

LEGAL: SB 2 AMENDS KRS 158.4416 TO REQUIRE THE TRAUMA-INFORMED APPROACH PLAN (SEE POLICY 09.43) TO BE REVIEWED AND UPDATED ANNUALLY, INCORPORATED INTO THE ANNUAL COMPREHENSIVE DISTRICT IMPROVEMENT PLAN (CDIP), AND SUBMITTED TO KDE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 6 (2024 BUDGET BILL) REQUIRES DISTRICTS TO DISPLAY CERTAIN INFORMATION FROM THE LATEST SUMMATIVE ASSESSMENT ON THE DISTRICT'S WEBSITE AND INCLUDE A LINK TO THE DETAILED RESULTS.

FINANCIAL IMPLICATIONS: COST OF UPDATING THE WEBSITE

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.111

District Planning

The Board shall establish long-range, District-wide educational goals and objectives to guide the administration's development of annual objectives and budget priorities. The District-wide goals and objectives shall be based on a three to five (3-5)-year cycle, but shall be reviewed for revision every year.

DISTRICT IMPROVEMENT PLAN

The Superintendent shall develop, review, and revise annually a Comprehensive District Improvement Plan (CDIP) which shall include, but not be restricted to, statements of the District's goals and objectives, the annual school budget, current educational issues, and evaluation information relative to the major needs of the District and significant changes proposed for the coming year.

PLANNING

The Superintendent shall present to the Board for review and approval the form and function of the District planning process, including format and timelines.

PLANNING CYCLE

The District's planning cycle shall follow a process of continuous improvement as data becomes available. Thus, procedures should be in place allowing for regular review of progress relative to the Plan and District Goals. The structure of the CDIP shall include completion of a narrative summary of the current state of the District between August 1 and October 1 of each school year and completion of the needs assessment between October 1 and November 1 of each school year. A process for development of the CDIP shall be completed between November 1 and January 1 of each school year, and a District level plan for providing an equitable education to English Learners shall be completed by May 1 of each school year and other components required by state statutes or regulations. Unless otherwise noted, all additional components of the CDIP shall be complete by May 1 of each school year.

PLAN REQUIREMENTS

The District shall submit the NTI plan (Continuation of Learning plan) to the Department by May 1 for implementation at the beginning of the upcoming school term.

District Planning

PLAN REQUIREMENTS (CONTINUED)

The primary purposes of the CDIP shall be:

- To improve student achievement on state and federal mandated testing/accountability instruments and improve student learning outcomes on other success skills needed to be transition ready;
- To eliminate achievement gaps; and
- To develop District strategies and services to address deficiencies and/or sustain or strengthen current efforts.

The plan structure shall include the components set out in 703 KAR 5:225, the Every Student Succeeds Act of 2015 (ESSA), and KRS 158.649.

The plan shall be updated on an annual basis, provide assistance in reducing physical, mental health, and academic barriers to learning, and address student equity.

Planning activities shall draw on information from a variety of sources that shall include an opportunity for parents and other citizens of the community to have input into the plan.

As part of the District planning process, the Board shall review District academic performance on the state assessments for various groups of students in compliance with legal requirements.¹

By November 1 each year, the Board shall oversee an annual review of student performance in the District and the reporting of key student performance data to ensure compliance with state and federal law and accurate reporting to the Board.²

If the Board determines that a school has not met its target to reduce the identified gap in student achievement for a group of students, the Board shall require the council, or the Principal if no council exists, to submit its revisions to the school improvement plan describing the use of the professional development funds and funds allocated for continuing education to reduce the school's achievement gap for review and approval by the Superintendent. The plan shall address how the school will meet the academic needs of the students in the various gap groups.

BUDGET IMPLICATIONS

A presentation shall be made by staff members on the plan for the fiscal year under consideration, which shall include priorities, objectives, program plans, and budget implications.

TRAUMA-INFORMED APPROACH PLAN

[The trauma-informed approach plan shall be reviewed and updated annually, incorporated into the annual CDIP required by 703 KAR 5:225, and submitted to the Kentucky Department of Education \(KDE\).](#)

PUBLIC REVIEW

The plan shall have public review prior to presentation to the Board for final adoption. Opportunity for public and school staff review shall be provided for a period of at least two (2) weeks and shall

District Planning

PUBLIC REVIEW (CONTINUED)

be advertised in the newspaper of the largest circulation in the District, or as an alternative, posted on the District web site for electronic review and feedback.

BOARD APPROVAL

The plan shall be completed between November 1 and January 1 of each school year and presented to the Board for approval annually. If revisions are needed, the District planning committee shall forward proposed revisions to the Superintendent. Revisions must reflect the requirements of State and Federal Law. All recommendations for revisions require approval by the Board.

