

Course of Study

DEVELOPMENT

The Superintendent/designee shall develop a District curriculum framework that establishes course descriptions and reflects statutory and regulatory requirements¹. This curriculum framework shall support and reflect the District's curriculum documents and shall be submitted to the Board for approval.

ASSESSMENT OF STUDENT WORK / NONDISCRIMINATION

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

IMPLEMENTATION

Each teacher shall implement the course of study prescribed for the assigned grade and subject area.²

CURRICULUM FRAMEWORK

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

CURRICULUM DESIGN

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

INSTRUCTIONAL PROGRAM

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

INSTRUCTION REGARDING HUMAN SEXUALITY

1. A student in grade five (5) or below shall not receive any instruction through curriculum or programs on human sexuality or sexually transmitted diseases.
2. A student, regardless of grade level shall not receive any instruction or presentation that has a goal or purpose of students studying or exploring gender identity, gender expression, or sexual orientation.

Course of Study**INSTRUCTION REGARDING HUMAN SEXUALITY (CONTINUED)**

3. A school shall procure written consent from a parent/guardian before a student in grade six (6) or above receives any instruction through a course, curriculum or program on human sexuality or sexually transmitted diseases authorized under KRS 158.1415.
4. A course, curriculum, or program on the subject of human sexuality shall be developmentally appropriate for the students to whom it is offered.
5. The Superintendent/designee shall create administrative procedures to implement the requirements of KRS 158.1415 regarding courses, curricula, or programs offered to students on the subject of human sexuality, to address:
 - a. Alternative instructional opportunities for a student;
 - b. The opportunity for inspection of materials by a parent/guardian;
 - c. The opportunity for reasonable review and response by a stakeholder; and
 - d. Notification to a parent/guardian prior to student participation in a course, curriculum, or program on the subject of human sexuality.

PERMISSIBLE DISCUSSION AND RESPONSE TO QUESTIONS REGARDING HUMAN SEXUALITY

Nothing in this policy, Administrative Procedure 08.11 AP.1, or KRS 158.1415 shall prohibit school personnel from:

1. Discussing human sexuality, including the sexuality of any historic person, group, or public figure, where the discussion provides necessary context in relation to a topic of instruction from a curriculum approved pursuant to KRS 160.345; or
2. Responding to a question from a student during class regarding human sexuality as it relates to a topic of instruction from a curriculum approved pursuant to KRS 160.345.

SYLLABUS

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

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

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

Course of Study**SYLLABUS (CONTINUED)**

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

REFERENCES:

¹[704 KAR 003:303](#)

²[KRS 161.170](#)

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

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

[KRS 160.345](#)

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

[704 KAR 003:305](#)

Adopted/Amended: 1/9/2018

Order #: 2018-11

Instruction Regarding Human Sexuality

REQUIREMENTS FOR A COURSE, CURRICULUM OR PROGRAM REGARDING HUMAN SEXUALITY

Any course, curriculum, or program offered by a public school on the subject of human sexuality provided by school personnel or by third parties authorized by the school shall:

1. Provide an alternative course, curriculum, or program without any penalty to the student's grade or standing for students whose parent/guardian has not provided written consent as required in Board Policy 08.11 and KRS 158.1415 (1)(e);
2. Be subject to an inspection by a parent/guardian of a participating student that allows a parent/guardian to review the following materials:
 - a. Curriculum;
 - b. Instructional materials;
 - c. Lesson plans;
 - d. Assessments or tests;
 - e. Surveys or questionnaires;
 - f. Assignments; and
 - g. Instructional activities;
3. Be developmentally appropriate; and
4. Be limited to a curriculum that has been subject to the reasonable review and response by stakeholders in conformity with this KRS 1415(2) subsection and KRS 160.345(2).

NOTIFICATION OF A COURSE, CURRICULUM OR PROGRAM REGARDING HUMAN SEXUALITY

A school offering any course, curriculum, or program on the subject of human sexuality shall provide written notification to the parent/guardian of a student at least two (2) weeks prior to the student's planned participation in the course, curriculum, or program. The written notification shall:

1. Inform a parent/guardian of their right to review course materials as set forth in this administrative procedure and KRS 158.1415(2);
2. Provide the date the course, curriculum, or program is scheduled to begin;
3. Detail the process for a parent/guardian to review the materials outlined in subsection of this section;
4. Explain the process for a parent/guardian to provide written consent for the student's participation in the course, curriculum, or program; and
5. Provide the contact information for the teacher or instructor of the course, curriculum, or program and a school administrator designated with oversight.

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 regulatory agencies 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, nurse practitioner or registered 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 Health Services in accordance with the Kentucky Department of Education (KDE) requirements or as allowed under [KRS 158.838](#).

