

Course of Study

DEVELOPMENT

The ~~s~~Superintendent/designee shall develop a ~~d~~District ~~program of studies curriculum framework~~ that establishes course descriptions and ~~reflects~~ statutory and regulatory requirements, ¹~~consistent with state regulations~~. This ~~program of studies curriculum framework~~ shall ~~support and reflect~~ be the ~~d~~District's curriculum ~~documents~~ and shall be submitted to the ~~b~~Board of education for approval.

IMPLEMENTATION

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

CURRICULUM FRAMEWORK

The ~~s~~Superintendent/designee shall develop ~~a~~ curriculum frameworks and make ~~them it~~ available to schools. The frameworks 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 frameworks, ~~program of studies course descriptions~~, ~~content guides curriculum maps~~, ancillary materials and textbooks shall support the curriculum to be used by schools, ~~as well as, and~~ school-based decision making councils in the development of local ~~school curriculum policy instructional decisions~~.

CURRICULUM DESIGN

~~Schools are responsible for local curriculum design, as provided for by Statute in the Kentucky Education Reform Act.~~ The ~~s~~Superintendent shall provide the schools with ~~the~~ curriculum frameworks and ~~model~~ 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. ~~Deviation from this basic instructional program shall have the approval of the sSuperintendent/designee or school-based decision-making council.~~

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. ~~Topics~~Standards to be ~~covered~~ learned
3. Order of material to be ~~covered~~ utilized for learning
4. Resources to be used ~~for learning~~

Course of Study

5. Planned testing points Ongoing formative and summative assessments as outlined in the District assessment system
6. Performance standards and expectations

SYLLABUS (CONTINUED)

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

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

REFERENCES:

¹704 KAR 3:303

²KRS 161.170

KRS 156.160

KRS 158.100; KRS 158.645, KRS 158.6451

KRS 160.345

702 KAR 007:125, 703 KAR 4:060, 704 KAR 3:305; 704 KAR 3:340

Adopted/Amended: 01/01/1900

Order #:

Professional Learning Communities

The District shall support Professional Learning Communities (PLC) or teams of teachers working collaboratively to ensure academic achievement for each student. These teacher teams may be grade level, content area, and/or vertical teams of teachers that meet to do the following:

- 1) Plan collaboratively using professional learning community protocols;
- 2) Plan instruction aligned to the standards with goal clarity;
- 3) Develop and implement frequent formative assessments to guide and inform instruction;
- 4) Develop and implement common assessments aligned to the standards;
- 5) Analyze assessment data to determine students who have and have not yet reached proficiency;
- 6) Develop interventions that provide additional time and support for students who have not yet mastered the standards;
- 7) Develop extension and enrichment activities for students who have reached proficiency;
- 8) Use assessment data to identify successful instructional practices that can be utilized by all PLC members to improve student achievement;
- 9) Continuously monitor student progress and celebrate student successes.

The District will support appropriate infrastructure and systems to support the PLC process.

Adopted/Amended: 01/01/1900

Order #:

Graduation Requirements

Graduation requirements specified by state regulations and by the ~~b~~Board of education shall be completed before a student is awarded a high school diploma/ or certificate of achievement for qualifying students with disabilities, ~~and before the student participates in graduation exercises.~~ The ~~s~~Superintendent/designee shall develop procedures to give reasonable prior notification of graduation requirements to all students.

In support of student development goals set out in KRS 158.6451 and the Kentucky Academic Expectations, students must complete a minimum of twenty-two (22) credits, including demonstrated performance-based competency in technology, and all other state and local requirements in order to graduate from high school in the District. Students that do not meet the college readiness benchmarks for English and language arts and/or mathematics shall take a transitional course or intervention before exiting high school.

In addition to the credits required by the Kentucky's Core Academic Standards, the Board may impose other credit requirements for graduation from high school. Students shall complete an individual learning plan that focuses on career exploration and related postsecondary education training needs.

PERFORMANCE-BASED CREDITS

In addition to Carnegie units, students may earn credit toward high school graduation through the District's standards-based, performance-based credit system that complies with requirements of Kentucky Administrative Regulation. Procedures for developing and amending the system shall address the following:

1. Conditions under which high school credit will be granted under the system that allow students to demonstrate proficiency and earn credit for learning acquired outside the normal classroom setting, outside of school, or in prior learning;

Performance-based credit may be earned while the student is still "in school," but the instructional setting will look different from a traditional "seat time" environment.

2. Performance descriptors and their linkages to State content standards and academic expectations;

At the high school level, performance descriptors and evaluation procedures shall be established to determine if the content and performance standards have been met.

3. Assessments and the extent to which state-mandated assessments will be used;
4. An objective grading and reporting process; and
5. Criteria to promote and support school and community learning experiences, such as internships and cooperative learning, in support of a student's individual learning plan. Such experiences shall be supervised by qualified instructors and aligned with State and District content and performance standards.

The high school student progression, promotion, and grading handbook shall include complete details concerning specific graduation requirements.

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

Graduation Requirements

or higher on a College Board Advanced Placement examination or a grade of "B" or better in a high school equivalent.²

GRADUATION EXERCISES

Students shall complete all requirements for graduation before taking part in graduation exercises. Summer graduation exercises may be provided for pupils completing requirements in summer school. Students are not required to participate in graduation exercises. Schools shall comply with state regulations regarding participation of students with disabilities in graduation exercises.

OTHER PROVISIONS

The Board may grant different diplomas to those students who complete credits above the minimum number as established by the Kentucky Board of Education. In addition, the Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.

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

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

Beginning with the 2014-2015 school year, students who complete an early high school graduation program and meet all applicable legal requirements shall be awarded an Early Graduation Scholarship Certificate. Students planning to complete an early graduation program shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known.⁴

DIPLOMAS FOR VETERANS

In keeping with statute and regulation, upon request, 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:

¹[KRS 40.010](#);

²KRS 158.622

³KRS 156.160; 704 KAR 3:305; 20 U.S.C. sec. 1414

⁴KRS 158.142

[KRS 158.140](#); [704 KAR 007:140](#)

[KRS 158.645](#); [KRS 158.6451](#); [KRS 158.860](#)

[13 KAR 002:020](#); [702 KAR 007:125](#), [703 KAR 004:060](#)

[704 KAR 003:303](#)

[OAG 78-348](#), [OAG 82-386](#)

[Kentucky's Core Academic Standards](#)

RELATED POLICIES:

08.1131; 08.14, 08.22

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

Adopted/Amended: 01/01/1900

Order #:

Alternative Credit Options

In addition to regular classroom-based instruction, students may earn credit through the following means.