The Superintendent shall submit required assurances to the ~~KDE Kentucky Department of Education~~ no later than September 30 of each year.

IMPLEMENTATION

The District shall maintain a copy of each plan permanently and, consistent with the District's planning cycle, post the current plan on the District's web site.

The plan shall serve as a resource for Board decision making.

SCHOOL PLANS

The District plan shall be broad enough to allow each school to develop its own plan, within the goals and objectives of the District.

DISTRICT REPORT CARDS

The District shall post the District report card on its website, as required by ESSA. District report cards shall be widely accessible to the public, in an understandable and uniform format, and when possible, written in a language that parents can understand.

As outlined in KRS 160.463, a copy of the report card is to be published by one of the following methods:

- a. In the newspaper of the largest general circulation in the county;
- b. Electronically on a website of the District; or
- c. By printed copy at a prearranged site at the main branch of the public library within the District.

If b or c above is selected, the Superintendent shall cause notification to be published in the newspaper of the largest circulation in the county that includes the electronic address of the website or the address of the library where the report card can be viewed by the public.

The District shall send a District report card to parents containing information about performance as outlined in KRS 158.6453 and 703 KAR 5:140, and information on electronic access to a summary of the results for the District shall be published in the newspaper with the largest circulation in the county.

District Planning

SUMMATIVE ASSESSMENT RESULTS

The District shall prominently display, in not less than 16-point type, on the District's internet landing page, the District's percentage of students scoring the following:

- ~~Novice, Apprentice,~~ Proficient and Distinguished in Reading; and
- ~~Novice, Apprentice,~~ Proficient and Distinguished in Mathematics.

The information above will also be displayed at the top of each page of the District's website in a banner format.

To provide context and more complete information regarding the state summative assessment results, the District shall also display on the internet landing page a web link to the KDE District Report Card which provides demographic information regarding the District's student body and detailed results of the school's performance on the most recent Kentucky Summative Assessment.

The District shall display on the internet landing page a web link to the detailed results of the District's performance on the most recent Summative Assessment.

REFERENCES:

¹KRS 158.649

²KRS 160.370

KRS 156.500; KRS 158.070; KRS 158.4416; KRS 158.6453

KRS 160.290; KRS 160.340; KRS 160.345; KRS 160.463

701 KAR 5:150; 703 KAR 5:140; 703 KAR 5:225; 703 KAR 5:280; 704 KAR 3:395

[2024 Budget Bill](#)

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

RELATED POLICIES:

02.44; 02.441; 02.442; 04.1; 09.21

LEGAL: HB 6 (2024 BUDGET BILL) REQUIRES SCHOOLS TO DISPLAY CERTAIN INFORMATION FROM THE LATEST SUMMATIVE ASSESSMENT ON THE SCHOOL'S WEBSITE AND INCLUDE A LINK TO THE DETAILED RESULTS.

FINANCIAL IMPLICATIONS: COST OF UPDATING THE WEBSITE

ADMINISTRATION

02.442

Comprehensive School Improvement Plan

RESPONSIBILITY

Each school council, or Principal, in a school without a council, shall develop, review, and revise annually a Comprehensive School Improvement Plan (CSIP) by January 1 of each school year.

In an SBDM school, the school council shall organize a planning process, consistent with District's established planning process. The structure of the CSIP shall include completion of a narrative summary of the current state of the school between August 1 and October 1 of each school year and completion of the needs assessment between October 1 and November 1 of each school year. A process for development of the CSIP is to be completed between November 1 and January 1 of each school year, and other components required by state statutes or regulations. Unless otherwise noted, all additional components of the CSIP may be complete by May 1 of each school year.

In a school without a council, the Principal shall appoint a School Planning Committee comprised, at a minimum, of four (4) teachers, four (4) parents, and a community representative. The high school(s) shall include a student on the committee. The community representative shall not be a teacher, spouse of a teacher, or a parent of child(ren) attending the District schools.

The primary purposes of the CSIP shall be:

- Improve student learning, growth, and development.
- Eliminate achievement gaps among groups of students and address targeted needs.
- Involve and communicate programmatic decisions and actions to all stakeholders to ensure representation of diversity of the student body.

FORM

Unless the school planning committee requests and is granted a waiver by the Board, the school committee shall use the platform provided by the Kentucky Department of Education. The CSIP structure shall include the components set out in 703 KAR 5:225, Every Student Succeeds Act of 2015 (ESSA), and the elements required by KRS 158.649.

In addition, the school council, or school planning committee appointed by the Principal if there is no council, shall review annually the school's disaggregated student data and revise the school's improvement plan, as required by applicable statute and regulation, to address any gaps between various groups of students.