PARENT/GUARDIAN NOTIFICATION OF HEALTH SERVICES AND MENTAL HEALTH SERVICES

At the beginning of each school year, or upon a student's enrollment in a District school, the District shall provide notification to a student's parent/guardian listing each of the health services as defined in KRS 156.502 and mental health services as defined in KRS 158.4416 available at the student's school related to human sexuality, contraception, or family planning, and of the parents/guardian's right to withhold consent or decline any of those specific services.

A school shall notify a student's parent/guardian if:

1. The school changes the health services or mental health services related to human sexuality, contraception, or family planning that it provides, or
2. A school employee intends to make a referral for a student to receive health services or mental health services:
 - a. Provided by the District; or
 - b. Provided by an external health care provider or mental health care provider as defined in Section 1 of SB 150 (2023 RS).

A school shall obtain parent/guardian consent prior to making a referral for health services or mental health services for a student. Consent of a parent/guardian for a student to receive a health service or mental health service shall not waive the parent/guardian's right to access the student's educational or health records held by the District.⁵

Student Health and Safety

PARENT/GUARDIAN RIGHT TO MAKE DECISIONS

The Superintendent/designee shall establish procedures for District employees to encourage students to discuss mental or physical health or life issues with their parent/guardian or through facilitating the discussion with their parents.⁵

INFORMATION TO BE PROVIDED TO A PARENT/GUARDIAN

Section 1(4) of Senate Bill 150 (2023 RS) states in part that, “a district or school shall not adopt policies or procedures with the intent of keeping any student information confidential from parents.

Nothing in this policy or Section 1(4) of Senate Bill 150 (2023 RS) shall prohibit the District or district personnel from withholding information from a parent if a reasonably prudent person would believe, based on previous conduct and history, that the disclosure would result in the child becoming a dependent child or an abused or neglected child as defined in KRS 600.020. The fact that district personnel withhold information from a parent under this policy shall not in itself constitute evidence of failure to report dependency, neglect, or abuse to the Cabinet for Health and Family Services under KRS 620.030.⁵

DISTRICT RESPONSIBILITY FOR THE HEALTH AND SAFETY OF STUDENTS

Nothing in this policy shall:

1. Prohibit the District or the District's personnel from seeking or providing emergency medical or mental health services for a student as outlined in the District's policies; or
2. Remove the duty to report pursuant to KRS 620.030 if an employee has reasonable cause to believe the child is a dependent child or an abused or neglected child due to the risk of physical or emotional injury identified in KRS 600.020(1)(a)2. or as otherwise provided in that statute.⁵

SAFETY PROCEDURES

All students 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.

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:

- a) A national domestic violence hotline;
- b) A national sexual assault hotline; and
- c) A national suicide prevention hotline.⁴

SUICIDE PREVENTION

All employees with job duties requiring direct contact with students in grades four (4) through twelve (12) shall annually complete a minimum one (1) hour of high-quality suicide prevention training, including the recognition of signs and symptoms of possible mental illness. Such training shall be in-person, by live streaming, or via video recording and may be included in the four (4) days of professional development required by statute. The District shall provide suicide prevention

Student Health and Safety**SUICIDE PREVENTION (CONTINUED)**

materials for review by any employee subject to training hired during a year in which the in-person, live streaming, or video recording training is not required.³

By September 15 of each year, each public school shall provide suicide prevention awareness information to students in grades four (4) through twelve (12), as provided by the Cabinet for Health and Family Services or a commercially developed suicide prevention training program.²

SEIZURE DISORDER MATERIALS

All principals, guidance counselors, and teachers shall complete at least one (1) hour of self-study review of seizure disorder materials no later than July 1, 2019. At least one (1) hour of self-study review of seizure disorder materials shall also be required for all principals, guidance counselors, and teachers hired after July 1, 2019.³

REFERENCES:

¹[KRS 156.501](#); [KRS 156.502](#); [702 KAR 001:160](#)

²[KRS 156.095](#)

³[KRS 158.070](#)

⁴[KRS 158.038](#)

⁵[SB 150/EN \(2023 RS\), Section 1](#)

⁶[20 U.S.C. § 1232g](#); [34 CFR Part 99](#); [Board Policy 09.14](#)

[KRS 156.160](#); [KRS 158.838](#), [KRS 156.502](#), [KRS 158.4416](#)
[702 KAR 005:030](#)

RELATED POLICY:

09.2241

[09.14](#)

Adopted/Amended: 7/21/2020
Order #: 2020-101

Parent-Student Discussion of Health and Mental Health Issues

District personnel shall respect the rights of a parent/guardian to make decisions regarding the upbringing and control of his/her/their child. A school employee who engages with a student regarding a mental health, physical health, or life issue is authorized to encourage a student to discuss the issue with his/her/their parent/guardian and may facilitate such a discussion.

