

- CERTIFIED PERSONNEL -

District Leadership Academy

JEFFERSON COUNTY LEADERSHIP ACADEMY (JCLA)

The Superintendent/designee shall develop and implement the Jefferson County Leadership Academy (JCLA), a comprehensive leadership development program that provides multiple pathways for a certified employee to become an effective educational leader. The purpose of the JCLA is to ensure that the District has high-quality, equity-centered District leaders on every level and supporting every school.

The JCLA's multiple pathways shall address the needs of all certified aspiring leaders in the District, including an employee who wishes to become a well-prepared, equity-centered Teacher/Counselor leader, Assistant/Associate Principal, Principal, Central Office leader, Principal Supervisor, Assistant Superintendent, or Superintendent. A classified employee who is an aspiring District leader may also participate in a JCLA pathway, as appropriate, but the focus of the JCLA shall be on building the leadership capacity of certified employees.

JCLA PATHWAY COMPONENTS

The JCLA pathways shall have multiple components to provide specific training, coaching, and supports tailored to each role group. The pathways shall address the professional learning needs of a participant based on his/her/their current position, previous experience, and professional goals.

The JCLA pathways may include development programs for, but not limited to, the following groups:

- Aspiring Assistant Principals
- Aspiring Principals
- New Assistant Principals
- Aspiring Central Office Leaders

The JCLA pathways may include support programs for, but not limited to the following groups:

- Assistant Principals
- Principals
- Certified Central Office Leaders

EQUITY-CENTERED LEADERS

The JCLA shall strive to foster the development of equity-centered certified leaders who exhibit dispositions toward disruptive equity leadership, data-driven equity solutions, culturally competent practice, and reflection and growth regarding equity practice. An equity-centered leader exhibits the following characteristics:

- Understands that equity refers to fairness and justice;
- Shows the confidence to lead the implementation of systems that ensure equity and access for all students, and that address historical marginalization and disproportionate outcomes of students of color;

PERSONNEL

03.19121

(CONTINUED)

District Leadership Academy

EQUITY-CENTERED LEADERS (CONTINUED)

- Demonstrates courage to make decisions to drive continual improvement in all aspects of their work with a specific focus on increasing student outcomes; and
- Uses the identification and analysis of disparities in student outcome data to intentionally problem-solve to support the District in achieving its goals of student academic growth and sense of belonging, especially for students of color.

RELATED POLICIES:

03.1912; 03.29121

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- CLASSIFIED PERSONNEL -

District Leadership Academy

JEFFERSON COUNTY LEADERSHIP ACADEMY (JCLA)

The Superintendent/designee shall develop and implement the Jefferson County Leadership Academy (JCLA), a comprehensive leadership development program that provides multiple pathways for an employee to become an effective educational leader, as set forth in Board Policy 03.19121. The purpose of the JCLA is to ensure that the District has high-quality, equity-centered District leaders on every level and supporting every school.

A classified employee who is an aspiring District leader may participate in a JCLA pathway, as appropriate, but the focus of the JCLA shall be on building the leadership capacity of certified employees.

RELATED POLICY:

03.19121

District Issuance of Checks

AUTHORIZATION

The treasurer shall prepare, in accordance with the state mandated District Administration Software, "Orders of the Treasurer" to be acted upon at each regular Board meeting where they are presented on the consent agenda. Except for situations requiring subsequent Board approval, before checks are issued, the treasurer shall have received the approved "Orders", which shall include signatures of the chairperson, treasurer, and secretary of the Board.

All checks in the amount of \$10,000 or over shall carry the manual signatures of two (2) of the four (4) persons authorized to sign checks. Checks for less than \$10,000 shall carry one (1) manual signature or facsimile.

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PAYMENT OF CLAIMS

Invoices for just and proper claims against the District for services, supplies, and equipment shall be processed efficiently and paid promptly according to approved procedures and policies. In keeping with prudent and sound business practices, the Superintendent or designee shall establish adequate internal controls for all purchases and disbursements.

With the exception of recurring monthly payments such as utilities and fixed charges, payments to vendors shall require the following supportive information:

1. A purchase order signed by the Superintendent or designee, or payment voucher, or travel reimbursement form;
2. An invoice as to goods or services shipped/received; and
3. Confirmation that invoiced materials or services were shipped/received in accurate quantity and in acceptable condition.