The plan shall also address reduction of physical and mental health barriers to learning, student equity, District safety and student discipline assessments, and District goals established by the Board.

The school plan shall serve as a resource for school/council decision making and shall be posted.

Comprehensive School Improvement Plan

PUBLIC REVIEW

The Principal shall convene a public meeting at the school to present and discuss the plan prior to submitting it to the Superintendent and Board.

SCHOOL REPORT CARDS

Each school shall post its school report card on its website as required by ESSA. School report cards shall be widely accessible to the public, in an understandable and uniform format, and when possible, written in a language that parents can understand.

As outlined in KRS 160.463, a copy of the report card is to be published by one of the following methods:

- a. In the newspaper of the largest general circulation in the county;
- b. Electronically on a website of the District; or
- c. By printed copy at a prearranged site at the main branch of the public library within the District.

If b or c above is selected, the Superintendent shall be directed to publish notification in the newspaper of the largest circulation in the county. The notification shall include the electronic address of the website or the address of the library where the report card can be viewed by the public.

Each school shall send to parents a school report card containing information about school performance as outlined in KRS 158.6453 and 703 KAR 5:140, and information on electronic access to a summary of the results for the district shall be published in the newspaper with the largest circulation in the county.

SUMMATIVE ASSESSMENT RESULTS

The School shall prominently display, in not less than 16-point type, on the school's School's internet landing page, the School's percentage of students scoring the following:

- Novice, Apprentice, Proficient, and Distinguished in Reading; and
- Novice, Apprentice, Proficient, and Distinguished in Mathematics.

The information above will also be displayed at the top of each page of the schools School's website in a banner format.

To provide context and more complete information regarding the state summative assessment results, the school School shall also display on the internet landing page a web link to the KDE School Report Card which provides demographic information regarding the school's student body and detailed results of the school's performance on the most recent Kentucky Summative Assessment.

The School shall display on the internet landing page a web link to the detailed results of the School's performance on the most recent Summative Assessment.

Comprehensive School Improvement Plan

BOARD REVIEW

The school's plan for eliminating achievement gaps among various groups of students shall be shared with the Board for its review and comment. The Board may share its comments, in writing, with the council.

REFERENCES:

KRS 158.645; KRS 158.6451; KRS 158.6453; KRS 158.649
KRS 160.290; KRS 160.345; KRS 160.463
703 KAR 5:140; 703 KAR 5:225; 703 KAR 5:280; 2024 Budget Bill
P. L. 114-95 (Every Student Succeeds Act of 2015)

RELATED POLICIES:

01.111; 02.432

- CERTIFIED PERSONNEL -**Certification and Records****CERTIFICATION**

The Board shall maintain certification requirements for teachers of all grades/courses, including elective courses, in compliance with applicable legal requirements established by the Education Professional Standards Board.

No person shall be eligible to hold the position of Superintendent, principal, teacher, director of pupil personnel, or other public school position for which certificates may be issued, or receive salary for services rendered in such position, unless the person holds a certificate of legal qualifications for such position.

All persons appointed to positions requiring Kentucky certification shall present to the Superintendent a copy of the required certificate prior to assuming the duties of the position. It shall be the responsibility of the employee to see that the required certification is on file with the Human Resources Division –and is kept current at all times. The validity and terms for the renewal of any certificate shall be determined by the laws and regulations in effect at the time the certificate was issued.

REQUIRED NOTIFICATION OF CERTIFICATION SUSPENSION BY EPSB

An employee who is paid based on a certified salary schedule — including the salary schedule for certified teachers, certified administrators, certified substitute teachers, or certified substitute retired administrators — shall immediately notify their supervisor and the Human Resources Division if:

1. The employee's certification is temporarily suspended by the Education Professional Standards Board (EPSB); or
2. The employee enters in an Agreed Order of temporary suspension with EPSB.

The obligation of an employee to report an EPSB suspension or Agreed Order is in effect throughout the calendar year, including times of the year when the employee is not working, in accordance with the District Working Calendar for the employee's role group.

NOTICE TO PARENTS OF TEACHER'S QUALIFICATIONS/CERTIFICATION

Schools shall notify a child's parent/guardian when the has been assigned to, or has been taught for four (4) or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

CERTIFICATION FOR TEACHING ELECTIVE COURSES

The Principal/designee shall forward to the Superintendent/designee the course description for proposed new or revised elective courses, with a proposal for certification requirements for teachers of the course. The Superintendent/designee shall present this information, along with a recommendation for certification requirements, to the Board for its approval.