REFERENCES:

SB 150/EN (2023 RS), Section 1

KRS 600.020

KRS 620.030

RELATED POLICY:

09.22

Student Records

Except as otherwise provided by law, student education records are those records recorded in any medium that are directly related to a student and maintained by the District or by a party acting for the District.

TYPES OF STUDENT RECORDS

Student records include, but are not limited to:

1. Personal and family data;
2. Evaluation and test data;
3. Medical and psychological reports;
4. Records of school achievement, progress reports and portfolios;
5. Records of conferences with students and/or parents (including Individual Education Programs for exceptional children);
6. Copies of correspondence concerning a student;
7. Photographs/video records of a student;
8. Discipline records;
9. Other information or data that may be useful in working with a student and/or required by state or federal law.

Student records shall be retained as required by law.

PROCEDURE TO BE ESTABLISHED

The Superintendent/designee shall develop procedures for the development, maintenance, use, storage, dissemination, and destruction of student records and to promote effective notification of parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) and to ensure District compliance with applicable state and federal student record requirements.

DISCLOSURE OF RECORDS

Student records shall be made available for inspection and review to the parent(s) of a student or to an eligible student on request. Legal separation or divorce alone does not terminate a parent's record access rights. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws.¹

Student records shall be developed, maintained, stored, used, released, disseminated, and destroyed in compliance with applicable state and federal laws and regulations.

State and federal laws and regulations assuring parent/student rights to review and access student records, and to provide for the privacy and confidentiality of student records shall be followed.

Considering the totality of the circumstances, the District may disclose information from education records to appropriate parties, including parents of eligible students, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individual. In such instances, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

Student Records

DISCLOSURE OF RECORDS (CONTINUED)

Authorized District personnel also may disclose personally identifiable information to the following:

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- School officials (such as teachers, instructional aides, administrators, including health or medical staff and law enforcement unit personnel) and other service providers (such as contractors, consultants, and volunteers used by the District to perform institutional services and functions) having a legitimate educational interest in the information.

District and school officials/staff may only access student record information in which they have a legitimate educational interest.

DISCLOSURE TO REPRESENTATIVES FOR FEDERAL OR STATE PROGRAM PURPOSES

Personally identifiable student information may be released to those other than employees who are designated by the Superintendent in connection with audit, evaluation, enforcement, or compliance activities regarding Federal or State programs. Such designation must be executed in writing with the authorized representative and specify information as required by 34 C.F.R. Part 99.35.

DUTY TO REPORT

If it is determined that the District cannot comply with any part of FERPA or its implementing regulations due to a conflict with state or local law, the District must notify the Family Policy Compliance Office (FPCO) within forty-five (45) days of the determination and provide the text and citation of the conflicting law.

DIRECTORY INFORMATION

The Superintendent/designee is authorized to release student directory information to organizations or individuals upon written request. A student's name, school mailing address, guardian email address, grade level, honors and awards, photograph including use of student photographs in school District publications, school District social media, on the school District's website and to news media, video or film of students when filmed by the District for educational purposes or for promotional use or filmed by news media, and major field of study shall constitute directory information. Photos and video that would generally be considered harmful or an invasion of privacy if disclosed are not directory information. A student's date of birth shall constitute

directory information only for purposes of the U.S. Department of Education Free Application for Federal Student Aid (FAFSA) Completion Project. The Superintendent/designee shall develop a form to permit parents and eligible students to opt-out of the release of directory information.

Information about the living situation of a student designated as homeless is not to be treated as directory information and is not to be disclosed unless prior written consent is given or unless the information meets one of FERPA's exceptions to required consent. The living situation is not considered directory information.

The District allows for disclosure of directory information only to specific parties for specific purposes. Such limitations are specified in the student directory information notification.

Parents/guardian/eligible students must either permit release of all directory information or opt out of release of all directory information.

Student Records

DIRECTORY INFORMATION (CONTINUED)

Unless the parent/guardian or student who has reached age 18 requests in writing that the District not release such information, the student's name, address, and telephone number shall be released to Armed Forces recruiters and institutions of higher education upon their request.

SURVEYS OF PROTECTED INFORMATION

The District shall provide direct notice to parents/guardian to obtain prior written consent for their minor child to participate in any protected information survey, analysis, or evaluation, if the survey is funded in whole or in part by a program of the U.S. Department of Education.

Parents/eligible students also shall be notified of and given opportunity to opt their child out of participation in the following activities:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

These requirements do not apply to evaluations administered to students in accordance with the Individuals with Disabilities Education Act (IDEA).