ONLINE COURSES

High school students may also earn academic credit to be applied toward graduation requirements by completing online courses offered through agencies approved by the Board. Credit from an online course may be earned only in the following circumstances:

1. The course is not offered at the high school;
2. Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict that would keep the student from meeting graduation requirements;
3. The course will serve as a supplement to extend homebound instruction;
4. The student has been ~~expelled~~removed from the regular school setting, but educational services are to be continued; or
5. The Principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment.
6. Unless otherwise approved by the Principal/designee, students taking such courses must be enrolled in the District and must take the courses during the regular school day at the school site.

The District shall recognize only those online courses that meet the international standards for online teachers, courses, and programs that have been adopted by the Kentucky Department of Education.

As determined by school/council policy, students applying for permission to take an online course shall complete prerequisites and ~~provide~~may include teacher/counselor recommendations to confirm the student possesses the ~~maturity-level~~capacity needed to function effectively in an online learning environment. Online courses may be subject to review by the Superintendent/designee for conformance with Kentucky Core Academic Standards and District graduation requirements. In addition, the express approval of the Principal/designee shall be obtained before a student enrolls in an online course. The school must receive an official record of the final grade before credit toward graduation will be recognized.

Provided online courses are part of the student's regular school day coursework and within budgetary parameters, the tuition fee and other costs for an online course shall be borne by the District for students enrolled full-time, from funds that have been allocated to the school. The Superintendent shall determine, within the budget adopted by the Board, whether additional funding shall be granted, based on supporting data provided by the Principal. ~~The Board shall pay the fee for expelled students who are permitted to take online courses in alternative settings.~~

Alternative Credit Options

ONLINE COURSES (CONTINUED)

Through its policies and/or supervision plan, the school shall be responsible for providing appropriate supervision and monitoring of students taking online courses.

WORK EXPERIENCE OPPORTUNITIES

The ~~b~~Board ~~of education~~ may provide work experience opportunities for students in the schools and in the community as an expansion and enrichment of the instructional program.

The ~~s~~Superintendent/~~designee~~ shall review and recommend for Board approval ~~by the board of education~~ all work experience opportunities.

REFERENCE:

KRS 158.622

RELATED POLICIES:

08.113, 08.2323, 09.1221, 09.3, 09.435

Adopted/Amended: 01/01/1900

Order #:

Early Graduation

Beginning with the 2014-2015 school year, students who complete an early high school graduation program and meet all applicable legal requirements shall be awarded an Early Graduation Scholarship Certificate. Students planning to complete an early graduation program shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known.

~~Otherwise, The bB~~ ~~Board of education~~ shall encourage students to obtain a diploma/certificate through a four (4) year program. ~~However, S~~ ~~students~~ wishing to complete all state and local graduation requirements prior to the four (4) year program, may declare their intent before the end of the tenth (10th) ~~year grade~~.

The local requirement for the fourth (4th) year of language arts may be satisfied by successful completion of a freshman English course in an accredited college or university provided prior approval ~~of the Principal/designee~~ is obtained.

REFERENCE:

KRS 158.142

RELATED POLICY:

08.113

Adopted/Amended: 01/01/1900

Order #:

Instructional Organization**PHYSICAL ORGANIZATION**

The ~~Jefferson County Public Schools District~~ shall maintain a ~~district~~ pattern of primary and intermediate grades for elementary schools, grades 6-8 for middle schools, grades 9-12 for high schools ~~s-organization~~, and preschool programs required by state law. Special programs and special school centers deviating from this pattern shall require Board approval ~~by the b~~Board of education.

CURRICULAR ORGANIZATION

For curricular purposes, grades kindergarten through five (K-5) shall be considered elementary childhood education; grades six through eight (6-8), middle ~~childhood~~ education; and grades nine through twelve (9-12), secondary education.

REFERENCES:

KRS 157.3175

KRS 157.320

KRS 158.030

Adopted/Amended: 01/01/1900

Order #:

Class Size

~~Unless otherwise approved by the Board, Class size shall be consistent with standards established by the state Kentucky bBoard of eEducation and/or negotiated agreements.~~

Adopted/Amended: 01/01/1900

Order #:

Students With Disabilities**LEGAL OBLIGATIONS**

The ~~Jefferson County Public Schools~~District shall provide, as a part of the total educational program, specially designed instruction and necessary related services that will provide a free, appropriate public education in the least restrictive environment for all students with disabilities residing within the Jefferson County School ~~ed~~District.

Procedures that comply with federal and state laws and regulations shall be developed by the ~~s~~Superintendent/designee.

The Board shall operate programs for students with disabilities in accordance with the legal obligations contained in the special education and section 504 procedures relating to such programs.

In situations involving students with disabilities, the Board shall determine whether to file for due process hearings, or appeals therefrom, on behalf of the District, except in the following situations: The Superintendent/designee is authorized to request due process hearings and to file for extensions and appeals therefrom, and to request injunctive relief, due to substantial likelihood of harm/danger/likelihood of injury by or of a student. The Superintendent/designee is authorized to file for mediation on behalf of the Board and to file appeals from the Kentucky Department of Education Special Education Complaint decisions on behalf of the Board.

ASSESSMENT

District special education programs and related services shall meet all requirements established by governance authorities.

~~(See the above referenced District procedure information for students with disabilities.)~~

REFERENCES:

Individuals with Disabilities Education Improvement Act of 2004

District 504 procedures

KRS 157.200

707 KAR Chapter 1

A complete listing of pertinent legal references is contained in the District's special education and section 504 procedures, which are incorporated herein by reference.