In determining certification requirements for elective courses, the Board shall observe the following standards:

- CERTIFIED PERSONNEL -

Certification and Records

CERTIFICATION FOR TEACHING ELECTIVE COURSE (CONTINUED)

1. A teacher's preparation program should align with the basic structure of the elective course.
2. Teachers of interdisciplinary electives should be certified in at least one (1) of the disciplines included in the course.

REFERENCES:

[KRS 160.350](#); [KRS 161.020](#); [KRS 161.048](#)

[KRS 161.730](#); [KRS 161.740](#); [KRS 161.750](#)

[KRS 161.760](#); [KRS 161.780](#); [KRS 161.790](#)

[KRS 161.800](#); [KRS 161.810](#)

[016 KAR 001:030](#); [702 KAR 003:320](#)

34 C.F.R. 200.61

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

RELATED POLICIES:

02.4241; 03.11; 03.5

Adopted/Amended: 3/29/2022

Order #: 2022-53

LEGAL: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY, POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES BY THE FIRST DAY OF THE 2024-2025 SCHOOL YEAR, INCLUDING THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

A09.2261

Transportation Services Policy

The Board shall adopt a District Transportation Services Policy that contain the terms and conditions for the use of District transportation services for students who are transported and for their parents/guardians. The policy shall be based on the Statewide Transportation Services Policy Guidelines provided by the Kentucky Department of Education and shall update the policy every two (2) years.¹

This policy sets forth those components of the JCPS Student Support and Behavior Intervention Handbook (SSBIH), Board Policies, and Administrative Procedures that collectively establish those terms and conditions for the use of District transportation services by students.

Student Support and Behavior Intervention Handbook (SSBIH) Conduct and Consequences

RULES OF CONDUCT

Specific rules of conduct on school buses can be found in the SSBIH.

PROGRESSIVE INTERVENTIONS AND CONSEQUENCES

Interventions and consequences for conduct on school buses can be found in the Student Support and Behavior Intervention Handbook. Intervention and consequences, up to and including bus suspension, shall be progressive based on the severity of the infraction.

As set forth in the SSBIH, infractions that are violations of law shall be reported to the Kentucky Department of Education and law enforcement in accordance with the requirements of state law.

DUE PROCESS

When a student is accused of committing a violation of the SSBIH on a school bus, the student has the right to due process as set forth in the SSBIH (Pages 34-35).

SUSPENSION PROCEDURES

A student may be suspended for behavior on a school bus in accordance with suspension procedures in the SSBIH (Pages 35-36). The process for appealing a suspension is set forth on pages 336-36 of the SSBIH.

RETALIATION AND DISCRIMINATION PROHIBITED

Employees and other students shall not retaliate or discriminate against a student because they report a violation of the SSBIH or assist or participate in any investigation, proceeding, or hearing

Transportation Services Policy

RETALIATION AND DISCRIMINATION PROHIBITED

regarding the violation. The superintendent/designee shall take measures needed to protect students from such retaliation (SSBIH Page 35).

Bus Safety (SSBIH Page 38)

School bus behavior expectations are established to ensure that all students have a safe ride to and from school each day. Positive and proactive strategies will be implemented to foster appropriate behavior and productive relationships. The school bus is an extension of the classroom, and appropriate behavior is expected at all times. Students are expected to follow the same behavioral standards while riding the school bus as is expected on school property or at school functions, activities, and events. All school rules are in effect while a student is riding the bus or waiting at a designated bus stop.

Violations that occur involving the school bus and/or incidents that occur while students are on the way to school (bus stop/ neighborhood) or returning from school (bus stop/neighborhood) may result in a consequence. This means that the school administrator can address a student's inappropriate behavior on a school bus, which may include suspension of bus privileges, in-school consequences, suspension from school, and/or referral/placement in an alternative school. JCPS buses are equipped with digital video cameras. Video recordings may be used to document incidents and responsibility for inappropriate behavior on the school bus.

Per KRS 158.110 - When a bus driver alleges a student has committed a behavior violation that places the student or others at a risk of physical harm, a student may be refused transportation as investigations and safety plans are established. Parents or guardians who commit behavior that places their student or other students at risk of physical harm or otherwise make it unsafe for the driver to continue transporting students may be criminally charged. Parent and Guardian misconduct may also be a consideration for future transportation privileges for the student.

Safety-related bus incidents may warrant extended bus suspensions. In instances of terroristic threatening, student/staff assault, or weapons possession or use on a bus, a principal may request permission to remove a student from the bus beyond five days per incident. The request should follow the completion of a threat assessment and include a recommended length of bus suspension.

REQUESTS FOR 6- TO 10-DAY BUS SUSPENSIONS

The principal makes a request to the appropriate zone assistant superintendent, who will review relevant information and provide final approval for bus suspension length.