WELL-BEING QUESTIONNAIRES, ASSESSMENTS, OR HEALTH SCREENING FORMS

Prior to a well-being questionnaire or assessment, or a health screening form being given to a student for research purposes, the District shall provide the student's parent/guardian with access to review the material and shall obtain parent/guardian consent. Parental consent shall not be a general consent to these assessments or forms but shall be required for each assessment or form.

A parent's refusal to consent shall not be an indicator of having a belief regarding the topic of the assessment or form.²

STUDENTS WITH DISABILITIES

The District's special education policy and procedures manual shall include information concerning records of students with disabilities.

RECORDS RELEASE TO JUVENILE JUSTICE SYSTEM

Once a complaint is filed with a court-designated worker alleging that a child has committed a status offense or public offense, schools shall provide all records specifically requested in writing, and pertaining to that child to any agency listed as part of Kentucky's juvenile justice system in [KRS 17.125](#) if the purpose of the release is to provide the juvenile justice system with the ability to effectively serve, prior to adjudication, the needs of the student whose records are sought. The authorities to which the data are released shall certify that any educational records obtained

Student Records

pursuant to this section shall only be released to persons authorized by statute and shall not be released to any other person without the written consent of the parent of the child. The request, certification, and a record of the release shall be maintained in the student's file.

RECORDS OF MISSING CHILDREN

Upon notification by the Commissioner of Education of a child's disappearance, the District shall flag the record of such child in a manner that whenever a copy of or information regarding the child's record is requested, the District shall be alerted to the fact that the record is that of a missing child. Instead of forwarding the records of a child who has been reported missing to the agency, institution, or individual making the request, the District shall notify the Justice Cabinet.

COURT ORDER/SUBPOENA

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. However, in compliance with FERPA, when a lawfully issued court order or subpoena requires disclosure be made without notification of the student or parent, the District shall comply with that requirement. If the District receives such an order, the matter may be referred to the General Counsel for advice.

REFERENCES:

¹[KRS 158.153](#); [KRS 610.320](#); [KRS 610.340](#); [KRS 610.345](#)

²[SB 150/EN \(2023 RS\), Section 1](#)

[KRS 7.110](#); [KRS 15A.067](#); [KRS 17.125](#); [KRS 158.032](#); [KRS 159.160](#); [KRS 159.250](#)

[KRS 160.990](#); [KRS 161.200](#); [KRS 161.210](#)

[KRS 365.732](#); [KRS 365.734](#)

[702 KAR 001:140](#); [702 KAR 003:220](#)

20 U.S.C. 1232g, 34 C.F.R. 99.1 - 99.67

20 U.S.C. 1232h (Protection of Pupil Rights Amendment); 34 C.F.R. 98

[OAG 80-33](#); [OAG 85-130](#); [OAG 85-140](#); [OAG 86-2](#); [OAG 93-35](#)

Kentucky Family Educational Rights and Privacy Act ([KRS 160.700](#); [KRS 160.705](#)

[KRS 160.710](#); [KRS 160.715](#); [KRS 160.720](#); [KRS 160.725](#); [KRS 160.730](#))

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

Kentucky Education Technology System (KETS)

P. L. 114-95, (Every Student Succeeds Act of 2015)

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

RELATED POLICIES:

09.111; 09.12311; 09.43

Adopted/Amended: 6/8/2021

Order #: 2021-95

LEGAL: SB 150 CREATES A NEW SECTION OF KRS 158 TO REQUIRE A BOARD TO ADOPT POLICIES NECESSARY TO PROTECT THE PRIVACY RIGHTS OF STUDENTS.

FINANCIAL IMPLICATIONS: COST OF LITIGATION DEFENDING THIS LEGISLATION

NEW SECTION OF KRS 158

STUDENTS

09.141

Student Privacy Rights

PUBLIC COMMENT REQUIRED

New section of KRS 158 requires that the Board, after allowing public comment on the issue at an open meeting, adopt policies necessary to protect the privacy rights for students. Those policies shall, at a minimum, not allow students to use restrooms, locker rooms, or shower rooms that are reserved for students of a different biological sex.

A student who asserts to school officials that his or her gender is different from his or her biological sex and whose parent or legal guardian provides written consent to school officials shall be provided with the best available accommodation, but that accommodation shall not include the use of school restrooms, locker rooms, or shower rooms designated for use by students of the opposite biological sex while students of the opposite biological sex are present or could be present.

Acceptable accommodations may include but are not limited to access to single-stall restrooms or controlled use of faculty bathrooms, locker rooms, or shower rooms.

REFERENCE:

New Section of KRS 158