

DEFINITIONS

The following expressions are defined with respect to their intended meanings in the context of this manual:

POLICIES

An expression of the will of the elected Board of Education or the school council. Although other statutes may have Board policy implications, the general scope of Board policies is defined by [KRS 160.290](#) and [KRS 160.340](#). The scope of council policies is defined by [KRS 160.345](#).

ADMINISTRATIVE REGULATIONS

References such as "State Board regulations," "state regulations," and "administrative regulations" shall mean Kentucky Administrative Regulations (KAR) promulgated by the Kentucky Board of Education.

FULL-TIME/PART-TIME STATUS

Employment status shall be determined in compliance with statute and regulation and shall be defined in the employee's contract.¹

SUPERINTENDENT

Policies that charge the Superintendent with preparing and/or implementing provisions of procedures, plans or programs for Board review also direct any other employee to whom the Superintendent may delegate such charges.

PRINCIPAL

The Principal (or designated administrator) shall be the chief administrator of the school, acting with the approval of the Superintendent. All personnel assigned to a school shall be directly responsible to the Principal.

TEACHER

Except for referenced statutes which specify a different definition for the purposes of those statutes, in this manual the term teacher shall refer to any person, other than the Superintendent, for whom certification is required as a basis for employment.

PARENT OR GUARDIAN

Parent, as used in the policy manual, means custodial parent, ~~or~~ legal guardian, or other person authorized by law to act as a parent as the context requires.

GENDER

Unless otherwise noted, all gender references include both male and female.

CHILDREN AND YOUTH WITH DISABILITIES

In compliance with federal law and unless otherwise indicated, use of the terms "handicapped/special education/exceptional" shall refer to children and youth with disabilities.

SCHOOL NUTRITION PROGRAM

Use of the term "food service" shall also refer to the District's School Nutrition Program.

DEFINITIONS

STUDENT ATTENDANCE DAY

Unless otherwise noted, use of the term “instructional day” shall have the same meaning as “student attendance day.”

HEALTH PROVIDER

Unless otherwise noted, the terms “health care provider” and “health care practitioner” have the same meaning.

REFERENCES

Legal references listed in this manual, such as state and federal statutes and regulations, Kentucky Attorney General Opinions, and court cases are provided as a tool for additional research and are not intended to be viewed as a complete listing of legal resources applicable to a particular topic.

REFERENCES:

¹[KRS 157.320](#)

¹[102 KAR 1:036](#)

¹[702 KAR 1:035](#)

[KRS 158.144](#)

[KRS 160.290](#), [KRS 160.340](#), [KRS 160.345](#)

[KRS 405.028](#)

[702 KAR 6:010](#), [702 KAR 6:020](#), [702 KAR 6:040](#)

[702 KAR 6:045](#), [702 KAR 6:075](#), [702 KAR 6:090](#)

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Regular Meetings

TIME AND PLACE

The Board shall conduct an organizational meeting at its first ~~regular~~ meeting in January. The dates, times, and places of regular meetings shall be approved each year by the Board and entered in its minutes. The schedule of regular meetings shall be made available to the public.² ~~Any change to this schedule~~ Rescheduled regular meetings shall be a noticed and held as special-called meetings.^{1 & 4}

Notice to Board members of regular meetings shall be given by adoption of scheduled meeting dates, times, and places.

The Board may, at its discretion, conduct its meetings at places and dates other than those approved, provided that Board members and the general public receive timely notice in keeping with statutory requirements for special called meetings.

The Board shall hold ~~two (2)~~ at least one (1) regular business meetings each month. ~~The meetings shall be held on the second and fourth Mondays unless otherwise changed by the Board.~~

All meetings of the Board, and any committees or subcommittees thereof, shall be held at specified times and places which are convenient to the public.

OPEN MEETINGS

All meetings of a quorum of the members of the Board at which any public business is discussed or at which any action is taken are to be public meetings, open to the public at all times, except as provided in [KRS 61.810](#).³

VIDEO TELECONFERENCES

The Board may conduct its meeting by video teleconference. Notice of a video teleconference shall comply with the requirements of [KRS 61.820](#). In addition, the notice shall clearly state that the meeting will be a video teleconference and precisely identify the locations involved, including the location, if any, that is primary.

The same procedures with regard to participation, distribution of materials and other matters shall apply in all video teleconference locations.