REQUESTS FOR 11- TO 20-DAY BUS SUSPENSIONS

The principal makes a request to the appropriate zone assistant superintendent who will consult with the executive administrator of Transportation, the assistant superintendent of Culture and Climate, and chief counsel/designee. This committee will collectively approve the request. Appeals for extended bus suspensions of 11 to 20 days must be made in writing to chief

Transportation Services Policy

REQUESTS FOR 11- TO 20-DAY BUS SUSPENSIONS (CONTINUED)

counsel/designee within five days of communication to the parent/guardian. In extreme circumstances, the committee may approve additional bus suspensions beyond 20 days

Safety Expectations for Bus Riders (SSBIH Pages 38)

BUS – BE RESPONSIBLE – USE RESPECT – STAY SAFE

Be Responsible

- Be on your best behavior.
- Obey the driver’s instructions. The driver of a school bus is in complete charge of their passengers.
- Eating, drinking, and smoking are not permitted on the school bus.
- Keep the bus clean. Do not throw trash on the floor.
- Do not mar or deface the bus. Seat covers must not be damaged in any manner. Anyone caught damaging the equipment will be subject to consequences and/or to making restitution.
- Pets and animals are not allowed on the bus at any time.

Use Respect

- The driver has the authority to assign seats.
- Use your inside voice.
- Do not wave or shout to pedestrians or occupants or other vehicles.
- Do not throw objects out of the bus windows.
- Know that using profanity and making obscene gestures on the school bus are prohibited.
- Keep hands, feet, and objects to yourself.
- Do not fight or scuffle on the bus or create any loud disturbances.
- Refrain from talking to the driver, except in an emergency.

Stay Safe

- Be seated immediately, and remain seated while the bus is in motion. If a seat is not available, hold onto the back of a seat.
- Keep your head, hands, and feet inside the bus.
- Students may not stand in the stairwell while the bus is in motion.

Transportation Services Policy

BUS – BE RESPONSIBLE – USE RESPECT – STAY SAFE (CONTINUED)

- Books and backpacks should remain in your lap and not be placed in the aisleway.
- Instruments and large objects will be allowed on the bus only if they can be held on the lap.
- Do not tamper with the emergency door, fire extinguisher, or other equipment on the bus.

Bus and Transportation Supports (SSBIH Page 20-21)

PROACTIVE SUPPORTS

These interventions often involve support staff, administrators, and bus drivers working collaboratively to improve both student support and increase overall safety during transport.

- Create appropriate bus behavior expectations that are clearly displayed and modeled for students.
- Greet students each day.
- Continuously revisit and review bus behavior expectations throughout the year.
- Maintain positive expectations for all students, at all times.
- Build positive relationships with students and their families.
- Inform students that they have important responsibilities in ensuring group safety.
- Give instructions in a positive manner.
- Set a good example by following rules yourself—obey traffic laws, be punctual, keep a clean bus, and be courteous.
- Foster a positive experience for all students riding the bus.
- Positively recognize students who display appropriate behavior on the bus.
- Connect with the students on the bus by addressing the students by name and engaging in more positive than corrective interactions.
- Temporarily or permanently assign seats for all students on the bus.

ADDRESSING INAPPROPRIATE STUDENT BEHAVIOR

- Get to know students as individuals so that behaviors can be anticipated.
- Assign seats for all students on the bus.
- Discuss student behaviors with the parent/guardian.
- Review bus behavior expectations with students.

Transportation Services Policy

ADDRESSING INAPPROPRIATE STUDENT BEHAVIOR (CONTINUED)

- Temporarily move student(s) to or from a seat at time of behavior.
- Respond calmly, restating appropriate behavior.
- Communicate and collaborate with school administration.
- Look for nonverbal clues; listen for verbal clues that might indicate potential misbehavior.
- Support student bus behavior plans and other interventions developed with support staff.
- For a student with a disability, convene an Admissions and Release Committee (ARC) meeting.

Student Conduct on a School Bus (Board Policy 09.226)

STUDENTS' RESPONSIBILITIES

Students shall conform to transportation rules and procedures prescribed by the District under state statutes, federal, state, and local regulations, and the District Transportation Services Policy.

INSTRUCTION IN BUS CONDUCT AND SAFETY

The District Transportation Services Policy shall be provided to all transported students and their parents/guardians. Each student and at least one (1) of their parents/guardians shall acknowledge in writing the receipt, comprehension, and agreement of adherence to the Transportation Services Policy.

STUDENTS TO WAIT AT ASSIGNED STOP

Students shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the students to enter the bus.