RELATED POLICY:

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

Adopted/Amended: 01/01/1900

Order #:

Home/Hospital Instruction**PURPOSE**

- | The ~~b~~Board of ~~education~~ shall offer home/hospital instruction for pupils whose school attendance is interrupted by illness or accident and who expect to be confined to their homes or to a hospital or treatment center.

Home/hospital instruction provides educational services to students who cannot attend school for extended periods due to temporary or recurring conditions, including fractures, surgical recuperation, or other physical, health, or mental conditions. An "extended period" refers to an absence for more than five (5) consecutive school days.

Home/hospital instruction will be a minimum of two (2) visits per week with one (1) hour of instruction per visit, which is equivalent to one (1) child's attendance in school for five (5) days. Students on extended placement in home/hospital instruction may receive virtual/online instruction, which would be in addition to the minimum two (2) one (1)-hour visits per week. A parent or responsible adult must be present in the home/hospital room during the time the home/hospital teacher is present.

ELIGIBILITY

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

At any time based on changes in the student's condition, the home/hospital review committee may schedule a review of the student's continued eligibility for home/hospital instruction.

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

SECONDARY STUDENTS

A high school student placed on home/hospital instruction for extended periods may carry all appropriate credits during the first semester of placement. Except for students with an Individual Education Plan (IEP) or a 504 plan, the number of credits to be carried during all subsequent semesters of placement shall be determined on a case-by-case basis by the review committee, based on the following criteria:

1. The student's ability to work independently during extended periods without direct assistance.
2. The student's capacity to complete assignments within a reasonable time frame.
3. The likelihood that the student will be able to complete course criteria required for graduation, as required by the Kentucky's Core Academic Standards.
4. When considering the student's condition, should s/he take a full or reduced course load? (If a reduced course load is appropriate, the committee shall determine the number of courses the student may take.)

Home/Hospital Instruction

STUDENTS WITH DISABILITIES

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

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

REFERENCES:

[KRS 157.270](#)
[KRS 157.360](#)
[704 KAR 007:120](#)
[KRS 159.030](#)

RELATED POLICIES:

09.122
09.123

Adopted/Amended: 01/01/1900
Order #:

Magnet Education

MAGNET PROGRAMS

The ~~b~~Board ~~of education~~ shall develop and establish optional/magnet programs and magnet schools which shall reflect the goals and philosophy of the ~~Jefferson County Public Schools~~District.

Adopted/Amended: 01/01/1900

Order #:

Title I - Parent Involvement Policy

This policy and the plan to implement it have been developed jointly and in agreement with, and will be distributed to, parents of students participating in the Title I program. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language that parents can understand. This policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

EXPECTATIONS FOR PARENT INVOLVEMENT

~~The Jefferson County Public School District shall provide the parents of Title I and Head Start students the opportunity to participate in the design and implementation of the District's Title I and Head Start projects. Opportunities may include, but are not limited to, the following:~~

- ~~•Notifying parents that their child has been selected to participate in the Title I and Head Start programs.~~
- ~~•Informing parents of the specific instructional objectives for their child.~~
- ~~•Providing reports to parents regarding their child's progress in the program.~~
- ~~•Establishing conferences between individual parents and teachers.~~
- ~~•Providing materials and suggestions to parents to help them promote the education of their children at home.~~
- ~~•Responding to suggestions offered by parents in a timely manner.~~
- ~~•Inviting parents to make suggestions concerning the planning, development, and operation of the Title I and Head Start projects.~~

Contingent on confirmation of resources and other necessary information being provided by state and federal authorities, it is the intent of the Board that parents of participating students shall be provided with flexible opportunities for organized, on-going, and timely participation in the planning, review, and improvement of the Title I program, including opportunities to suggest modifications, based on changing needs of parents and the schools.

All comments indicating parents' ~~dissatisfaction~~concerns with the Title I plan shall be collected and submitted along with the plan to the Department of Education.

The Title I program shall be designed to assist students to acquire the capacities and achieve the goals established by law, as well as the goals and standards established by the Board. These goals and standards shall be shared with parents in a manner that will give them: (1) timely information about programs; (2) a description and explanation of the school's curriculum, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet; the achievement level of their child on each of the state academic assessments; and (3) if requested, opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children.

Title I - Parent Involvement Policy**SUPPORT FOR PROGRAM**

If the District's Title I allocation is \$500,000 or more, the District shall reserve not less than one per cent (1%) of its allocation for the purpose of promoting parent involvement and shall distribute to Title I schools not less than ninety-five percent (95%) of the reserved funds. Parents of participating students shall be provided the opportunity to help decide how this portion of the Title I funds will be allotted for parental involvement activities.

The District will provide coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance. These measures may include, but shall not be limited to, the following:

1. Designation of resources to assist in communicating with parents, transporting them to meeting sites and/or implementing home visits, providing child-care for meetings, encouraging them to use available parent resource centers, and working with them to improve parenting skills, particularly those that will assist them in working with their child to improve his/her educational achievements. Resources may include individuals, agencies, materials, and services.
2. Sharing options for coordinating and integrating Title I program strategies with services of other community programs, businesses, and agencies.
3. Identification of ways in which parents can be involved in staff training activities to demonstrate the value of parent involvement and various techniques designed to successfully engage parents as equal partners in their child's education.
4. Making a good faith effort to convene an annual meeting at a convenient time to which all parents of participating children shall be invited and encouraged to attend for informing parents of their school's participation in and requirements for Title I programs and of their rights to be involved.
5. Designing and conducting an effective annual evaluation process whereby parents can share their ideas about the content and effectiveness of this policy in improving the academic quality of schools receiving Title I funds, and the plan designed to implement it. The process shall focus on the following questions:
 - Does this policy increase parent participation?
 - What barriers to parent participation still exist, and how can they be reduced or removed?The findings produced by the annual evaluation shall be utilized to design strategies for school improvement and for revising this policy, if necessary.
6. In the design of activities and materials for parents, particular attention shall be given to reaching and involving those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

Title I - Parent Involvement Policy

SCHOOL POLICY

Each school shall submit to the Superintendent and Board, for review and comment, its Title I school parent involvement policy, which must meet all legal requirements, including a school-parent compact developed in keeping with legal requirements. This policy shall be developed jointly with, and distributed by the school to, parents of participating students.