BOARD MINUTES

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

SUBSEQUENT APPROVAL

The Board shall give subsequent approval to all budgeted disbursements made between meetings of the Board. Payments made between regular Board meetings where "Orders of the Treasurer" are presented on the consent agenda shall be confined to the following:

1. Contracts (including legal matters, renovations, and new construction),
2. Salaries,
3. Debt service,
4. Preapproved contract schedules,
5. Employee travel and expense reimbursements,
6. Purchase Orders,
7. Payment Vouchers,
8. Recurring payments,

District Issuance of Checks

SUBSEQUENT APPROVAL (CONTINUED)

- 9. Payments to take advantage of discounts, prevent penalties, avoid disruption of services, and make necessary interfund transfers, and
- 10. Payments for purchases made in accordance with District policy and procedures to avoid invoices being more than thirty (30) days past due as of the invoice date.

DIRECT DEPOSIT

Employees shall participate in the program to receive net pay and travel/expense reimbursements deposited electronically to a designated account in any bank, savings and loan, or credit union that is a member of the National Automatic Clearing House Association (NACHA).

REFERENCES:

[KRS 160.290](#); [KRS 160.340](#)

[KRS 160.370](#); [KRS 160.560](#)

[OAG 79-321](#); [702 KAR 003:120](#)

Accounting Procedures for Kentucky School Activity Funds

Adopted/Amended: 12/13/2022

Order #: 2022-211

Pregnant or Parenting Students

PROTECTION OF THE RIGHTS AND PRIVILEGES OF PREGNANT AND PARENTING STUDENTS

A student who is pregnant, has a pregnancy-related condition, or is parenting, shall be permitted the same rights and privileges as other students.¹ Title IX of the Education Amendments of 1972, as amended, states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”² This protection includes differential treatment, discrimination, harassment, or exclusion from an educational program or activity based on pregnancy, childbirth, false pregnancy, termination of a pregnancy, conditions arising in connection with a pregnancy, recovery from any of those conditions, or marital or parental status.
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Deleted: Pregnant students

EQUAL ACCESS TO EDUCATION PROGRAMS OR ACTIVITIES

The Board shall provide opportunities for the uninterrupted academic progression of a pregnant or parenting student, at the school in which the student is enrolled. A pregnant or parenting student also has the option to continue pursuit of formal education through voluntary participation in an appropriate alternative education program designed by the District to meet the student’s needs.

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ADMINISTRATIVE PROCEDURES

The Superintendent shall prepare administrative procedures to set forth the manner in which the District shall protect a student who is pregnant, has a pregnancy-related condition, or is parenting from discrimination or harassment, and provide supports tailored to promote student success.

REFERENCES:

¹34 CFR §106.40

²Title IX, 20 U.S.C. § 1681 et.seq.

[OAG 93-37](#)

[OAG 97-26](#)

Deleted: Pregnant students may not participate in activities which will endanger the student or fetus.¶

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Adopted/Amended: 3/29/2022

Order #: 2022-53

Protections and Supports for Pregnant or Parenting Students

Title IX of the Education Amendments of 1972¹, the accompanying federal regulations², and guidance for the U.S. Department of Education Office of Civil Rights, establish the obligations of the District to protect pregnant or parenting students from discrimination and to provide them equitable access to full participation and the benefits of District programs and activities.

PARTICIPATION IN AN EDUCATIONAL PROGRAMS

A school shall not limit a pregnant or parenting student, or a student with a pregnancy-related condition from participating in any educational program or activity, including extracurricular activities on the basis of their pregnancy or parenting condition .^{3,4}

ACCOMMODATIONS FOR A PREGNANT STUDENT OR A STUDENT WITH A PREGNANCY-RELATED CONDITION

A school shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disability of a similarly situated student.^{3,4}

Such a student shall:

1. Be permitted excused absences for so long a period of time as deemed medically necessary as documented in writing by the student's physician, irrespective of classroom attendance requirements set by a faculty member, department, or school;
2. Be provided access to the same services provided under Board Policy 08.1312 Home/Hospital Instruction or online learning options while not physically in school;
3. Be permitted to make up missed work, including work that occurred during class time, without penalty;
4. Be provided reasonable accommodations, with no deadlines or time limitations, which may include, but are not limited to:
 - a. Accommodations requested by a pregnant student to protect the health and safety of the student or the fetus (e.g., allowing the student to maintain a safe distance from hazardous substances);
 - b. Modifications to the physical environment (e.g., accessible seating); and
 - c. Mobility support.

ACCOMMODATIONS FOR A BREASTFEEDING STUDENT

A breastfeeding student shall be provided reasonable time and space to pump breast milk in a location that is private, clean, and accessible. Bathroom stalls do not satisfy this requirement.