CROSSING ON DRIVER'S SIGNAL

Students shall not cross the roadway when proceeding to enter or after leaving the school bus until signaled to do so by the bus driver.

CROSSING IN DRIVER'S VISION

When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Students shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.

SEATING

When students enter the bus, they shall proceed directly to a seat.

SEATED UNTIL COMPLETE STOP

Students shall remain seated until the bus has come to a complete stop.

Transportation Services Policy

BODY NOT TO PROTRUDE FROM WINDOW

Students shall not extend their arms, legs, or heads out the bus windows.

CHANGING SEATS

Students shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.

STUDENT NOISE

Students shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.

Hazards in and on Bus (Board Policy 06.432)

PROHIBITED ITEMS

Passengers shall not bring an object on the school bus that may block the bus aisles or exits or otherwise impede exiting the bus.

The following are not to be transported on the bus:

1. firearms or weapons, either operative or ceremonial (exception: archery bows, used in connection with a school archery team, may be transported inside the passenger compartment and arrows transported in the underneath storage compartment);
2. fireworks or other explosive materials of any type;
3. live animals, except for a service animal necessary for a student to attend school; or
4. glass objects or helium balloons.

Bus drivers shall promptly report the possession of a prohibited item to the compound coordinator and the Principal. The Principal shall determine if the student should be disciplined pursuant to the Student Support and Behavior Intervention Handbook

RESPONSE TO STUDENT CONDUCT ON A SCHOOL BUS (BOARD POLICY 06.34)

Recognizing that transportation is a student privilege, student riders shall adhere to all applicable regulations in order to retain that privilege.

The Superintendent/designee shall be responsible for the discipline of a student who rides a school bus to and from school and school-related events.

REPORTING OF VIOLATIONS

A bus driver shall promptly report any violation of District policy or school rules to the Principal. A student discipline incident report shall be initiated by the driver and given to the Principal or

Transportation Services Policy

REPORTING OF VIOLATIONS (CONTINUED)

designee for appropriate disciplinary action. A driver may file a written or electronic complaint or report of student misconduct (06.34 AP.2) including a recommendation to revoke transportation privileges. A driver may be heard at any disciplinary hearing relating, at least in part, to misconduct that occurred during the driver's transportation of the student.

DISCHARGE OF PUPILS FROM BUS

A driver is in charge of his/her/their bus, and the driver's first responsibility shall be to the safe transportation of passengers. In the event that one or more students are behaving in a threatening or violent manner or in such a way as to endanger the safety of other students on the bus, the driver shall stop the bus and contact the compound coordinator to send someone to pick up the student or, if the behavior warrants, the driver shall call the District Security and Investigations Unit. The driver is authorized to order a threatening or violent student from the bus and shall instruct the student to stand outside by the bus door. The driver shall not leave the area until assistance arrives. Discharging a student from the bus may be done only in the most extreme circumstances. At the first reasonable opportunity, the driver shall notify the compound coordinator, who shall notify Principal of the school where the student attends who shall notify

DISCHARGE OF PUPILS FROM BUS (CONTINUED)

the student's parent/guardian.¹ A driver shall only discharge a student in compliance with Policy 09.2261.

VIDEO RECORDING EQUIPMENT

Video cameras may be installed in the District's school buses to record student behavior during transportation to and from school and school-related events. Evidence of student misbehavior recorded on video may be used to discipline a student.

WITHHOLDING OF RIDING PRIVILEGES

The Principal is authorized to withhold bus-riding privileges up to a maximum of five (5) school days per incident for threatening or violent behavior. Additional days of bus service may be withheld in accordance with the procedures set forth in Administrative Procedure 06.34 AP.1 Conduct on Bus . The Principal shall notify the parent/guardian in a case where bus-riding privileges have been withheld. A Driver may, upon filing a written report to the Superintendent/designee, refuse future transportation to a student in violation of the Code of Acceptable Behavior and Discipline until an interim or final determination of disciplinary action has been made.

RESTITUTION OF DAMAGES

A parent/guardian may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

Transportation Services Policy

STUDENTS WITH SPECIAL NEEDS

A student with special needs who exhibits inappropriate conduct on a bus shall be managed in accordance with the student's Individual Education Plan (IEP) or 504 Plan the Individuals with Disabilities Education Act (IDEA); state and federal special education regulations; and Board policies and District administrative procedures relating to Exceptional Child Education.²

Enforcement of Conduct on Bus (Administrative Procedure 06.34 AP.1)

RULES OF CONDUCT

Specific rules of conduct on school buses can be found in the Student Support and Behavior Intervention Handbook.

ENFORCEMENT

A bus driver shall assist the Principal and Central Office personnel in enforcing the rules of conduct on a school bus. If any pupil persists in violating these rules, the driver shall complete a Bus Disciplinary Referral Form and submit it to the Principal.

SUSPENSION OF BUS-RIDING PRIVILEGES

A Principal is authorized to suspend bus-riding privileges of a student up to a maximum of five (5) school days per incident for threatening or violent behavior. A particular behavior event may warrant a longer suspension of bus-riding privileges based on an assessment of the safety risk to both students and staff. In lieu of district- provided transportation, all efforts should be made by the school to seek alternative transportation options for the student.

EXTENDED SUSPENSION OF BUS-RIDING PRIVILEGES

In an instance of terroristic threatening, assault of a student or staff member, or weapons possession or use on a bus, a Principal may request for permission, as provided below, to suspend the bus-riding privileges of a student beyond five (5) days per incident. The request must include a completed threat assessment and a recommended length of the bus suspension. A request for approval of an extended bus suspension should only be made in response to one (1) incident. A request is not needed for a student who receives multiple short-term bus suspensions totaling more than five (5) days.

1. Six (6) to Ten (10) Day Bus Suspensions - The Principal shall submit a request to the appropriate Zone Assistant Superintendent, who will review relevant information, including the threat assessment, and provide final approval for bus suspension length.
2. Eleven (11) to Twenty (20) Day Bus Suspensions - The Principal shall submit a request to the appropriate Zone Assistant Superintendent, who will consult with the Executive Administrator of Transportation, the Assistant Superintendent of Culture and Climate, and

Transportation Services Policy

EXTENDED SUSPENSION OF BUS-RIDING PRIVILEGES (CONTINUED)

3. General Counsel/Designee. This committee will collectively make a decision regarding the requested extended suspension.
4. Bus Suspensions Beyond Twenty (20) Days - In extreme circumstances, the committee may approve a bus suspension beyond twenty (20 days).

PRINCIPAL RESPONSIBILITY AFTER A SUSPENSION OF BUS-RIDING PRIVILEGES

Once the decision is made regarding a suspension of bus-riding privileges, the Principal is responsible for: documenting the suspension of bus-riding privileges in Infinite Campus; ensuring that due process protocols are followed; and communication with the parent/guardian.

Bus Driver Rights (Board Policy 06.22)

Per KRS 158.110, a driver:

1. May refuse to provide further transportation upon written report to Superintendent/designee;
2. May be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operator's transportation of the student:
 - a. A driver's recommendation shall be considered as a factor for interim or final determination of disciplinary action; and
 - b. A driver is permitted, to the extent permitted by law, to receive written notice from the Superintendent/designee of the investigation, disciplinary action imposed, and reasoning in response to reported misconduct; and
3. Shall be provided the opportunity to be heard and to make a recommendation regarding future transportation of the student during any disciplinary hearing relating, at least in part, to misconduct by the student's parent or guardian and the impact upon a student's transportation privileges.

Bullying Reporting Procedures (SSBIH Page 13)

JCPS takes all bullying and cyberbullying allegations very seriously. As a result, we have numerous ways that students and parents/guardians can report potential bullying incidents. Concerned parents/guardians, peers, or staff have the following reporting options:

1. Report incidents to their school administrator.
- 1.2.2. Access our online reporting system. Visit the JCPS website at www.jefferson.kyschools.us, and click on the Bullying icon (at the top of the page) or the

Transportation Services Policy

BULLYING REPORTING PROCEDURES (CONTINUED)

- 2.3. Incident Reporting Hotline circle (at the bottom of the page). When reporting an incident, individuals may identify themselves or remain anonymous, according to their preference.
4. Upon receiving a tip line report, both district and school administrators are made aware of the report so that the school can begin the investigative process.
5. 3. Call 1-888-393-6780 to access the JCPS Hotline. All bullying and cyberbullying incidents, whether reported via the tip line or through a school administrator, are investigated, resolved, and documented at the school level in alignment with district protocol. In addition, schools are required to report ongoing bullying issues to the district using the reporting procedures and guidelines outlined above.

Criminal Violations (KRS 158.148)

KRS 511.020 makes it a Class B felony for a person, with the intent to commit a crime, knowingly entering or remaining unlawfully upon a school bus, and when in effecting entry or while upon the school bus or in the immediate flight therefrom, the person or another participant in the crime causes physical injury to another person or uses or threatens the use of a dangerous instrument against another person.

KRS 508.078 makes it a Class C felony for a person to intentionally threaten to commit any act likely to result in death or serious physical injury to any employee of an elementary or secondary school, which includes a school bus driver.

KRS 508.025 makes it a Class D felony for a person to recklessly, with a deadly weapon or dangerous instrument, or intentionally cause or attempt to cause physical injury to a school bus driver or other school employee acting in the course and scope of their employment.