A copy of each school's parent involvement policy and accompanying checklist shall be kept on file in the Central Office.

REFERENCES:

Section 1118 of Improving America's Schools Act (IASA) of 1994
P. L. 107-110 (No Child Left Behind Act of 2001)
[KRS 158.645](#), [KRS 158.6451](#)

RELATED POLICIES:

03.112, 08.1345, 09.11

Adopted/Amended: 01/01/1900
Order #:

Pledge of Allegiance**STUDENT'S OPPORTUNITY TO PARTICIPATE**

All ~~pupils~~students enrolled in ~~Jefferson County Public Schools~~the District shall be afforded an opportunity to participate in the ~~p~~Pledge of ~~a~~Allegiance to the ~~f~~Flag of the United States at the beginning of each school day.¹

~~Pupils~~Students who do not wish to participate shall be excused.²

Instruction concerning the proper display of and respect for the flag of the United States and the flag of Kentucky ~~will~~shall be provided in each ~~Jefferson County Public Schools~~Ssocial ~~S~~studies classroom.

REFERENCES:

¹[KRS 158.175\(2\)](#)

²[OAG 80-456](#)

Adopted/Amended: 01/01/1900

Order #:

Controversial Issues**JUDGMENT**

Teachers are expected to exercise reasonable and prudent judgment in the selection and use of materials and discussion of issues in their classrooms.

ISSUES

The study of controversial issues shall be objective and scholarly. Issues discussed shall be appropriate for and within the range of knowledge, understanding, age, and maturity of students and shall be current, relevant, and significant to the instructional program.

MATERIALS

All classroom materials shall be current, relevant, and significant to the instructional program. Materials shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students.

NOT DISRUPTIVE

Neither issues nor materials that have a potentially disruptive effect on the educational process shall be discussed or chosen.

CONFERENCE WITH PRINCIPAL

Teachers who suspect that materials or a given issue may be inconsistent with this policy shall confer with the Principal prior to the classroom use of the materials or discussion of the issue. If the Principal is in doubt, he/**she** shall confer with the Superintendent/**designee**.

RELATED POLICIES:

08.2322

08.234

Adopted/Amended: 01/01/1900

Order #:

Parenting and Family Life Education

~~Family Life Education shall be included in appropriate areas of the curriculum in grades P1-12. Instruction shall include developing an understanding of the physical, emotional and psychological development of the individual with emphasis on the traditional family structure.~~

~~Students at the elementary and middle school levels (P1-8) must have parental permission to participate in special programs, assemblies, viewing of films or filmstrips, and lectures pertaining to the human reproduction system. High school students (9-12) may be exempted from participating in instruction programs relating to the human reproduction system by notifying the pPrincipal in writing three (3) weeks prior to the beginning of the course. An alternate health unit will be provided for those students.~~

~~Adopted/Amended: 01/01/1900~~

~~Order #:~~

Voter Registration and Participation

The **p**Principal of each high school shall be responsible for informing students and school personnel of the availability of voter registration forms, for assisting them in registering with the party of their choice, and for returning the completed forms to the **e**County **e**Clerk.

Specifically, each high school shall provide twelfth (12th) grade students information on how to:

1. Register to vote;
2. Vote in an election using a ballot; and
3. Vote using an absentee ballot.

This information may be provided through classroom activities, written materials, electronic communication, Internet resources, participation in mock elections, and other methods identified by the Principal after consulting with teachers.

The **e**County **e**Clerk shall provide the **p**Principal with voter registration forms.

REFERENCES:

KRS 116.045
KRS 158.6450

Adopted/Amended: 01/01/1900
Order #:

Head Start

| The sSuperintendent shall delegate appropriate staff to administer and supervise the Head Start program.

| The Head Start Policy Council shall approve or disapprove all hiring and termination of staff assigned to the Head Start program by the sSuperintendent.

Adopted/Amended: 01/01/1900

Order #:

Guidance

The ~~bB~~board-of-education shall staff all schools with certified counselors necessary to provide a guidance program for students.

SERVICES

Services provided by the guidance program shall consist of educational counseling; career and personal counseling; testing, and other services requested by students, parents, or staff.

INDIVIDUAL LEARNING PLANS

In keeping with Kentucky Administrative Regulation, the District shall implement an advising and guidance process to support development and implementation of an individual learning plan for each student that includes career development and awareness.

CONFIDENTIAL MATERIAL

All records and counseling information shall be kept in confidence.¹

REFERENCES:

¹KRE 506 (Kentucky Rules of Evidence)

[KRS 61.878](#), [703 KAR 4:060](#), [704 KAR 3:305](#)

RELATED POLICIES:

08.113, 09.14

Adopted/Amended: 01/01/1900

Order #:

At-Risk Students

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

This plan shall address, but not be limited to:

1. Providing extended school services to address student academic deficiencies;
2. Utilizing available resources to identify appropriate strategies to use with at-risk students, including intervention services, analysis of District data, and coordination of efforts with related agencies, both within and outside the District;
3. Training of personnel and, when appropriate, parents and community members;
4. Coordinating staff efforts to identify and assist at-risk students and to focus on improving the learning environment;
5. Designing work-related programs for students who require a career and technical emphasis;
6. Encouraging parent involvement in their children's education; **and**
- 7. Developing a system of recognition and rewards for attendance and academic success; and;**
- 7.8. Providing a system of interventions Reducing the drop-out rate.**

Student intervention programs shall be closely aligned with the written, taught and tested curriculum and shall be monitored for impact on student achievement.

REFERENCES:

KRS 158.440; KRS 159.040; KRS 159.150

RELATED POLICIES:

03.19
08.133
08.14
09.123

Adopted/Amended: 01/01/1900
Order #:

Eliminating the Achievement Gap**DISTRICT COMMITMENT**

The Jefferson County Public Schools is committed to maintaining high expectations for all students and to eliminating persistent disparities in achievement and performance among subgroups based on race, ethnicity, disability or socioeconomic status.