ACCOMMODATIONS FOR A CARETAKING/PARENTING STUDENT

A student with caretaking/parenting responsibilities who wishes to remain engaged in their coursework may request an academic modification period during the first three (3) months from the time the child entered the home. An extension of the modification period may be granted when additional time is required by medical necessity as documented in writing by the student's physician, or extraordinary caretaking/parenting responsibilities. During the modification period, the student's academic requirements may be adjusted, and deadlines postponed, as appropriate, in collaboration with the school-based Title IX Coordinator, counselor, and teacher. The

Protections and Supports for Pregnant or Parenting Students**ACCOMMODATIONS FOR A CARETAKING/PARENTING STUDENT (CONTINUED)**

modification may include the use of online learning programs. While receiving academic modifications, a student shall remain enrolled and retain benefits accordingly.

The District may establish an alternative education program designed to address the educational, health, family, and emotional needs of pregnant or parenting students and their children. Enrollment shall be voluntary.^{3,4} The program may provide information to a student regarding the significant benefits of returning to school after a relatively short recovery period to receive the supports and benefits provided to them and their children through the program.

The District Title IX Coordinator/designee shall offer training and guidance to all high schools and middle schools to provide support and accommodations to pregnant or parenting students and to ensure compliance with this administrative procedure and Board Policy 09.41 Pregnant or Parenting Students.

HARASSMENT

Harassment due to pregnancy, a related condition, or status as a parent, is harassment based on sex, and is prohibited under Title IX of the Education Amendments of 1972, Board Policy 09.42811 Harassment/Discrimination (Students), and Board Policy 09.428111 Title IX Sexual Harassment (Students).

REPORTING DISCRIMINATION OR HARASSMENT

An employee who has reason to believe that a student has been subject to discrimination or harassment due to pregnancy, a related condition, or status as a parent, shall report the issue promptly to the school-based Title IX Coordinator.

A student or parent/guardian of a student who believes that discrimination or harassment has occurred due to pregnancy, a related condition, or status as a parent, may report the issue to the school-based Title IX Coordinator.

A report by an employee, a student, or parent/guardian of discrimination or harassment may also be made to the District Title IX Coordinator.

The Title IX Coordinator shall assist the student or parent/guardian in the process to resolve the complaint informally or formally in accordance with Administrative Procedure 09.428111 AP.11 Title IX Sexual Harassment Grievance Procedures.

REFERENCES:

¹ Title IX, 20 U.S.C. § 1681 et.seq.

² 34 CFR Part 106

³ 34 CFR § 106.40

⁴ "Dear Colleague" letter dated June 25, 2013 from the Assistant Secretary for Civil Rights, U.S. Department of Education Office of Civil Rights

RELATED POLICIES AND ADMINISTRATIVE PROCEDURES:

08.1312

09.41

09.42811

STUDENTS

09.41 AP.1
(CONTINUED)

Protections and Supports for Pregnant or Parenting Students

RELATED POLICIES AND ADMINISTRATIVE PROCEDURES (CONTINUED):

09.42811 AP.1

09.428111

09.428111 AP.1

09.428111 AP.11

09.428111 AP.21

Persons Over Compulsory Attendance Age

ENROLLMENT OF RESIDENT STUDENTS OVER AGE TWENTY-ONE (21)

A student currently enrolled in the District who reaches his/her/their twenty-first (21st) birthday after the school year begins shall be eligible to remain enrolled as a student until the end of the semester, subject to the exceptions below.

A veteran of the Armed Forces whose secondary school attendance was interrupted due to induction or enlistment in the Armed Forces shall be permitted to enroll to work toward completion of graduation requirements without tuition.²

EXCEPTIONS

The District may provide an approved high school program to a student who is a refugee or legal alien until the student graduates or until the end of the school year in which the student reaches the age of twenty-one (21), whichever comes first.³

The District may provide a virtual high school completion program for persons twenty-one (21) years of age or older as permitted by [KRS 158.100](#).³

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, the procedures mandated by federal and state law for such students shall be followed.¹

REFERENCES:

- ¹20 U.S.C. § 1412
- ² [KRS 158.105](#)
- ³ [KRS 158.100](#)
- [KRS 157.200](#)
- [KRS 157.360](#)
- [KRS 158.140](#)
- [KRS 159.010](#)
- [KRS 159.030](#)
- [704 KAR 003:305](#)
- [707 KAR 001:290](#)

RELATED POLICY:

08.4

Adopted/Amended: 8/31/2021
Order #: 2021-147

Deleted: ADMISSION

Deleted: Resident students over age twenty-one (21) may be admitted on a tuition basis.[¶]

Deleted: complete that school year tuition free. Any student who reaches his/her twenty-first (21st) birthday on or before the day school begins shall be subject to a tuition charge as determined by the Board. This policy does not apply to those war veterans covered by [KRS 158.105](#) or to individuals enrolled in any experimental program approved by the Board

Deleted: Students under age twenty-one (21) who have earned a High School Equivalency Diploma shall be permitted to enroll to work toward completion of graduation requirements

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