KRS 519.020 makes it a Class A misdemeanor for a person to obstruct governmental operations, which includes intentionally obstructing, impairing, or hindering the performance of a governmental function by using or threatening to use violence, force, or physical interference.

KRS 525.070 makes it a Class B misdemeanor for a person, with intent to intimidate, harass, annoy, or alarm another person, to strike, shove, kick, or otherwise subject another to physical contact.

Employee Reports of Felonies (KRS 158.156)

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored

Transportation Services Policy

EMPLOYEE REPORTS OF FELONIES (CONTINUED)

transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the principal of the school attended by the victim. The principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section.

The principal shall file with the JCPS Police Department and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report a written report containing:

- a) The names and addresses of the student and his or her parents, legal guardians, or other persons exercising custodial control or supervision;
- b) The student's age;
- c) The nature and extent of the violation;
- d) The name and address of the student allegedly responsible for the violation; and
- e) Any other information that the principal making the report believes may be helpful in the furtherance of the purpose of this section.

Employee Reports of Criminal Activity (Board Policy 09.2211)

To promote the safety and well-being of students, employees shall report criminal activity as required by state law.

KRS 620.030

District personnel who know or have reasonable cause to believe that a child is dependent, neglected or abused, or is a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make a report to the appropriate state agency as required by KRS 620.030.

KRS 158.155

School personnel who know or have reasonable cause to believe that a violation of state law involving the carrying, possession or use of a deadly weapon; the use, possession or sale of a controlled substance; or any felony offense, has occurred on school premises or within one thousand (1,000) feet of school premises, on a school bus or at a school-sponsored event, shall promptly make a report to the appropriate law enforcement agency as required by KRS 158.155.

KRS 158.156

School personnel who know or have reasonable cause to believe that a student has been the victim of a felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation or at a school-sponsored event, shall immediately make a report to the victim's Principal as required by KRS 158.156. The Principal shall file a written report with the District which will provide the report to the Board and the appropriate law

Transportation Services Policy

EMPLOYEE REPORTS OF CRIMINAL ACTIVITIES(CONTINUED)

enforcement agency within forty-eight (48) hours of the original report. The Principal shall also notify the parents/guardians of the students involved.

KRS 209A.100

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

KRS 209A.110

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

KRS 158.154

Principals who have a reasonable belief that an act has occurred on school property, on a school bus or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law or damage to the property shall immediately report the act to the appropriate law enforcement agency as required by [KRS 158.154](#).

REFERENCES:

[KRS 158.110](#)

RELATED POLICIES:

[06.22](#); [06.34](#)

[09.226](#); [09.422](#)

[09.438](#)

EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED UPON KDE TRANSPORTATION SERVICES POLICY GUIDELINES. AND AT LEAST ONE (1) PARENT OR GUARDIAN OF EACH STUDENT TO ACKNOWLEDGE IN WRITING THE RECEIPT, COMPREHENSION, AND AGREEMENT OF ADHERENCE TO THE TRANSPORTATION SAFETY POLICY WITHIN SEVEN (7) DAYS OF THE STUDENT'S FIRST DAY OF ATTENDANCE DURING EACH SCHOOL YEAR. PER KRS 148.158, KDE SHALL DEVELOP OR UPDATE AS NEEDED AND DISTRIBUTE TO ALL DISTRICTS BY AUGUST 31 OF EACH EVEN-NUMBERED YEAR THE TRANSPORTATION SERVICES POLICY GUIDELINES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2261 AP.2

Transportation Services Policy Acknowledgement Form

Per KRS 148.158, the Superintendent/designee shall require every student in the District and at least one (1) parent or guardian of each student to acknowledge in writing the receipt, comprehension, and agreement of adherence to the Transportation Services Policy within seven (7) days of the student's first day of attendance during each school year.

Failure to submit written acknowledgement by a student or their parent or guardian may be grounds for revocation of a student's transportation privileges until the acknowledgment is properly received.

I ACKNOWLEDGE THE RECEIPT, COMPREHENSION, AND AGREEMENT OF ADHERENCE TO THE TRANSPORTATION SERVICES POLICY (09.2261) PROVIDED BY THE DISTRICT.

SCHOOL: _____ **DATE:** _____

STUDENT NAME (PRINTED) **STUDENT SIGNATURE**

PARENT/GUARDIAN NAME (PRINTED) **PARENT/GUARDIAN SIGNATURE**

Per KRS 148.158, the Kentucky Department of Education shall develop or update as needed and distribute to all districts by August 31 of each even-numbered year the Transportation Services Policy Guidelines.