All District policies and practices shall reflect the goals of eliminating achievement gaps and achieving academic proficiency. The District shall advance these goals by developing cultural competence, ensuring uniformly high expectations, promoting rigorous curricula, differentiating instruction, and maximizing access for all students to high-level educational opportunities.

The District is committed to developing a diverse staff of educators and administrators. The District shall examine policies, programs, practices and written documents to ensure that these goals are implemented.

STAFF RESPONSIBILITIES

All staff must understand how their positions contribute directly or indirectly to these goals, develop the knowledge and skills needed to serve diverse students and families and be accountable for implementing a plan developed by the Superintendent that will achieve advance these goals.

Adopted/Amended: 01/01/1900

Order #:

Selection of Supplementary Materials, Speakers, and Media

~~Supplementary, or commercial, or special interests materials, speakers, electronically accessed resources (e.g. the Internet), and media used in the Jefferson County Public Schools District shall be selected by using procedures developed by the sSuperintendent/designee. Selection criteria shall include:~~

- ~~1. aAge appropriateness;~~
- ~~2. ILiterary value;~~
- ~~3. iImportant themes;~~
- ~~4. aAccuracy of information;~~
- ~~5. bBroad spectrum of knowledge;~~
- ~~6. sSensitivity to multiple perspectives;~~
- ~~7. rRespectful of differences related to ethnicity, culture, gender, socioeconomic status, religion, or disabilities;~~
- ~~8. iInterest to students;~~
- ~~9. fFormat;~~
- ~~10. mMultiple teaching strategies and technologies for all students, including those with special needs.~~

~~If materials are questioned, they shall be submitted for review prior to use. Procedures for the review process shall be developed by the sSuperintendent/designee.~~

RELATED POLICIES:

08.1353

08.2322

Adopted/Amended: 01/01/1900

Order #:

Instructional Resources

The annual school budget adopted by the ~~b~~Board of education shall provide human and material resources required to support and implement a curriculum designed to meet the needs and interests of students enrolled in the ~~Jefferson County Public Schools~~District.

SURVEY

Schools not having SBDM school councils shall survey teachers to determine their needs for instructional resources. The results of the survey shall be used to establish priorities for purchase.

ALLOCATION METHOD

Within budgetary limits, schools or school councils shall establish an equitable method of allocating funds to purchase instructional resources.

FINANCIAL REPORT

A financial report on allocations to and expenditures for instructional resources shall be prepared annually ~~by the Board~~ and shall be a public record.

Each school may carry forward to the next fiscal year any part of the instructional resource allocation distributed to the school that has not been spent or committed in the current fiscal year.

INSTRUCTIONAL RESOURCE FUND

Schools with any grade from P-8 may purchase instructional resources using State funds in accordance with 704 KAR 3:455.

Each school allocated instructional resource funds shall complete an annual plan to identify purchases following guidelines of the Kentucky Board of Education.

The annual plan shall be approved by the Board and by the School Council in SBDM schools.

All plans shall be approved by the local Board as to sufficiency of funding to support the requested purchases.

Any purchase exceeding the funds allocated shall be paid from other Council funds in SBDM schools.

FEES

If the Board authorizes charging rental fees for students in grades nine through twelve (9-12), the Board shall establish those fees annually.

Instructional resources shall be made available to all students. No student shall be denied full participation in any educational program due to an inability to pay for, or rent, all necessary instructional resources.¹

Fee waivers shall be provided as required by applicable statutes and regulations.²

RESPONSIBILITY

Students or parents shall compensate the District for instructional resources that are lost, damaged, or destroyed while in the student's possession.

Instructional Resources**TEXTBOOK SELECTION**

No textbook or program shall be used in the ~~Jefferson County Public Schools~~District as a basal title unless it has been recommended and listed on the state multiple list by the State Textbook Commission or unless the school has followed the process set out below.

A school council, or if none exists, the pPrincipal, may notify, through the sSuperintendent, the State Textbook Commission that it plans to adopt a basal textbook or program that is not on the recommended list, by submitting evidence that the title it has chosen meets the selection criteria of the State Textbook Commission, the subject specific criteria of the textbook reviewers, and complies with the required publishers specifications.

SECTARIAN TEXTS

No book or other publication of a sectarian, infidel, or immoral character or one that reflects on any religious denomination shall be used or distributed in any school.³

REFERENCES:

¹[KRS 158.108](#)

²[KRS 160.330; 702 KAR 3:220](#)

³[KRS 158.190](#)

[KRS 156.433](#)

[KRS 156.439](#)

[KRS 157.110](#)

[702 KAR 3:246](#)

[704 KAR 3:455](#)

RELATED POLICIES:

02.4242

04.32

09.15

Adopted/Amended: 01/01/1900

Order #:

Copyrighted Materials

The use of copyrighted material for educational purposes, by school personnel, shall be within the generally accepted uses delineated by applicable law. District personnel and volunteers are authorized to observe "fair use" federal guidelines.

~~The dDistrict shall comply with federal copyright laws and any licensing agreements entered into with regard to any copyrighted works or materials including, but not limited to, printed materials, computer software, and audiovisual works.~~

~~District personnel and volunteers shall conform comply with all restrictions on use of copyrighted materials. However, they are authorized to observe "fair use" federal guidelines.~~

The Superintendent shall develop procedures for informing appropriate personnel of the fair use of copyrighted material for educational purposes.

The ~~d~~District assumes no liability for intentional infringement of copyright by individual employees and volunteers.

ELECTRONIC MATERIALS

All employees shall use electronic materials only in accordance with the license agreement under which the electronic materials were purchased or otherwise procured. Electronic materials are defined as computer software, databases, video tapes, compact and laser disks, electronic textbooks or any other copyrighted material distributed in electronic form.

Any duplication of copyrighted electronic materials, except for backup and archival purposes, is a violation of the law, unless the license agreement explicitly grants duplication rights. The archival copy is not to be used on a second computer at the same time the original is in use. In addition, illegal copies of copyrighted software shall not be used on Board equipment.