REFERENCES:

¹[KRS 160.270](#)

²[KRS 61.820](#); [OAG 78-274](#), [OAG 78-614](#)

³[KRS 61.810](#)

⁴[92-OMD-1677](#); [04-OMD-056](#)

[KRS 61.826](#)

RELATED POLICIES:

01.421, 01.43, 01.44

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Code of Ethics

~~The general duties and obligations of an individual Board member shall be:~~

- ~~1. To familiarize himself/herself with the state school laws, regulations of the state Board of Education, and the Jefferson County Board of Education policies.~~
- ~~2. To have a general knowledge of educational aims and objectives of the school District.~~
- ~~3. To work harmoniously with other Board members without trying either to dominate the Board or to neglect his/her share of the work.~~
- ~~4. To vote and act impartially in the Board meetings for the good of the school District.~~
- ~~5. To accept the will of the majority vote in all cases and to give support to the resulting policy.~~
- ~~6. To represent the Board and the school District to the public in such a way as to promote both interest and support.~~
- ~~7. To refer complainants to the proper school authorities and to abstain from individual counsel and action.~~
- ~~8. To view himself/herself as a representative of the entire school District rather than of a particular division.~~
- ~~9. To share with the Superintendent the citizens' major concerns about the schools of which the Board member is aware.~~
- ~~10. To abstain from taking individual actions which would undermine the authority of the Superintendent.~~

As members of a Kentucky Board of Education and mindful of the pledges made in their oath of office, Board members shall accept the duty to represent their community and their District's students, parents and staff and to improve public education by putting "students first" in their decisions. To that end they will:

1. Govern effectively and with integrity, emphasize student achievement and practice good stewardship of the District's human, financial and property resources;
2. Participate in all Board meetings, insofar as possible, having studied advance materials and, having given careful consideration to input from individuals and/or interested community groups, ready to base decisions on independent judgment;
3. Act as a staunch advocate for high quality schools, instructional curricula and professional staff dedicated to the educational welfare of all children, regardless of their ability, race, creed, sex or social standing and maintain knowledge about educational advances as they evolve;

Code of Ethics**CODE OF ETHICS (CONTINUED)**

4. Obey and uphold all laws, rules, regulations and court orders of the Commonwealth of Kentucky and of the United States, reserving the right to bring about needed changes through legal and ethical procedures;
5. Help their constituents to understand the importance of broad community support and involvement in the public schools, especially by encouraging citizen participation in Board meetings, and in turn, serve their constituents by helping ensure accountability of the schools to the community;
6. Recognize their duty to listen as well as to lead, respect opinions which differ from their own, reflect that no one member acts or speaks for the Board, and remember that final actions, made by majority vote in an official meeting, should be supported by all members;
7. Provide community insight to the Superintendent and evaluate the administration's responses to community expectations, work to adopt effective policies which give the administration authority commensurate to its responsibilities, demonstrate the support and respect due the District's skilled, professional employees and shun actions which could be interpreted as an attempt to run the schools through the administration;
8. Avoid even the appearance of conflicts of interest by never performing official acts or otherwise engaging in financial transactions with the school system which could benefit them, accepting gifts of substantial economic value which could be viewed as improper influence, or disclosing or using confidential information acquired in the course of official duties for personal gain.

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Records Management**RECORDS OFFICER**

The Superintendent shall designate a Records Officer who shall inventory, analyze and schedule disposition of District records, as well as maintain a destruction record, noting the authorization for said destruction and the amount of records to be destroyed. Each year, the Records Officer shall provide a copy of this record to the Board (Superintendent) and to the Director of the Division of Archives and Records.¹

An inventory of all public records kept by the District shall be taken, these records to include those made or received by the District in connection with the transaction of school business. Records shall refer to those documents specified in [KRS 171.410](#) and in the [Records Retention/Public School District Schedule](#).

SUPERINTENDENT'S RESPONSIBILITIES

Pursuant to statutory requirements, the Superintendent shall establish procedures to safeguard against the unlawful destruction, removal or loss of records.² The Superintendent shall notify the Department of Libraries and Archives of any actual, impending or threatened unlawful disposition of records and shall initiate action through the Attorney General for recovery of such records.³

RETENTION AND DISPOSAL OF RECORDS

The District shall follow the [Records Retention/Public School District Schedule](#) in its management of school records. If a record in question is not listed in this schedule, a written request for disposal of records must be submitted by the Superintendent to the Division of Archives and Records and the request must be approved in writing by the State Librarian.⁴

For record and archival purposes, the Superintendent shall place on permanent file one (1) copy of each Board policy that is rescinded or amended in any manner.

When there is a question whether a particular record or group of records should be destroyed, the state archives and records commission shall have exclusive authority to make this decision.⁵

LITIGATION

After consultation with the Board Attorney as deemed appropriate, the Superintendent should direct that records relevant to pending or threatened litigation, administrative proceedings, or investigations shall not be destroyed even if the retention period for such records has passed.

INFORMATION SECURITY BREACH

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.

Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner.

Records Management**RETENTION OF RECORDINGS**

School officials shall retain any digital, video, or audio recording according to the following:

- Retain for a minimum period of one (1) week a master copy of any digital, video, or audio recordings of school activities without editing, altering, or destroying any portion of the recordings, although secondary copies of the master copy may be edited; and
- Retain for a minimum of one (1) month in an appropriate format, a master copy of any digital, video, or audio recordings of activities that include, or allegedly include, injury to students or school employees without editing, altering, or destroying any portion of the recordings.
- If an incident is being investigated, retain recordings until investigation and legal activity are completed.⁶

REFERENCES:

¹[725 KAR 1:010](#)

²[KRS 171.710](#)

³[KRS 171.720](#)

⁴[725 KAR 1:030](#); [KRS 171.420](#); [KRS 171.570](#)

⁵[KRS 171.670](#); [KRS 171.410](#); [KRS 171.660](#); [725 KAR 1:020](#)

⁶[KRS 160.705](#);

[KRS 61.931](#); [KRS 61.932](#); [KRS 61.933](#)

[702 KAR 1:025](#); [725 KAR 1:025](#)

Records Retention Schedule, Public School District

RELATED POLICIES:

01.5; 04.81

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In-Service Training

The annual in-service training requirements for all school board members in office as of December 31, 2014, shall include training on topics required by regulation that meet the minimum number of total training hours be as follows:¹

1. Twelve (12) hours for school board members with zero (0) to three (3) years of experience (to include five hours on the following: three (3) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation);
2. Eight (8) hours for school board members with four (4) to seven (7) years of experience (to include four hours on the following: two (2) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation); and
3. Four (4) hours for school board members with eight (8) or more years of experience (to include three hours on the following: one (1) hour of finance and one (1) hour of ethics annually and, one (1) hour of superintendent evaluation biennially).

If a Board member obtains hours through any sources other than KSBA, they shall have local Board approval prior to participation in the training event and send a copy of the record (Board Minutes) to KSBA.

For Board members who begin initial service on or after January 1, 2015, annual in-service training requirements shall be twelve (12) hours for Board members with zero to eight (0-8) years of experience and eight (8) hours for Board members with more than eight (8) years of experience. Required annual training hours shall include:

1. Three (3) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation for members with zero (0) to three (3) years experience;
2. Two (2) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation for members with four (4) to seven (7) years experience; and
3. One (1) hour of finance, one (1) hour of ethics annually, and one (1) hour of superintendent evaluation biennially for members with eight (8) or more years experience.

In addition to the in-service training required by state law, Board members shall be encouraged to participate in activities such as:

1. Attendance at school Board and administrative conferences, conventions, and workshops on a local, regional, state, and national level;
2. Exchange of ideas through joint meetings with neighboring school boards;
3. Reports on educational programs presented at Board meetings by the Superintendent and staff;
4. Regular exposure to professional journals and papers.

In-Service Training**NEW BOARD MEMBER ORIENTATION**

Each new member of the Board shall be afforded every opportunity to learn the functions and responsibilities entailed by election to the Board. It shall be the duty of the Superintendent and the administrative staff to assist each member-elect in understanding the functions, policies, and procedures of the Board and the operation of the school system before taking office. The following procedures shall be employed as a minimum:

- 1) The member-elect shall be given selected materials on the function of the Board and of the school system.
- 2) A copy of the Board's policies and bylaws and a copy of the administrative procedures shall be provided each new member, either in paper and/or electronic format.
- 3) A copy of the current budget of the school system and the opportunity to become fully acquainted with the financial structure of the school system shall be provided each member-elect.
- 4) The member-elect shall be invited to attend Board meetings and to participate in discussion prior to actual induction.
- 5) The incoming member shall be invited to meet with the Superintendent and other administrative personnel whom the Superintendent shall designate to discuss the services they perform for the Board.

REFERENCES:

[KRS 160.180](#)
[702 KAR 001:115](#)
[OAG 85-53](#)
[OAG 85-145](#)

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