisor of the School/Department and/or Project Director of the funding source. All requests with required signatures and supporting documentation must be in the Finance/Accounts Payable Office by the deadline designated by the Finance Department in order to be paid at the next scheduled Board meeting.

Requests for travel reimbursements not paid by school activity funds should be filed within sixty (60) days with the exception that June travel for the preceding fiscal year must be filed for reimbursement by July 10 of the new fiscal year.

Allowable expenses are:

MILEAGE

In-District travel between the employee's official work station and the destination will be reimbursed at the state rate. Mileage commuting between the employee's home and official work station shall not be paid. The District Mileage Chart will be used to calculate mileage between the Central Office and schools and/or school to school.

Travel outside the District requires prior approval by the Superintendent/Immediate Supervisor and the Council in SBDM schools. Mileage will be calculated between the employee's official work station or home, whichever is the lesser, and reimbursed at the state rate.

Mileage for in-state travel shall be based on an official Kentucky mileage map. An explanation should accompany any variance in excess of ten (10) miles per round-trip. Mileage for out-of-state travel shall be based on the most recent edition of a Rand McNally or AAA Road Atlas.

Expense Reimbursement for Travel**GASOLINE**

Actual cost of gasoline and oil purchased and placed in a Boardowned vehicle by an employee while engaged in schoolrelated travel. Receipts are required.

PARKING FEES/TOLLS

All parking fees and tolls incurred in schoolrelated travel and approved on the out-of-District travel request form. Receipts are required. (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/Immediate Supervisor and the Council in SBDM schools. Receipts are required.

COMMON CARRIERS

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Sightseeing and pleasure tours are not reimbursable. Receipts are required.

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.

FOOD

The number of meals allowed will be determined by the dates and times of the meeting as approved on the outofDistrict travel request form. Documentation such as an agenda is required to support breakfast and dinner meals that do not fall within authorized travel times. Meals will not be reimbursed for day trips when an overnight stay is not approved.

Per-diem allowance for meals ~~(receipts required)~~ when an overnight stay is approved will be reimbursed to the employee based on the current state-approved rates for "standard" and "high rate" areas. Rates are as follows:

REIMBURSEMENT FOR NON HIGH-RATE AREAS		
Breakfast	Authorized travel prior to 6:30 A.M.	\$12.00
Lunch	Authorized travel 11 A.M. -2 P.M.	\$15.00
Dinner	Authorized travel after 7:30 P.M.	\$23.00
REIMBURSEMENT FOR HIGH-RATE AREAS*		
Breakfast	Authorized travel prior to 6:30 A.M.	\$14.00
Lunch	Authorized travel 11 A.M. -2 P.M.	\$18.00
Dinner	Authorized travel after 7:30 P.M.	\$28.00

* "High-rate area" means a city or metropolitan area in which it has been recognized that higher meal costs and lodging rates have historically prevailed and that has been designated by the Secretary of the Finance and Administration Cabinet as a high-rate area. The Cabinet's policies and procedures manual contains a list of "high-rate areas." A list of "high-rate areas" accompanies this policy.

Expense Reimbursement for Travel**FOOD (CONTINUED)**

Special meal functions are to be claimed as part of registration fees must be supported by an agenda or supporting documentation.

Meals and mileage will not be reimbursed for District-sponsored meetings within the District.

LODGING

Reimbursement for hotel or motel charges incurred in schoolrelated travel shall be reimbursed for a conference that is of a two (2)-day or more duration. Overnight lodging will not be approved for meetings of 50 miles or fewer from the Board Central Office (unless evening activities are scheduled). Lodging shall not exceed the cost of a single-room rate unless approved by the Immediate Supervisor, the Superintendent, the Board, or the SBDM Council when appropriate. Personal proof of payment is required.

REGISTRATION FEES

Fees for attendance or admission to conferences or other events provided by sponsors of authorized meetings. Personal proof of payment is required.

OUTOFPOCKET EXPENSES

Outofpocket expenses for teaching materials, postage for Board/School mail, or similar items. Receipts are required.

Kentucky sales tax will not be reimbursed.

EMERGENCY REPAIRS TO VEHICLES

Reimbursement will be made for emergency repairs or to road service to Boardowned vehicles if incapacitated while out of District. Drivers may not obligate the Board for major repairs without the permission of the Director of Transportation or Superintendent.