Through appropriate professional development activities, the technology coordinator shall inform all employees of their compliance responsibilities with electronic materials licensing agreements and of the penalties for violating ~~these~~those agreements.

The Superintendent/~~or~~ designee shall sign all District software license agreements. Each school using licensed software shall have on file a copy of the executed agreement, the original disk or the original documentation.

REFERENCES:

Kentucky Educational Technology System (KETS)
17 U.S.C. §107

RELATED POLICY:

08.2323

Adopted/Amended: 01/01/1900

Order #:

Review of Instructional Materials

~~The Superintendent/designee shall establish procedures to reevaluate materials, books, media, speakers, and electronically accessed resources questioned or criticized by the public. Reevaluation will occur when these procedures are followed by the person or group objecting.~~

~~In schools operating under SBDM, these procedures for review shall include school council consideration of the written concerns regarding instructional materials. Instructional materials shall include textbooks, supplementary materials, and library books. Forms for such requests may be obtained from the school and will be made available to any resident of the school district at the Superintendent's office. The request shall include a written reason for objection and a statement of the desired action regarding the material under consideration.~~

~~Employees receiving a written request for review of instructional materials shall notify the Principal of the complaint, who shall then notify the Superintendent/designee.~~

~~Individuals may appeal a council's decision concerning challenged materials under the Board's policy on appeal of SBDM decisions.~~

~~In schools with a SBDM council, the school council shall determine which textbooks, instructional materials, and student support services shall be provided in the school. The SBDM council shall establish informal and formal reconsideration procedures to reevaluate materials, books, media, speakers, and electronically accessed resources questioned or criticized by a parent, employee, or District resident. Individuals may appeal a council's decision concerning challenged materials under the Board's policy on appeal of SBDM decisions.~~

~~In schools without a SBDM council, the Superintendent shall establish informal and formal reconsideration procedures to reevaluate materials, books, media, speakers, and electronically accessed resources questioned or criticized by a parent, employee, or District resident.~~

~~Reconsideration procedures shall include consideration of the written concerns regarding instructional materials stated on an approved form that includes the reason for objection and a statement of the desired outcome regarding the material under consideration. Forms shall be available at the school. Employees receiving a written request for reconsideration of instructional materials shall notify the Principal of the complaint, who shall then notify the Superintendent/designee.~~

REFERENCE:

Board of Educ., Island Trees v. Pico, 102 S.Ct. 2799 (1982)

RELATED POLICY:

02.42411

Adopted/Amended: 01/01/1900

Order #:

Access to Electronic Media

(Acceptable Use Policy)

~~The use of appropriate instructional technology can have a positive impact on student learning. The board of education approves of the use of technology that supports instructional goals and objectives of the Jefferson County Public Schools under plans and procedures approved by the Superintendent. These technologies include, but are not limited to, computers, electronic access to information, and instructional television, all of which is a supplementary resource to the classroom teacher.~~

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology. ~~Therefore, the District offers students and employees access to electronic information through a service called JCPSNet the JCPS Networks.~~

Communications through the JCPS Networks are not private and may be reviewed by JCPS personnel, or by someone appointed by them, to ensure that all guidelines are followed. Violation of this policy will result in a loss of access to the JCPS Networks and may result in other disciplinary action.

STUDENT SAFETY PROCEDURES AND GUIDELINES

The Superintendent/designee shall develop and implement appropriate information technology department ~~policies and~~ procedures to provide guidance for access to electronic media. ~~Guidelines~~Procedures shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access or personal devices that are permitted to access the District's networks, shall be implemented ~~that and shall~~ effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

Access to Electronic Media

(Acceptable Use Policy)

STUDENT SAFETY PROCEDURES AND GUIDELINES (CONTINUED)

~~Along with this access to computers and to people all over the world comes the availability of materials that may not be considered appropriate for use in the classroom. Because it is impossible to control all materials available through the Internet, school staff and parents/guardians of minors are ultimately responsible for setting and conveying the standards that students should follow when using this resource. JCPS supports each family's right to decide whether or not to allow their child to have access.~~

Access is a privilege, not a right.

Students are responsible for appropriate behavior when using ~~the Internet~~ the JCPS Networks, just as they are in classrooms and school hallways. Therefore, general school rules for behavior apply. Access to network services is offered to students who agree to act in a considerate and responsible manner, and parent permission is required. Based on the acceptable use guidelines outlined in this policy, the system administrators will deem what is inappropriate use, and their decisions are final.

The administration and staff may revoke or suspend user access when these terms are violated.

Students will:

- Use ~~the network~~ the JCPS Networks for educational purposes, such as conducting research for assignments consistent with the JCPS academic expectations; and
- Use appropriate language, avoiding swearing, vulgarities, and abusive language.

Students will NOT:

- Transmit or receive materials in violation of federal or state laws or regulations pertaining to copyrighted, or threatening materials; or transmit or receive obscene materials, including or sexually explicit materials;
- Use ~~the JCPS Internet connection~~ the JCPS Networks for personal or commercial activities, product promotion, political lobbying, or illegal activities;
- Break into/Attempt to break into another computer network;
- Damage/Attempt to damage, move, or remove software, hardware, or files;
- Use unauthorized multiuser games;
- Send or forward chain letters;
- Download or Use unauthorized software products ~~that adversely affect network performance~~;
- Create or share computer viruses;
- Share access to their ~~JCPS Net~~ JCPS Network account or use another person's account;
- Maliciously attempt to harm or destroy data of another user;
- Use ~~network resources~~ the JCPS Networks to otherwise violate the JCPS *Code of Acceptable Behavior and Discipline*;
-

Access to Electronic Media

(Acceptable Use Policy)

- Use ~~network resources~~ the JCPS Networks to disrupt the efficient operation and/or educational programs of ~~JCPS~~ the District.

STUDENT SAFETY PROCEDURES AND GUIDELINES (CONTINUED)

~~JCPSNet communications are not private and may be reviewed by JCPS personnel, or by someone appointed by them, to ensure that all guidelines are followed. Violation of the terms listed above will result in a loss of access to JCPSNet and may result in other disciplinary action under the guidelines of the JCPS Code of Acceptable Behavior and Discipline. Use of public property for personal gain is a felony. Violators or parents of student violators may be subject to prosecution.~~

EMPLOYEE USE

~~JCPSNet is~~ The JCPS Networks are provided to assist employees in carrying out the educational business of ~~Jefferson County Public Schools the District~~, conducting research, and communicating with others in regard to school work. Along with this access comes the availability of materials that may not be considered appropriate for use in the workplace. Because it is impossible to control all materials available through the ~~global network Internet~~, each employee is ultimately responsible for observing the JCPS standards outlined below, as well as other applicable school and District rules for behavior and communications.

Access is a privilege, not a right.

Access to this shared resource is given to employees who agree to utilize ~~JCPSNet~~ the JCPS Networks to support the educational business of JCPS and to act in a considerate and responsible manner.

Employees will:

- Use the ~~JCPS n~~ JCPS Networks for the educational business of JCPS such as conducting research and communicating with others in regard to school business; and
- Use appropriate language, avoiding swearing, vulgarities, or abusive language.

Employees will NOT:

- Transmit or receive materials in violation of federal or state laws or regulations pertaining to copyrighted, or threatening materials; or transmit or receive obscene materials, including or sexually explicit materials;
- Use ~~JCPSNet~~ the JCPS Networks for personal or commercial activities, product promotion, political lobbying, or illegal activities;
- Break into/attempt to break into another computer network;
- Damage/attempt to damage, move, or remove software, hardware or files;
- Use unauthorized multi-user games;
- Send or forward chain letters;
- Download or Use unauthorized software products; ~~(such as PointCast) which adversely affect network performance;~~

Access to Electronic Media

(Acceptable Use Policy)

- Create or share computer viruses;
- Share access to their ~~JCPNet~~**JCPS Network** account, fail to reasonably protect their JCPS Network account, share passwords provided to access District information, or use another person's account; or,
- Use ~~network resources~~**the JCPS Networks** to disrupt the efficient operation and/or educational programs of the ~~Jefferson County Public Schools District~~.

~~JCPNet communications are not private, and may be reviewed by JCPS personnel, or by someone appointed by them, to ensure that all guidelines are followed. Violation of the terms listed above will result in a loss of access to JCPNet, and may result in other disciplinary or legal action. Use of public property for personal gain is a felony. Violators may be subject to prosecution.~~

USE OF TECHNOLOGY IN THE CLASSROOM

Employees are encouraged to use electronic mail and other District technology resources to promote student learning and for communication with ~~the homeparents~~ and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

SOCIAL NETWORKING SITES

~~District e~~Employees and activity sponsors may set up ~~blogs and other~~ social networking accounts using District resources and following District ~~guidelines~~**procedures** to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for ~~District~~ employees and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, staff members ~~will~~**shall** set up the site following ~~any~~ District guidelines developed by the Superintendent's/designee.
3. Guidelines may specify whether access to the site must be given to school/District technology staff.
4. ~~If written parental consent is not otherwise granted through AUP forms provided by the District, staff~~**Employees** shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.

Access to Electronic Media**(Acceptable Use Policy)**

5. Once the site has been created, the sponsoring ~~staff member~~employee ~~is~~shall be responsible for the following:

- a. Monitoring and managing the site to promote safe and acceptable use; and
- b. Observing confidentiality restrictions concerning release of student information under state and federal law.

~~Staff members~~Employees are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of ~~this~~that Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to ~~the~~ Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

PERMISSION/AGREEMENT FORM PARENTAL AUTHORIZATION

~~A written~~Written parental ~~request~~authorization shall be required prior to ~~the~~a student being granted ~~independent~~ access to electronic media involving District technological resources.

The required ~~permission/agreement form~~authorization, which shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. ~~This~~That document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the ~~Superintendent~~Principal with a written request.

COMMUNITY USE

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

DISREGARD OF RULES

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

RESPONSIBILITY FOR DAMAGES

Access to Electronic Media

(Acceptable Use Policy)

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

RESPONDING TO CONCERNS

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

AUDIT OF USE

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

Following initial adoption, this policy and documentation of implementation shall be retained for at least five (5) years after the last day of service in a particular funding year.

REFERENCES:

KRS 156.675; 47 U.S.C. § 254; 701 KAR 5:120
16 KAR 1:020 (Code of Ethics)
47 U.S.C. 254/Children's Internet Protection Act; 45 C.F.R. 54.520
Kentucky Education Technology System (KETS)

RELATED POLICIES:

03.1325/03.2325; 03.17/03.27
08.1353; 08.2322
09.14; 09.421; 09.422; 09.425; 09.426

Adopted/Amended: 01/01/1900
Order #:

Library Media Centers

The Board shall establish, maintain and staff a library media center in every school as an integral part of the District's instructional resources, to promote information literacy and technology use in the curriculum, and to facilitate teaching, student achievement and lifelong learning, in keeping with statutory requirements.

SELECTION OF MEDIA MATERIALS AND EQUIPMENT

Materials shall be selected for school library and media centers from all forms of media and shall reflect the needs of the individual school and shall support and reflect the curriculum taking into consideration the interests, vocabulary, maturity, and ability levels of all students within the school served.

In schools with SBDM ~~school~~ councils, the council shall consult with the school media librarian to develop rules, regulations and procedures to ensure the systematic maintenance of libraries as current resources for teachers and students, on the maintenance of the school library media center, including the purchase of instructional materials, information technology, and equipment.

In schools without SBDM ~~school~~ councils, the school media librarian ~~and media personnel~~ shall be responsible for ~~coordinating the selection~~ developing rules, regulations and procedures to ensure the systematic maintenance of libraries as current resources for teachers and students and recommending to the Principal ~~for the purchase of instructional materials, information technology and equipment, based on the existing collection, the curriculum, and the needs of the school.~~

GIFTS

Gifts to the library shall be reviewed by and accepted or rejected at the discretion of the librarian, subject to review by the Principal.