REFERENCES:

KRS 160.290, KRS 160.410, KRS 175.525

OAG 80395

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

Accounting Procedures for Kentucky School Activity Funds

Inventories

EQUIPMENT AND FURNITURE

The school Principal/designee shall maintain a complete and up-to-date list of all equipment and furniture and shall provide that information upon request. The Superintendent/designee shall develop procedures and forms for the annual inventory and be responsible for maintaining the inventory. Any item with a purchase cost of \$~~105~~, 000 or more shall be recorded in MUNIS as Fixed Assets.

TECHNOLOGY

A complete, up-to-date inventory of all technology hardware and software shall be maintained by the Director of Technology/designee. Information shall be provided upon request. Any item with a purchase cost of \$~~105~~,000 or more, regardless of source of funding, and all workstations and laptops shall be recorded in MUNIS as Fixed Assets.

FIXED ASSETS

The Treasurer of the Board will maintain an accurate and timely accounting of all fixed assets owned by the District. This accounting shall include a description, cost or value, identifying data, life, accumulated depreciation, and undepreciated value of each asset.

Fixed assets include:

- a. Land
- b. Buildings/Improvements
- c. Buses and Other Vehicles
- d. Technology Equipment
- e. All Capital Leased Items
- f. Food Service Equipment
- g. Other Furniture, Fixtures, and Equipment

Excepting technology equipment, fixed assets have an expected life of one (1) year or more and an acquisition cost of \$~~105~~,000 or more. Technology fixed assets have an expected life of one (1) year or more and an acquisition cost of \$~~105~~,000 or more, plus all computer workstations, laptops and servers.

Building improvements that significantly extend the useful life of such structure will be capitalized.

CAPITAL ASSETS

The District shall refer to the KDE Capital Asset Guide for guidance in establishing capitalization threshold amounts.

Inventories

REFERENCES:

780 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

School Nutrition Services

The Board shall provide a District-wide school child nutrition program in compliance with applicable statutes and regulations. It is the intent of the Board that the child nutrition department be a self-supporting program.

BREAKFAST AND LUNCH

All schools will serve a complete breakfast, hot or cold as defined by federal regulations. The noon meal shall be a complete lunch, hot or cold, as defined by federal regulations; and servings shall be of such size as to provide at least onethird (1/3) to onehalf (1/2) of the daily nutritional requirements.

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.

CHILD NUTRITION PROGRAM DIRECTOR

The District (or child nutrition area to which the District belongs) shall appoint/select a Child Nutrition Program Director to oversee and manage the child nutrition department. All Nutrition Program Directors shall meet minimum educational requirements and annual training requirements in accordance with federal and state law.

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 U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, program.intake@usda.gov.

http://www.ascr.usda.gov/complaint_filing_cust.html

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

PREPAYMENT OPTION

Children who participate in the breakfast and /or lunch program can make a prepayment on their account at any time. Money can be deposited into an individual's account at their home school or through the on-line system offered by the District.

STUDENT MEAL SUPPORT FUND

The District has established an unpaid meal charges fund to cover the cost of unpaid meal charges. Charitable groups, individuals, community businesses, school fundraisers, and others may donate to the Student Meal Support Fund. Parents/guardians of children who pay the full amount for school meals and who have funds left over in their school meals account at the end of the school year may be offered the option of donating these funds to the Student Meal Support Fund.

School Nutrition Services**MEAL CHARGES**

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

Students shall not be permitted to charge a la carte items, nor shall adults be permitted to charge meals or a la carte items. If parents have not contacted the Cafeteria Manager or submitted the amount indicated within ten (10) working days from the date of the final notice, the debt will be considered delinquent and may be directed to the Board Attorney.

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

DELINQUENT DEBT

When payment is overdue, the debt is classified as delinquent, as long as it is considered collectable and efforts are being made to collect said debt. A debt owed to the Nonprofit School Foods Service Account remains on the accounting documents until it is either collected or is determined to be uncollectable and written off. The delinquent charges may be carried over from year to year as long as the student is enrolled in the District.

BAD DEBT

When it is determined further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt." When this uncollectable debt becomes bad debt, it is written off as an operating loss. Food service funds may not be used to cover costs related to the bad debt. These losses must be restored using nonfederal funds (general fund) and a transfer must be made into the Nonprofit School Food Service Account to cover the loss.

Once a student graduates or has withdrawn from the District, the delinquent debt or charges become a "bad debt."

Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements.

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

Graduation Requirements

In support of student development goals set out in KRS 158.6451 and the Kentucky Academic Standards, each student shall complete a minimum of twenty-two (22) credits and all other state and local requirements in order to graduate from high school in the District.

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

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

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

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

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

Each student shall complete the following additional requirements:

- (a) Successfully demonstrate performance-based technology;
- (b) Successfully meet the civics requirement; and
- (c) Successfully complete one (1) or more 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

CIVICS REQUIREMENT

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

Graduation Requirements

CIVICS REQUIREMENT (CONTINUED)

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

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

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

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

FINANCIAL LITERACY REQUIREMENT

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

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

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

INDIVIDUAL LEARNING PLAN (ILP)

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

Graduation Requirements

ADDITIONAL REQUIREMENTS

All students will be enrolled for eight (8) semesters or twelve (12) trimesters of high school unless the high school Principal, in consultation with the high school counselor, student, and legal guardian/parent, recommends an exception.

Provided all requirements for graduation are met and the Principal determines it is in the best interest of the student, the Principal may recommend an exception for a particular student(s) to the Board. (For an exception, see Policy 08.11311 Early Graduation Program.)

The consultation shall include a review of the student's high school course of study, grades, test scores, discipline records, extracurricular activities, and individual graduation plan for the purpose of determining the extent to which the student would benefit from an exception. The decision of the Principal to recommend an exception to the Board shall be on the basis of the student's readiness and need for accelerated coursework that is not available in the high school's curriculum or other extenuating circumstances.

Fractional credit may be granted for one-credit courses.

Students who have completed the requirements for graduation at each high school are eligible for a diploma from that school.

COMMENCEMENT

Graduation exercises and the issuing of diplomas shall occur only once each year at the end of the school term and shall involve only those students who have completed the requirements.

Honor Student recognition will be determined by school councils.

HIGH SCHOOL CREDIT EARNED IN MIDDLE SCHOOL

It is expected that most students will earn these credits during their high school years. However, local school districts may offer these courses to middle level students if the following criteria are met:

1. The content and the rigor of the course is the same as established in the Kentucky Academic Standards;
2. The students demonstrate mastery of the middle level content as specified in the Kentucky Academic Standards;
3. The District has criteria in place to make reasonable determination that the middle level student is capable of success in the high school course; and,
4. The middle level course is taught by teachers with either secondary or middle level certification with appropriate content specialization.

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 District-approved high school equivalent course taken by a student in grades 5, 6, 7, or 8 if that student attains performance levels expected of high school students in the District as determined by achieving a score of "3" or higher on a College Board Advanced Placement examination or a grade of "B" or better in a high school equivalent.²

Graduation Requirements

HIGH SCHOOL CREDIT EARNED IN MIDDLE SCHOOL (CONTINUED)

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

Individual site-based councils, with Board approval, may determine additional graduation requirements.

OTHER PROVISIONS

The Board may authorize different diploma programs. In order to graduate, seniors must have successfully completed requirements of the state assessment and accountability program. Individual site-based councils, with Board approval, may establish additional graduation requirements related to state-mandated standards-based assessment.

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.

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 78348; OAG 82386

STUDENTS

08.113
(CONTINUED)

Graduation Requirements

RELATED POLICIES:

08.1122; 08.1131; 08.11311; 08.14; 08.2211; 08.222; 08.4
09.126 (re: requirements for students from military families)

RELATED PROCEDURE:

09.12 AP.25

Toilet Training

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.

REQUIREMENTS

Students must be toilet-trained before enrollment. A child having accidents daily would not be considered toilet-trained. Please note that wearing pull-ups is not considered toilet-trained.

A toilet-trained student is a student who can do the following:

- Communicate to the teachers that he/she needs to go to the bathroom before they need to go.
- Alert him/herself to stop what he/she is doing to go and use the bathroom.
- Pull down his/her clothes and get them back up without assistance.
- Wipe him/herself after using the toilet with minimal assistance.
- Get on/off the toilet by him/herself.
- Wash and dry hands.
- Postpone going if they must wait for someone who is in the bathroom or if away from the classroom.

The District shall allow four (4) weeks from the first day of school for the student to demonstrate that he/she is toilet-trained. However, if the situation is not manageable within the classroom environment, district staff will discuss the issue with parents/guardians and reserve the right to suspend attendance of the student at such time if the student is under the age of 6.

After the first four (4) weeks of school, if the student has an accident at school, the parent/guardian will be contacted and will be required to come to the school and change the student after an accident, and the following guidelines will be in place for students who have accidents under the age of 6:

- If one or two accidents occur in a single week, the parent/guardian will be notified with the understanding that the issue needs to be addressed and corrected.
- If three or more accidents occur in one week, the parent/guardian will be notified with the understanding that if the issue is not corrected by the end of the second week, the child will need to stay home until he/she is completely toilet-trained.
- If multiple accidents occur in one day, the parent/guardian will be notified on that day; and if not corrected by day three, the student will have to stay home until he/she is completely toilet-trained.

Toilet Training

REQUIREMENTS (CONTINUED)

After the first four (4) weeks of school, if the student is over the age of 6, the parent/guardian will be required to come to school and change the student after each accident.

Nothing in this policy shall be construed to in any way limit the District's ability to implement a 504 plan or IEP for any student who qualifies for such a plan. If a student's IEP or 504 plan addresses toilet-training, then the terms of the IEP or 504 plan shall apply, rather than this policy.

Safety Procedures

The District shall follow health and safety standards provided under 922 KAR 2:120.

References:

922 KAR 2:210

(VACANT)

Student Behavior

The Board requires high standards of personal conduct from all pupils and embraces the concept that each pupil shall respect the rights of others and abide by the administrative procedures of the school district and the laws of the community and state.¹

The Hardin County Board of Education annually approves policies to be included in the Student Code of Acceptable Behavior and DisciplineConduet Manual. In addition to and consistent with policies herein, the Superintendent shall expand upon and submit for Board approval a Code of Acceptable Behavior and DisciplineConduet appropriate to maintaining an orderly learning environment. For specific procedures dealing with student behavior, please refer to the latest version of the student "Code of Acceptable Behavior and DisciplineConduet."

REFERENCES:

¹KRS 160.290

KRS 161.180

RELATED POLICY:

09.438

Use of Alcohol, Drugs, and Other Prohibited Substances

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a schoolsponsored activity, or ~~ien~~ route to or from school or a schoolsponsored activity:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving lookalike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.
4. Any product containing CBD or THC (and their derivatives).

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

DEFINITIONS

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy, except that medically authorized CBD or THC may not be possessed on or about school property.

PENALTY

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams, marching band/color guard, and/or other schoolsponsored activities.

REPORTING

Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District's law enforcement agency and either the local law enforcement agency or the Kentucky State Police.

Use of Alcohol, Drugs, and Other Prohibited Substances

PREVENTION PROGRAM

The Superintendent shall establish a comprehensive and ongoing drugfree/alcoholfree prevention program for all students that shall include notice to students and parents of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs, and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and
5. Penalties that may be imposed upon students for violations of this policy.

DRUG-TESTING

STATEMENT OF PURPOSE

Today, drug abuse has grown to major proportions in our society. The high school setting is not exempt from this phenomenon. It is vital that educators and parents continually explore ways to institute programs that encourage a drug-free lifestyle for students/children. It is to that end that this program is created to provide the appropriate action plan to address and nurture a drug-free environment.

WHO WILL BE AFFECTED

All students who will be driving or parking on school property or who choose to participate on any Hardin County high school athletic team, marching band/color guard, cheerleading squad or serve as a team manager, each of which is a voluntary extracurricular activity, must abide by this policy. This includes players at the varsity or sub-varsity level.

EDUCATION

At least once each semester, this policy shall be reviewed with high school athletes, artists (from this point forward in this policy, artists shall include marching band/color guard), and students who will be driving or parking on school property.

TESTING PROGRAM

In order to accomplish the purpose of this policy, each student participant on each high school team, marching band/color guard, ~~or~~ who will be driving or parking on school property or participates in work-based learning and/or co-op experiences shall be required to participate in a program of substance abuse testing. Testing shall be accomplished by the analysis of urine specimens obtained from the student participants. Collection and testing procedures shall be established, maintained and administered to ensure (a) randomness of selection procedures, (b) proper student identification, (c) that each specimen is identified with the appropriate student participant, (d) maintenance of the unadulterated integrity of the specimen, and (e) the integrity of the collection and test process as well as the confidentiality of test results.

Use of Alcohol, Drugs, and Other Prohibited Substances**SUBSTANCES TESTED**

Student participants' urine specimens shall be tested for the following:

- (a) amphetamines, (b) marijuana (THC), (c) cocaine and its derivatives, (d) opiates,
- (e) phencyclidine (PCP), (f) benzodiazepine, (g) barbiturates, (h) methadone,
- (i) methaqualone, (j) propoxyphene, and (k) such other abused, illegal, or banned substances.

SANCTIONS/VIOLATIONS

Any student chosen for random drug-testing, who signs out of school on the day their number is drawn, or who tampers with their specimen, shall have forty-eight (48) hours to report to the designated testing facility to be tested. If the student does not report to be tested, they will be assumed in violation of the policy and sanctions shall take effect. The Principal may make exceptions based on valid excuses given by the student.

SANCTIONS FOR STUDENTS WHO WILL BE DRIVING OR PARKING ON SCHOOL PROPERTY

Refusal to participate shall result in a one (1) calendar year suspension of driving/parking on school property privileges to school.

First Violation - shall result in a twelve (12) school week suspension of driving/parking on school property privileges to school. The student driver and his parents/guardians shall be notified, and the Principal shall convene a meeting with the student and his/her parents/guardians. At the expense of the parents/guardians, the parents/guardians shall seek an evaluation of the student's drug use from a qualified chemical dependency counselor acceptable to the District. Reinstatement will require a clean drug screen performed at the school.

Second Violation - shall result in loss of driving/parking privileges to school for the remainder of the student's high school career. If a student is caught driving/parking on school property while driving privileges have been suspended, further sanctions could occur.

SANCTIONS FOR STUDENT ATHLETES/ARTISTS/WORK-BASED STUDENT/CO-OP EXPERIENCE STUDENTS

First Violation – If a sample tests positive, the athlete and his parents or guardians shall be notified, and the Principal shall convene a meeting with the student and his parents or guardians, at which time the student has one of the following options:

- (1) At the expense of the parents/guardians, the parents/guardians shall seek an evaluation of the student's drug use from a qualified chemical dependency counselor acceptable to the District. Additionally, at the expense of the parents/guardians, weekly urinalysis will be conducted during this time. At the expense of the Board, drug testing will be conducted every sixty (60) days thereafter as long as the student is a member of a sports team, cheerleading squad, ~~or~~ serves as a team manager for the current school year or is involved in work-based/co-op experiences. The student is also automatically suspended for ten (10) days from participating in any athletic event/contest; however, the student may be allowed to practice. Athletes/artists/work-based.co-op experience students who are student drivers will be subject to the first violation for student drivers (loss of driving privileges for twelve (12) weeks).

Use of Alcohol, Drugs, and Other Prohibited Substances**SANCTIONS FOR STUDENT ATHLETES/ARTISTS/WORK-BASED STUDENT/CO-OP EXPERIENCE STUDENTS**
(CONTINUED)

- (2) If a student who tests positive fails to abide by Option 1 then the violator will suffer suspension from all athletics/contests, including practices, for the remainder of the current season and the next athletic season for all sports/contests (sports teams, cheerleading squads, marching band/color guard, or team managers).

Second Violation – A subsequent offense results in automatic imposition of suspension from all athletics/contests (including practices) for all sports for a twelve (12) month period. Work-based or co-op experience students shall be removed from this experience.

Third Violation – The student participant shall be excluded from participation in any athletic team, marching band/color guard for the remainder of the student's interscholastic eligibility. Work-based or co-op experience students shall be removed from this experience.

AMENDMENT OF POLICY

This policy may be amended at any time by the Hardin County Board of Education.

REFERENCES:

KRS 158.150; KRS 158.155

KRS 160.290; KRS 161.180

KRS 217.900; KRS 218A.020; KRS 218A.1430; KRS 218A.1447; KRS 218B.045

OAG 82633; OAG 9332

Clark County Board of Education vs. Jones, KY. App., 625 S. W. 2d 586 (1981).

Board of Ed. of Tecumseh Public School District, Independent School Dist. No. 92 of Pottawatomie Cty. v. Earls, ___ U.S. ___, 242 F.3d 1264 (2002).

RELATED POLICIES:

09.2211; 09.2241

Disrupting the Educational Process

Behavior that materially or substantially disrupts the educational process, whether on or off school property or at school-sponsored events and activities, shall not be tolerated and shall subject the offending student or students to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct that disrupts the classroom environment and education process or the student challenges the authority of a supervising adult;
2. Conduct which threatens the health, safety, or welfare of others;
3. Conduct which may damage public or private property, including the property of students or staff;
4. Illegal activity;
5. Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities; or
6. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.
7. Conduct involving the creation, distribution, transmission, or use of digitally altered, AI-generated, or false images, video, audio, or electronic content depicting students, employees, volunteers, or other individuals in a manner that is defamatory, threatening, harassing, obscene, or interferes with the safety or well-being of others.

REMOVAL

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive" and may be suspended from school and no other basis for suspension shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

- Another classroom in that school; or
- An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

Disrupting the Educational Process

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.42811, which address harassment/discrimination allegations.

REFERENCES:

KRS 158.150; KRS 158.165; KRS 160.290

RELATED POLICIES:

09.13; 09.422; 09.425; 09.4281; 09.42811; 09.431; 09.438