REVIEW

The school media librarian shall annually prepare and submit to the SBDM council and Principal an annual report that includes collection analysis, student visits including class scheduling, expenditures, teacher collaboration and student technology use.

The school media librarian shall inventory and review the print collection at least every two (2) years for wear and obsolescence and, with the approval of the Principal, dispose of materials which are no longer suitable for use for these reasons. The school media librarian shall evaluate subscription and electronic resources prior to license renewal and when warranted, with the approval of the Principal, cancel subscriptions.

The Principal shall ensure the effective use of the library media centers within schools and shall, in consultation with the school media librarian, establish student library media center hours, staffing, and procedures that best serve the needs of the students.

REFERENCES:

KRS 158.102

KRS 160.345

Adopted/Amended: 01/01/1900

Order #:

School Calendar**DEVELOPMENT OF CALENDAR**

The **s**Superintendent shall develop the school calendar in cooperation with a representative group from the school community. The **s**Superintendent shall appoint the committee, which shall include a member of the **b**Board of education, no later than October 1 of the preceding year. The calendar shall be presented for **b**Board consideration and approval **on or before May 15th the previous school year ends** and shall include provisions for a reasonable number of make-up days. The **s**Superintendent/designee shall develop procedures for requests to the **b**Board by schools desiring to deviate from the **d**District school calendar.

The calendar shall establish the following:

1. Opening and closing dates of the school term,
2. Beginning and ending dates of each school month,
3. Number and minimum length of instructional days,
4. Instructional time required for kindergarten if in excess of the minimum three (3) hours of daily instruction,
5. Any instructional time to be banked to make up for full days that may be missed due to an emergency,
6. Days on which schools shall be dismissed, and
7. A testing window in accordance with KRS 158.6453 and KRS 164.302 to accommodate state-mandated assessments.

The Board may schedule days for breaks in the calendar that shall not be counted as part of the minimum school term.

Schools shall be closed on the Tuesday after the first Monday in November in Presidential election years.

Schools shall be closed on the day of a regular or primary election, and those days may be used for professional development activities, professional meetings, or parent-teacher conferences.

REFERENCES:

702 KAR 7:130; 702 KAR 7:140
KRS 2.190; KRS 118.035
KRS 157.360; KRS 158.070
KRS 158.6453; KRS 164.302

Adopted/Amended: 01/01/1900

Order #:

Emergency Closings

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

INCLEMENT WEATHER/

The Superintendent or designee has the authority to close schools when weather or other emergency conditions would make operating the school bus fleet unsafe.

SYSTEM OF NOTIFICATION

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

REFERENCES:

702 KAR 7:125
KRS 158.110
KRS 160.310
702 KAR 5:030

Previewing Materials

All materials presented for student use or viewing shall be reviewed by the teacher before use.

Exceptions shall be current events programs and programs provided by Kentucky Educational Television.

Adopted/Amended: 01/01/1900

Order #:

School Day

~~A school day consists of six (6) hours of instructional time.~~ The length of the school day designated by the Board shall provide students with no less than the minimum number of instructional days/hours required by law. The Board may request approval of an alternative school calendar based on procedures set out in Kentucky Administrative Regulation.

EXCEPTIONS

Kindergarten (entry level of the primary program) shall be provided no less than the equivalent of one-half (1/2) day, five (5) days a week for a full school year for each kindergarten student. An exception also may be made for ~~pupils attending kindergarten~~, preschool classes, and classes for students with disabilities, or alternatives approved by the Board and Kentucky Department of Education.¹

REFERENCES:

¹[KRS 158.060](#)
[KRS 157.320](#)
[KRS 157.360](#)
[KRS 158.030](#)
[702 KAR 007:125](#)

Adopted/Amended: 01/01/1900

Order #:

School Term

The school term shall include at least four (4) days to be used for professional development and collegial planning activities for the professional staff as directed by statute, regulations, and policy. Additional days permitted by statute and authorized by the Board may be used for professional development and planning activities for the professional staff. Four (4) days may be used for holidays, and two (2) days may be used for planning activities.

If schools are scheduled to operate during days designated for statewide professional meetings, the District shall permit teachers who are delegates to attend in keeping with statutory requirements.¹

REFERENCES:

¹[KRS 158.070](#)
[702 KAR 007:125; 704 KAR 003:035](#)
[KRS 2.110; KRS 156.095](#)
[OAG 97-25](#)

Adopted/Amended: 01/01/1900

Order #:

Curriculum Development and Implementation

An effective school system consistently uses data from a variety of sources to develop or evaluate strategies to address impediments to student learning. The Board shall hold the Superintendent responsible for District-wide program development and implementation to improve student results.

I. DEVELOPMENT

New or pilot District-wide programs shall be submitted to the Board for approval. The Board shall review each pilot program annually until it is approved. The Superintendent or designee shall present the following information, to the extent applicable, prior to approval of a new or pilot District-wide program:

A. Goals and Objectives/Program Rationale:

1. documents a system need;
2. utilizes solid research base;
3. clearly defines the purpose of the program;
4. states the desired outcomes, including the intended impact on student achievement;
5. explains why this approach best fits the identified need, including a cost/benefit analysis, to the extent possible;
—lists other alternatives considered;
6. identifies how the program helps implement the strategic plan;
7. documents the involvement of the affected stakeholders; and
8. has a clearly defined set of educational goals.

B. Program Plan:

1. includes a description of the program;
2. considers student, staff, parent, and community expectations or needs;
3. aligns with established District curriculum, priorities and student learning goals;
4. assigns responsibility to program leaders;
5. establishes a detailed implementation plan with timelines;
6. provides for appropriate professional development;
7. provides a long-range budget identifying needed human and material resources;
8. identifies sources of fiscal support for current and future years; and
9. outlines a communication plan.

II. IMPLEMENTATION

The Superintendent/designee shall implement District-wide educational programs, including but not limited to:

1. training the staff in the delivery of the program;
2. monitoring the delivery of the program;
3. managing human and material resources; and
4. providing equitable access to the program.

Adopted/Amended: 01/01/1900

Order #: