

School Safety Resource Officers (SSOsSROs)**DEFINITION**

~~(1)~~ — "School Resource Officer" or "SRO" means an officer whose primary job function is to work with youth at a school site who has specialized training to work with youth at a school site and is:

- (a) 1. A sworn law enforcement officer certified under KRS 15.380 to KRS 15.404; or
- 2. A special law enforcement officer appointed pursuant to KRS 61.902 and certified under KRS 15.380 to KRS 15.404; or
- 3. A police officer appointed as a certified SRO; and
- (b) Employed:
 - 1. Through a contract between a local law enforcement agency and ~~a school~~ the District;
 - 2. Through a contract as secondary employment for an officer, as defined in KRS 16.010, between the Department of Kentucky State Police and ~~a school~~ the District; or
 - 3. Directly by the District as part of the JCPS Police Department ~~a local Board of Education~~.¹

~~(2) — "School Safety Officer" or "SSO" means school resource officer who is employed directly by the District. All SROs serving in the District shall be referred to as SSOs.~~

PURPOSE AND GOAL: SAFER SCHOOLS AND SAFER STUDENTS

The Board is responsible for the general management and control of schools in the District², including promoting and fostering a safe environment for students, staff, and visitors. Every student should have access to a safe, secure, and orderly school that is conducive to learning.³ Central to that responsibility is the implementation of a fair and equitable system of behavior supports and interventions for all students. School administrators are expected to develop and implement a plan with teachers to ensure that expected behaviors are intentionally taught, modeled, learned, and reviewed to ensure understanding and success by students, school staff, and SROsSSOs.

The District's commitment to achieving racial equity through awareness, action, and accountability must be embedded in all school and District practices, to ensure that all students are treated fairly and without discrimination. Critical to school safety and student success is the importance of building and sustaining positive adult-to-student relationships that: celebrate and recognize positive student behavior; incorporate cultural competence; use age- and developmentally-appropriate strategies; and are based on mutual respect and two-way communication.

A central goal of implementing this system of strategies to develop positive relationships in schools is reducing the number of students who become engaged with the juvenile justice and criminal justice systems.

School Safety Resource Officers (SSOs/SROs)**PURPOSE AND GOAL: SAFER SCHOOLS AND SAFER STUDENTS (CONTINUED)**

The purpose of the SRO program is not to enforce or administer matters of school discipline and student conduct. Such matters are the responsibility of other District or school personnel. The purpose of the SROSSO program is to: promote and foster a safe environment in schools, at school-sponsored events, and on school transportation; provide a law enforcement presence on school property and at school-sponsored events; enhance educational programs relating to safety and positive behaviors; build positive relationships with students to support academic success and personal growth; provide a liaison to community and law enforcement agencies, and contribute to the District focus on building trusting relationships in school communities through approaches such as restorative practices, positive behavior interventions and supports, social-emotional learning, and trauma-informed practice. The primary domain of activity for an SROSSO is outside the school building, except when called to respond to an incident or emergency by the principal or District administrator. An SROSSO shall work to develop strong working collaborative relationships with principals; other school administrators; and with School Safety Administrators, whose primary domain of activity is within school buildings.

~~PURPOSE AND GOAL: SAFER SCHOOLS AND SAFER STUDENTS~~

The goal of the SROSSO program is to promote safer schools and safer students by employing law enforcement officers with high levels of specialized school-specific and student-focused training to work proactively with others in the school community to create a safer and more supportive learning environment for all students. SROs/SSOs shall work as a team with administrators and teachers to develop strategies to protect and support all children so they can reach their fullest potential. Administrators will work to facilitate opportunities for SROs/SSOs who have mentoring relationships with students to maintain those relationships.

The SROSSO program is one component of a broader effort within schools and the District central office to promote and foster a safe learning environment for students, staff, and community. Schools are safer when administrators, teachers, and staff work intentionally to:

- Actively engage students in authentic learning that matters to their sense of self and personal development.
- Build a culture and climate that foster and sustain attitudes, beliefs, values, and practices that promote success for all students.
- Make racial equity foundational to all school systems and practices.
- Develop and implement a comprehensive system of supports to address student mental health, social, and emotional needs, and the roots of disruptive behavior.
- Collaborate closely with appropriately trained and equipped law enforcement professionals – SROs/SSOs – to promote and foster a safe environment for students, faculty, staff, and the school community.
- An SROSSO will have such training, certification, and commission as is required by provisions of KRS Chapters 15, 61, and 158.

School Safety Resource Officers (SSOs/SROs)**ROLES AND EXPECTATIONS**

- In addition to requirements established under state law for SROs, an SRO employed by the District shall meet all additional training and other requirements established by the District in the SROSSO job description and in procedures to implement this policy.
- Per KRS 158.4414, an SROSSO who fails to successfully and timely complete SRO training requirements shall lose their SRO certification and shall no longer work in the District as an SROSSO. An SROSSO who fails to meet other requirements established by the District shall be subject to the provisions of the policies and procedures governing employee discipline.
- An SROSSO shall also obtain training on the use of physical restraint and seclusion including additional training applicable to “core team” school personnel designated to respond to dangerous behavior.
- An SROSSO is vested with law enforcement jurisdiction and authority as described in KRS 61.902 to KRS 61.930 and other applicable law, including, but not limited to, investigating and responding to possible criminal offenses and to health or safety threats to students or school personnel.
- As authorized under the Family Educational Rights and Privacy Act (“FERPA”), SROs/SSOs and all staff within the JCPS Police Department of Security and Investigations, are designated as the District’s “law enforcement unit” under the Chief of Staff possessing law enforcement authority and exercising safety and security functions as described in state law and referenced above. Records created and maintained by an SROSSO for a law enforcement purpose do not constitute education records under FERPA.³ District staff other than law enforcement personnel are not responsible for the creation of law enforcement records and are expected to observe restrictions on access to such records. An SROSSO is expected to provide guidance and insight to District officials and staff on such restrictions.

NATURE OF EMPLOYMENT

An SROSSO is a classified employee. An SROSSO is therefore generally covered by District classified employee policies, including, but not limited to, policies regarding terms and conditions of employment; fringe benefits; employee discipline; and reductions in force.⁴ However, as applied to an SROSSO, such general District classified employee policies may be subject to the terms of their contract with the District; their job description; and their authority to carry out certain law enforcement functions as permitted by law.⁵ Police officers shall be granted with the protections provided in KRS 15.520 and shall be certified in accordance with KRS 15.380.⁶ In accordance with KRS 61.926, 527.020, and 527.070, as applicable, each SROSSO shall be armed with a firearm, notwithstanding any provision of Board policy, school council policy, or memorandum of agreement.⁵

School ~~Safety Resource~~ Officers (~~SSOs~~SROs)**ASSIGNMENT**

The Board shall ensure, for each campus in the District, that at least one (1) certified ~~SROSSO~~ is assigned to and working on-site full-time in the school building or buildings on the campus. If sufficient funds and qualified personnel are not available for this purpose for every campus, the Board shall fulfill the requirements on a per campus basis, as approved in writing by the State School Security Marshal, until a certified ~~SROSSO~~ is assigned to and working on-site full-time on each campus in the District.

BOARD MAY AUTHORIZE POLICE DEPARTMENT

KRS 158.471 provides that the Board is authorized to establish a police department for the District, appoint police officers and other employees, prescribe distinctive uniforms for the police officers of the District, and designate and operate emergency vehicles. Police officers appointed shall take an appropriate oath of office in the form and manner consistent with the constitution of Kentucky.

If the Board establishes a police department, the Superintendent/designee shall develop standard operating procedures governing the department.

TRAINING REQUIREMENTS

All ~~SROsSSOs~~ shall successfully complete forty (40) hours of annual in-service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs, as well as all other additional training requirements for ~~SROsSSOs~~ established by the District. Any ~~SROSSO~~ who fails to successfully complete the state-mandated training requirements within the specified time periods, including approved extensions, shall lose their SRO certification and shall no longer serve in the capacity as an ~~SROSSO~~. An ~~SROSSO~~ who has lost SRO certification due solely to the officer's failure to meet state training requirements may regain certification status as an SRO upon completion of the training deficiency, and may resume service in the capacity as an ~~SROSSO~~. An ~~SROSSO~~ who fails to meet other training requirements established by the District shall be subject to the provisions of the policies and procedures governing employee discipline.

As set forth in KRS 158.4414, the course curriculum for in-service training certified or recognized by the Kentucky Law Enforcement Council for SROs, shall include but not be limited to:

- (1) Foundations of school-based law enforcement;
- (2) Threat assessment and response;
- (3) Youth drug use and abuse;
- (4) Social media and cyber security;
- (5) School resource officers as teachers and mentors;
- (6) Youth mental health awareness;
- (7) Diversity and bias awareness training;
- (8) Trauma-informed action;
- (9) Understanding students with special needs; and
- (10) De-escalation strategies.

School ~~Safety-Resource~~ Officers (~~SSOs~~SROs)**TRAINING REQUIREMENTS (CONTINUED)**

Course curriculum for additional District-mandated ~~SROSSO~~ training shall include, but not be limited to:

- (1) Bullying;
- (2) Cross-cultural communication and bias awareness training;
- (3) De-escalation strategies;
- (4) Multi-Tiered Systems of Support and Positive Behavior Interventions and Supports (MTSS and PBIS);
- (5) Restorative Practices;
- (6) Safe Crisis Management;
- (7) Student Support and Behavior Intervention Handbook;
- (8) Trauma-informed action;
- (9) Understanding students with special needs;
- (10) Youth mental health awareness;
- (11) Weapon qualification;
- (12) Drug rehabilitation resources;
- (13) Suicide prevention;
- (14) Use of trained interpreters when engaging with a student, family member, or other individual whose first language is not English;
- (15) Family Educational Rights and Privacy Act (FERPA); and
- (16) All trainings required by the District for classified employees

Principals and School Safety Administrators shall be given training and guidance regarding positive and effective relationships with ~~SROsSSOs~~, including the circumstances under which requesting support from an ~~SROSSO~~ is appropriate, and when it is not appropriate.

DATA COLLECTION, ANALYSIS, REPORTING, AND PROGRESS MONITORING

1. The ~~SROSSO~~ Standard Operating Procedures Manual, as described below, shall include detailed guidance for the reporting of incidents by ~~SROsSSOs~~, including but not limited to: the types of incidents that must be reported; the information required; the form of documentation; and the delivery, storage, and maintenance of incident reports.
2. The ~~Chief of Police Executive Administrator of Security and Investigations~~ shall create a Data Review Team to establish program goals and metrics to assist in measuring progress toward meeting those goals. The Chief of Accountability, Research and Systems Improvement/designee shall assist the Data Review Team in establishing metrics and data collection and analysis protocols. The Data Review Team shall include the Chief Equity Officer/designee, the Assistant Superintendent of Culture and Climate/designee, Chief of Exceptional Child Education/designee, and three mental health professionals, who may include, but are not limited to, a school psychologist, counselor, or mental health practitioner.

School ~~Safety-Resource~~ Officers (~~SSOs~~SROs)**DATA COLLECTION, ANALYSIS, REPORTING, AND PROGRESS MONITORING (CONTINUED)**

3. The Chief of Police Staff shall prepare regular reports for the Superintendent and the Board outlining program implementation activities, progress towards meeting goals, challenges, next steps, and program needs.
4. The Chief of Police Staff shall establish an ~~SROSSO~~ Community Data Review Team, which shall meet at least quarterly to review and analyze aggregate data regarding incidents reported by ~~SROsSSOs~~ and make recommendations to the District regarding the ~~SROSSO~~ program. The ~~SROSSO~~ Community Data Review Team shall include individuals with knowledge and expertise regarding data analysis, violence prevention, justice-involved youth, racial equity in the school setting, and other pertinent matters.
5. As Racial Equity and Culture and Climate are two of the three pillars of the District, the Data Review Team shall closely monitor, consistently report, and actively work to reduce both racial disproportionality in and the overall number of citations, arrests, and other law enforcement involvement with students.
6. The Chief of Police Staff/designee shall establish a process whereby authentic student feedback regarding the School Safety Program and ~~SROSSOs~~ is collected, analyzed, and shared with District leadership and the Board.
7. The Chief of Police Staff/designee shall notify the Superintendent, Chief of Staff, General Counsel, and all Board members, as soon as possible and within three (3) days, of all incidents in which an ~~SROSSO~~:
 - a. Detains a student under the age of eighteen (18) into custody under KRS 610.190 for an offense for which an adult could be arrested, including a physical detention to another location and a detention that results in the issuance of a citation and release;
 - b. Arrests an adult student including a physical arrest to another location and an arrest that results in the issuance of a citation and release;
 - c. Arrests an individual who is not a student;
 - d. Unholsters a firearm or Taser; or
 - e. Discharges a firearm or Taser.

STANDARD OPERATING PROCEDURES MANUAL

The Superintendent/designee shall prepare an ~~SROSSO~~ Standard Operating Procedures (SOP) Manual to provide operational guidance to the ~~JCPS Police Department and SROsOffice of School Safety and School Safety Officers (SSOs)~~. The SOP Manual shall provide written processes that describe in detail how to perform tasks specific to the ~~SROSSO~~ program to meet statutory, regulatory, and Board policy standards; establish expectations for high quality operations; and to create a culture of accountability and continuous improvement.

School Safety Resource Officers (SSOsSROs)**STANDARD OPERATING PROCEDURES MANUAL (CONTINUED)**

Using national best practices and procedures for school resource officer programs, the District shall establish an SOP Manual Team, including members from District departments and the community, to develop SROSSO SOPs.

The manual shall be reviewed and updated by a reconstituted SOP Manual Team at least once every two years, and as needed.

SUPERINTENDENT TO REPORT

No later than November 1 of each year, the Superintendent shall report to the Center for School Safety the number and placement of SROSSOs in the District. The report shall include the source of funding and method of employment for each position.

GUARDIANS

Beginning with the 2025-2026 school year, the Board, if unable to meet the requirement for each campus in the District, that at least one (1) certified SRO is assigned to and working on-site full-time in the school building or buildings on the campus, may in consultation with and approval by the State School Security Marshal, employ one (1) or more Guardians to provide safety and security measures for schools within the District. The use of Guardians shall not be used to replace the certified SRO, but only to provide safety and security resources until a certified SRO is available.

Beginning with the 2025-2026 school year, if the District that has met the requirement for each campus in the District, that at least one (1) certified SRO is assigned to and working on-site full-time in the school building or buildings on the campus, the District may employ one (1) or more Guardians to provide additional school safety and security measures within the District.⁷

REFERENCES:

¹KRS 158.441

²KRS 160.290

³20 U.S.C. 1232(g)(a)(4)(ii); 34 C.F.R. § 99.8

⁴KRS 161.011

⁵KRS 61.902 – KRS 61.930; KRS 527.020; KRS 527.070; KRS 70.290

⁶KRS 158.471

⁷KRS 158.4414

KRS 15.380 to KRS 15.404; KRS 15.520

KRS 158.440 – KRS 158.4461

KRS 158.471; KRS 158.473; KRS 158.475; KRS 158.477; KRS 158.479; KRS 158.481

704 KAR 7:160

RELATED POLICIES:

02.311; 09.14; 09.2211; 09.227; 09.422; 09.425; 09.4361

School Safety Officers (SSOs)

~~Jefferson County Public Schools~~
~~School Safety Officer (SSO)~~
~~Standard Operating Procedures Manual~~

Sections

- **~~Hiring~~**
- **~~Training~~**
- **~~Detention or Arrest of Students by an SSO~~**
- **~~Equipment~~**
- **~~Weapons~~**
- **~~Data Reporting~~**

~~Revised: January 25, 2022~~

School Resource Officers (SROs) Safety Officers (SSOs)**School Safety Officer (SSO) Hiring****POSTING OF POSITION**

The District shall post for School ~~Resource Officer (SRO) Safety Officer (SSO)~~ vacancies following JCPS Human Resources requirements.

SROSSO HIRING PROTOCOL TEAM - DEVELOPMENT OF INTERVIEW QUESTIONS AND RUBRICS

1. The Chief Operations Officer/designee will convene appropriate District staff members as an ad hoc ~~SROSSO~~ Hiring Protocol Team to develop and implement the process for hiring ~~SROsSSOs~~. The ~~Chief of Police Executive Administrator of Security and Investigations~~ shall serve as the chair of the committee. The ~~SROSSO~~ Hiring Protocol Team shall consist of, but not be limited to, members of the following District divisions or departments: Culture and Climate; Diversity, Equity and Poverty; Exceptional Child Education; Human Resources; and ~~JCPS Police Department Security and Investigations~~. In addition, one or more individuals with recent experience as a District school principal shall be invited to join the ~~SROSSO~~ Hiring Protocol Team.
2. The ~~SROSSO~~ Hiring Protocol Team will develop a set of interview questions that address pertinent attributes, qualities, and dispositions of ~~SROSSO~~ candidates, and a screening rubric for the questions, designed to differentiate responses from highly qualified candidates from those of other, less qualified candidates.
3. Interview questions and the related scoring rubric will address the following areas:
 - a. Credentials
 - b. Experience
 - c. Working with individuals from diverse backgrounds
 - d. Law enforcement in schools
 - e. Community awareness
 - f. Desired behaviors consistent with Board Policy 02.31
 - g. Responses to ~~SROSSO~~-based scenarios
 - h. Other matters as determined by the Hiring Protocol Team.
4. The ~~SROSSO~~ Hiring Protocol Team shall make recommendations regarding recruitment strategies to ensure a racially and ethnically diverse applicant pool.

School Resource Officers (SROs) Safety Officers (SSOs)**SROSSO SCREENING OF APPLICANTS**

1. Upon the closing of a posted job vacancy, the ~~Chief of Police Executive Administrator of Security and Investigations~~ shall convene appropriate District staff members as an ad hoc ~~SROSSO~~ Screening Committee to review the applications of qualified candidates and select candidates for initial interviews. The ~~Chief of Police Executive Administrator of Security and Investigations~~/designee shall serve as the chair of the committee. The ~~SROSSO~~ Screening Committee shall consist of, but not be limited to, members of the following District divisions or departments: Culture and Climate; Diversity, Equity and Poverty; Exceptional Child Education; Human Resources; and ~~JCPS Police Department Security and Investigations~~.
2. The ~~SROSSO~~ Screening Committee will review all applications for ~~SROSSO~~ vacancies and develop a list of candidates to undergo initial screenings and interviews.
3. The ~~SROSSO~~ Screening Committee will conduct initial screenings and interviews to develop a slate of candidates to be reviewed by the ~~Chief of Police Executive Administrator of Security and Investigations~~, who shall make hiring recommendations to the Superintendent. At their discretion, the ~~Chief of Police Executive Administrator of Security and Investigations~~ may consult with appropriate District staff when developing final hiring recommendations.

School Resource Officers (SROs) Safety Officers (SSOs)**Training****DOMAIN OF RESPONSIBILITY**

The primary domain of activity for an ~~SROSSO~~ is outside the school building, except when called to respond to an incident or emergency by the Principal or District administrator. An ~~SROSSO~~ shall work to develop strong working collaborative relationships with principals; other school administrators; and with School Safety Administrators, whose primary domain of activity is within school buildings.

STATE-REQUIRED TRAINING

1. All ~~SROsSSOs~~ shall complete forty (40) hours of annual in-service training that has been certified or recognized by the Kentucky Law Enforcement Council and identified in KRS 158.441.
2. In the event of extenuating circumstances that prevent an ~~SROSSO~~ from completing required training within the required time period, the ~~Chief of Police Executive Administrator of Security and Investigations~~ shall request an extension of time with the Department of Criminal Justice Training or designee as outlined in KRS 158.441.

DISTRICT-REQUIRED TRAINING

1. All ~~SROsSSOs~~ shall complete sixty (60) hours of annual in-service training that has been developed for or by the District.
2. The ~~Chief of Police Executive Administrator of Security and Investigations~~ will establish a School ~~Resource Safety~~ Officer Training Team (“~~SROSSO~~ Training Team”) to develop ~~SROSSO~~ training plans for new officers and experienced officers. Members of the ~~SROSSO~~ Training Team will include individuals from the following District divisions and departments: Culture and Climate; Diversity, Equity, and Poverty; Exceptional Child Education; Human Resources; and ~~the JCPS Police Department Security and Investigations~~.
3. The ~~SROSSO~~ training plans shall establish the training schedule, consistent with KRS 158.441 and Board Policy 02.31, to ensure appropriate coverage and prioritization of training topics for new and experienced ~~SROsSSOs~~. External partners who provide training for ~~SROsSSOs~~ will be invited to provide guidance to the District Training Team on appropriate training content for new and experienced officers.
4. The ~~Chief of Police Executive Administrator of Security and Investigations~~ will make every effort to schedule training during non-student attendance days, with the exception of Parent Teacher Conference Day.

The ~~Chief of Police Executive Administrator of Security and Investigations~~ shall develop and publish a training calendar and maintain logs for ~~SROsSSOs~~ including state- and District-mandated training.

School Resource Officers (SROs) Safety Officers (SSOs)**Detention or Arrest of Students****JUVENILE DETENTION IN DISTRICT SCHOOLS**

1. An ~~SROSSO~~ may take a juvenile into custody or issue a citation in accordance with KRS 610.190, KRS 610.200 (for juveniles) and KRS 431.005, KRS 431.015 (for adults), and other applicable statutes. An ~~SROSSO~~ will make the final determination whether to detain a juvenile in a District school or on school property, in consultation with the ~~Chief of Police~~~~Executive Administrator of Security and Investigations~~/designee.
2. If an ~~SROSSO~~ suspects a juvenile of an offense or violation as defined in KRS 500.080, the ~~SROSSO~~ may:
 - a. Issue a citation to the juvenile and release them to a parent/guardian; or
 - b. Detain the juvenile and:
 - i. Take them to a location determined by the Court Designated Worker (CDW),
or
 - ii. Issue a citation and release them to a parent/guardian.
3. In the event the juvenile is detained, the ~~SROSSO~~ will contact the CDW to receive a decision regarding detention of the juvenile or releasing the juvenile to a parent/guardian.
4. An ~~SROSSO~~ or ~~JCPS Police Department Office of Security and Investigations~~ staff shall make contact with a parent/guardian of a District student under the age of 18 when the following conditions exist:
 - a. The student receives a citation;
 - b. The student is detained, and receives a citation;
 - c. The student is a suspect and is being or may be interviewed;
 - d. The student has been given their Miranda rights;
 - e. The student is a witness and may be subpoenaed to testify; or
 - f. The student is the victim of a crime.
5. An ~~SROSSO~~ or ~~JCPS Police Department Office of Security and Investigations~~ staff member shall not make contact with a parent/guardian of a District student under the age of 18 if the parent/guardian is suspected of having committed a crime against the student.
6. A juvenile between twelve (12) and seventeen (17) years of age can either receive a citation and be released to a parent/guardian or be taken into custody. A juvenile who is detained for a violent felony shall be transported to a location designated by the CDW; a juvenile who is detained for a misdemeanor or felony property crime shall be released to a parent/guardian or responsible adult.

School Resource Officers (SROs) Safety Officers (SSOs)**Detention or Arrest of Students****JUVENILE DETENTION IN DISTRICT SCHOOLS (CONTINUED)**

7. The local juvenile court system discourages detaining a juvenile under the age of eleven (11) for offenses other than the “most egregious crimes” (e.g. homicide). Detaining a juvenile under twelve (12) years of age shall occur within the following parameters:
 - a. The juvenile shall receive a citation and be released to parent/guardian, unless the ~~SROSSO~~ is otherwise directed to take a child into custody by a person authorized by law to make such a determination.
 - b. If the juvenile poses an imminent threat of substantial physical harm to self or others, Safe Crisis Management restraint techniques shall be used.
 - c. The use of handcuffs is prohibited.
 - d. The ~~SROSSO~~ will consult with the ~~Chief of Police~~~~Executive Administrator of Security and Investigations~~/designee before detaining a juvenile.

CRITERIA FOR DETAINING A STUDENT UNDER THE AGE OF EIGHTEEN (18) UNDER KRS 610.190 OR ARRESTING AN ADULT STUDENT

1. Criteria for detaining a juvenile student or arresting an adult student by ~~SROsSSOs~~ include:
 - a. The individual poses an imminent threat of substantial physical harm to self or others. An ~~SROSSO~~ should consider appropriate interventions other than physical detention or arrest.
 - b. An ~~SROSSO~~ has issued a citation to a student with the intent of releasing them to their parent /guardian, but the parent/guardian is unable or unwilling to come to the school to pick up the student or the school is unable to hold the student until a responsible adult can be contacted.
 - c. A felony incident has occurred, including, but not limited to, First- or Second-Degree Assault, Minor in Possession of a Handgun on School Property, or First-Degree Robbery, as defined in Kentucky law.
 - d. An egregious felony has occurred, including, but not limited to, Rape or Homicide, as defined in Kentucky law, with the detention or arrest occurring in conjunction with local police agencies with jurisdiction.
 - e. A misdemeanor incident, as defined in Kentucky law, has occurred for which the ~~SROSSO~~ has determined a physical detention or arrest is necessary and appropriate.

The ~~SROSSO~~ will consult with the ~~Chief of Police~~~~Executive Administrator of Security and Investigations~~/designee and the Principal in all cases regarding students being taken into custody or arrested.

School Resource Officers (SROs) Safety Officers (SSOs)**Detention or Arrest of Students****FELONY DETENTION OR ARREST**

1. An ~~SROSSO~~ shall make a felony detention of a juvenile student or arrest of an adult student when an investigation establishes probable cause of a felony including when:
 - a. The victim or victim's parent/guardian states a desire to prosecute and the ~~SROSSO~~ deems the violation to be a felony; or
 - b. The suspect is an imminent risk of harm to self or others.
2. In the event of a felony detention of a juvenile, the ~~SROSSO~~ will contact the Court Designated Worker (CDW) to receive a decision regarding detention of the juvenile or releasing the juvenile to a parent/guardian. Felony detention with a citation to release to parent/guardian or filing a juvenile complaint is preferred.
3. The ~~SROSSO~~ will consult with the ~~Chief of Police Executive Administrator of Security and Investigations~~/designee and the Principal in all cases regarding a felony detention or arrest.

TAKING A STUDENT INTO CUSTODY OR ARRESTING A STUDENT FOR VIOLATIONS OF THE DISTRICT STUDENT SUPPORT AND BEHAVIOR INTERVENTION HANDBOOK (SSBIH)

Discipline is the responsibility of the school administration. Therefore, Principals and Assistant Principals, or other appropriate school staff should work with students who have a disciplinary infraction. Responses and consequences for infractions should be determined using the Student Support and Behavior Intervention Handbook (SSBIH). In most instances, the response to a student violation of the SSBIH does not include any participation of an ~~SROSSO~~. However, the SSBIH states that "when a student violates a law, school administration may notify the appropriate law enforcement official....Prosecution and adjudication of criminal violations shall occur separately from the administration of school procedures." In addition, the ~~Chief of Police Executive Administrator of Security and Investigations~~/designee will be contacted and consulted in any citation, detention, or arrest for a violation of the SSBIH, as outlined in the detention or arrest criteria above. *See the SSBIH for a list of law-related behavior violations.*

School Resource Officers (SROs) Safety Officers (SSOs)**DOCUMENTATION AND REPORTING OF CITATIONS, DETENTIONS, AND ARRESTS**

1. All detentions, arrests, and citations will be documented in accordance with ~~SROSSO~~ Data Reporting Requirements specified in Board Policy 02.31, the ~~SROSSO~~ Standard Operating Procedures Manual, and the requirements set forth in Kentucky statutes and administrative regulations.
2. Monthly reports regarding all detentions, arrests, and citations will be provided by the Chief of Police ~~Executive Administrator of Security and Investigations~~ to the Superintendent; Chief of Operations; Chief of Diversity, Equity, and Poverty; Chief of Exceptional Child Education; Chief of Accountability, Research & Systems Improvement; Chief of Schools; Level/Zone Assistant Superintendents; and the Assistant Superintendent of Culture and Climate. Monthly reports of detention and arrest data, including citation and physical detention and arrest data, will be supplied to the Board.
3. Aggregate data regarding citations, detentions, and arrests, and other incidents involving an ~~SROSSO~~ shall be provided monthly to the ~~SROSSO~~ Community Data Review Team established in the Data Reporting Section of the SOP Manual.

School Resource Officers (SROs) Safety Officers (SSOs)**Equipment****WEARING THE SCHOOL ~~RESOURCE SAFETY~~ OFFICER UNIFORM**

The ~~Chief of Police Executive Administrator of Security and Investigations~~ shall establish and enforce standards for ~~SROSSO~~ uniforms.

1. ~~Members of the District SSO Unit~~SROs will wear only such uniforms and insignia as are approved by the ~~Chief of Police Executive Administrator of Security and Investigations~~.
2. When in uniform, ~~SROs~~SSOs are official representatives of the District and will conduct themselves in accordance with all District and department policies and procedures.

UNIFORM APPEARANCE STANDARDS

Uniforms will be kept neat, clean, well-pressed and properly fitted at all times. Care should be taken not to wear threadbare or faded items.

1. Badges will be displayed on the outermost garment over the left breast;
2. Boots will be cleaned and polished, and free of holes and rips; and
3. All other leather/duty gear will be black in color and well maintained.

UNIFORM SPECIFICATIONS - DUTY UNIFORM

The color and style of the Duty Uniform to be worn by an ~~SROSSO~~ shall be determined by the ~~Chief of Police Executive Administrator of Security and Investigations~~ issued by the District.

UNIFORM SPECIFICATIONS - DUTY EQUIPMENT

The Duty Equipment issued to an ~~SROSSO~~ shall be determined by the ~~Chief of Police Executive Administrator of Security and Investigations~~, issued by the District, and shall include:

1. Weapon and duty security holster;
2. Taser;
3. Handcuffs, handcuff holder, and keys;
4. Issued ammunition and two (2) fully-loaded magazines;
5. Radios and holders;
6. District-issued mobile phone;
7. One pair of exam gloves;
8. Issued baton and holder;
9. School keys;
10. Body armor (optional); and
11. Body camera

UNIFORM SPECIFICATIONS - NAMETAGS

All members of the ~~JCPS Police Department School Safety Unit~~ will wear a district-issued nametag at all times while on duty.

School Resource Officers (SROs) ~~Safety Officers (SSOs)~~**School Safety Officer (SSO) ~~Weapons~~****FIREARMS - DUTY USE**

1. While on duty, ~~SROs School Safety Officers and Security and Investigations Unit Officers~~ shall carry a fully-loaded, district-issued handgun with two (2) magazines.
2. In addition to the state requirement for ~~SROs School Safety Officers and Security and Investigations Unit Officers~~ to qualify with weapons annually, officers must complete one additional weapons qualification, for a total of two (2) annually.
3. Weapons, ammunition, and accessories that meet ~~district~~ District standards will be issued by the District for the performance of responsibilities while on duty.
4. In accordance with KRS 503.050 and KRS 503.070, officers are authorized to use their firearms when they reasonably believe that the action is in defense of human life, including the officer's own life, or in defense of any person in imminent danger of serious physical injury as defined in KRS 508.080.
5. An officer may also use a firearm during range practice and qualification.
6. With the exception of maintenance, storage, or during training exercises, officers shall refrain from drawing, exhibiting, or unnecessarily displaying their authorized duty firearm.
7. Firearms shall remain holstered at all times unless an officer is engaged in activities requiring its use.
8. In the event that a weapon is unholstered in a school or on school property, the Chief of Police ~~Executive Administrator of Security and Investigations~~ and Principal must be notified and appropriate documentation recorded.

FIREARMS - PROHIBITED USES

An ~~SROSSO~~ shall not discharge a firearm:

1. When an officer believes there to be a reasonable possibility that an innocent bystander(s) or other officer(s) are likely to be injured by the officer's firearm discharge, directly or indirectly;
2. When a suspect is fleeing, unless the suspect poses an imminent risk to others;
3. From or in a moving vehicle;
4. Into a building or occupied structure from an external location;
5. Solely to protect or preserve personal or District property; or
6. As a result of carelessness, horseplay, or disregard for the safety of others.

An officer who discharges or unholsters a firearm in a manner that is prohibited is subject to disciplinary action.

School Resource Safety Officers (SROsSSOs)**School Safety Officer (SSO) Data Reporting****INCIDENT REPORTING SYSTEM**

1. The ~~Chief of Police Executive Administrator for Security and Investigations~~ shall establish processes for incident reporting.
2. An ~~SRO-SSO~~ shall complete an incident report in every instance of the following:
 - a. A complaint or request for service received;
 - b. A criminal event;
 - c. The issuance of a citation;
 - d. A detention of a student under the age of eighteen (18) under KRS 610.190 for an offense for which a juvenile offender could be tried as an adult, including a physical detention to another location and a detention that results in the issuance of a citation and release;
 - e. An arrest of an adult student or other adult, including a physical arrest to another location and an arrest that results in the issuance of a citation and release;
 - f. A felony or misdemeanor offense as defined in KRS 500.080;
 - g. An incident as directed by a supervisor; or
 - h. An incident that, by its nature, requires investigation and documentation.
3. Incident reports shall be the permanent method of documenting required information. However, other forms of documentation may be used during the field reporting process. These forms include, but are not limited to: Uniform Citations; warning forms; voluntary statement forms; and domestic abuse rights forms.
4. Reports and forms completed in the field shall be completed by the end of an ~~SROs'SSOs'~~ shift. Event notes, field contacts, incident reports, and forms must be complete, accurate, and thorough. If an officer finds an error in a field report or form after submittal, then a supplemental report shall be completed correcting the error. All records shall be preserved, including the original documentation before correction, to ensure that a complete and accurate record is retained.
 - a. Information required in incident reports shall include the following when applicable: incident number; day, date, and time of initial reporting; day, date, and time of occurrence; name and identifiers of reporting party; District affiliation of the person or persons involved; victim or complainant; involvement of weapons, alcohol, or drugs; vehicle descriptors; property descriptions and dispositions; names and identifiers of suspects/offenders and witnesses; use of force; narrative description of the incident and any action taken; and name and identifiers of assigned officer and reviewing supervisor.

School Resource Safety Officers (SSOsSROs)**INCIDENT REPORTING SYSTEM (CONTINUED)**

- a. Information required in detention and arrest citation reports shall include the following additional information: probable cause statement; aliases used; physical descriptions of the suspect; offenses charged; warrant descriptors; and employer identifiers.
 - b. Information required in other reports shall be prescribed by Board policy, procedures of the JCPS Police ~~Department of Security and Investigations~~, state statutes, and Kentucky Administrative Regulations.
2. Copies of incident, detention, and arrest citation reports shall be forwarded to the Principal and the Chief of Police ~~Executive Administrator of Security and Investigations~~ for storage, data collection, and analysis. The Chief of Police ~~Executive Administrator of Security and Investigations~~ shall be responsible for ensuring that the District complies with all data collection and reporting requirements regarding incidents involving SROsSSOs under state statute, Kentucky Administrative Regulation, and Board policy.
3. Copies of incident and arrest citation reports shall also be forwarded by the Chief of Police ~~Executive Administrator of Security and Investigations~~ to the Board's General Counsel and made available for inspection upon request by any member of the Board within three (3) business days of the incident.
4. If an incident involving an SROSSO, including an incident that results in a detention or arrest, requires that documentation be entered in Infinite Campus because it is a violation of the Student Support and Intervention Handbook (SSBIH), the Principal/designee is responsible for entering the required data in Infinite Campus.

- CERTIFIED PERSONNEL -**Drug-Free/Alcohol-Free Schools****DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES**

The District is committed to maintaining a drug-free workplace.

A District employee shall not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to purchase or obtain, sell, or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
3. Substances that look like a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

In addition, an employee shall not possess prescription drugs for the purpose of sale or distribution.

DEFINITIONS

Controlled substance shall mean any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by the Kentucky Cabinet for Health and Human Services under regulations pursuant to KRS 218A.020.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.
3. Substances containing Tetrahydrocannabinol (THC). (Employees are cautioned that many legally available Cannabinol (CBD) products, due to poor manufacture and/or regulation, contain THC and their use will result in a positive THC test which will be considered a positive THC test for all purposes under these policies).

AUTHORIZED DRUGS

An employee who personally uses or who is designated to administer to a student a drug authorized by and administered in accordance with a prescription from a health professional shall not be considered in violation of this policy.

Drug-Free/Alcohol-Free Schools

WORKPLACE DEFINED

For purposes of this policy, “workplace” shall include any site where District work is performed, including school buildings, school premises, property owned, leased, or used by the District for educational or business purposes, school-owned vehicles, or other school-approved vehicles used for school business or to transport staff members or students to and from school or school activities. “Workplace” also includes any school-sponsored or school-approved activity, event, or function such as a field trip or athletic event that is held off school property and in which students or staff members are under the jurisdiction of the District.

SUSPENSION/TERMINATION/NON-RENEWAL

Any employee who violates the terms of this policy may be suspended, non-renewed or terminated. In addition, violations may result in notification of appropriate legal officials.

ALTERNATIVE

As an alternative, the Superintendent may choose that an employee who violates the terms of the District's drug-free/alcohol-free workplace policies shall satisfactorily participate in a Board-approved drug/alcohol abuse assistance or rehabilitation program. If the employee fails to satisfactorily participate in such a program, the employee may be suspended, non-renewed or terminated.

REPORTING

Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 regarding any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the JCPS Police Department ~~District's Security and Investigations Unit~~ and either the local law enforcement agency or the Kentucky State Police.

POST-DISCIPLINE DRUG TESTING

Following determination by an administrative or judicial proceeding that a teacher engaged in misconduct involving the illegal use of controlled substances, the teacher who has been reprimanded or disciplined for misconduct involving illegal use of controlled substances shall submit to random or periodic drug testing in accordance with applicable Kentucky Administrative Regulation for a period not to exceed twelve (12) months from the date of such reprimand or disciplinary action.

AWARENESS AND PREVENTION PROGRAM

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free awareness and prevention program which shall include notice of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs, and other controlled and prohibited substances;

Drug-Free/Alcohol-Free Schools

AWARENESS AND PREVENTION PROGRAM (CONTINUED)

4. Information about available drug/alcohol counseling programs and available rehabilitation/employee assistance programs; and
5. Penalties that may be imposed upon employees for violations of this policy.

REFERENCES:

KRS 158.155; KRS 160.290; KRS 160.380; KRS 161.120; KRS 161.175
KRS 161.790; KRS 217.900; KRS 218A.1430; KRS 218A.1447; KRS 218B.045
16 KAR 1:030; 701 KAR 5:130; 34 C.F.R Part 85

RELATED POLICIES:

03.1325
03.17
08.1345
09.2211
09.2241

- CLASSIFIED PERSONNEL -

Drug-Free/Alcohol-Free Schools

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

The District is committed to maintaining a drug-free workplace. A District employee shall not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to purchase or obtain, sell, or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
3. Substances that look like a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

In addition, an employee shall not possess prescription drugs for the purpose of sale or distribution.

DEFINITIONS

Controlled substance shall mean any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by the Kentucky Cabinet for Health and Human Services under regulations pursuant to KRS 218A.020.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.
3. Substances containing Tetrahydrocannabinol (THC). (Employees are cautioned that many legally available Cannabinol (CBD) products, due to poor manufacture and/or regulation, contain THC and their use will result in a positive THC test which will be considered a positive THC test for all purposes under these policies).

AUTHORIZED DRUGS

An employee who personally uses or who is designated to administer to a student a drug authorized by and administered in accordance with a prescription from a health professional shall not be considered in violation of this policy.

Drug-Free/Alcohol-Free Schools**WORKPLACE DEFINED**

For purposes of this policy, “workplace” shall include any site where District work is performed, including school buildings, school premises, property owned, leased, or used by the District for educational or business purposes, school-owned vehicles, or other school-approved vehicles used for school business or to transport staff members or students to and from school or school activities. “Workplace” also includes any school-sponsored or school-approved activity, event, or function such as a field trip or athletic event where students or staff members are under the jurisdiction of the District.

SUSPENSION/TERMINATION/NON-RENEWAL

Any employee who violates the terms of this policy may be suspended, non-renewed or terminated. In addition, violations may result in notification of appropriate legal officials.

ALTERNATIVE

As an alternative, the Superintendent may choose that an employee who violates the terms of the District's drug-free/alcohol-free workplace policies shall satisfactorily participate in a Board-approved drug/alcohol abuse assistance or rehabilitation program. If the employee fails to satisfactorily participate in such a program, the employee may be suspended, non-renewed or terminated.

REPORTING

Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 regarding any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the JCPS Police Department ~~District's Security and Investigations Unit~~ and either the local law enforcement agency or the Kentucky State Police.

AWARENESS AND PREVENTION PROGRAM

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free awareness and prevention program which shall include notice of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/employee assistance programs; and
5. Penalties that may be imposed upon employees for violations of this policy.

Drug-Free/Alcohol-Free Schools

REFERENCES:

KRS 158.155; KRS 160.290; KRS 217.900
KRS 218A.1430; KRS 218A.1447; KRS 218B.045
34 C.F.R. Part 85

RELATED POLICIES:

03.2325; 03.271
08.1345; 09.2211; 09.2241

Crowd Control

The Superintendent/designee shall develop procedures to promote the orderly conduct and safety of students and other spectators who attend a school-sponsored event.

Crowd control procedures shall include notifying the JCPS Police ~~Security and Investigations~~ Department prior to the event and providing adequate supervision by appropriate school officials in all cases. In the case of an event where it is anticipated that the nature of the crowd may pose conduct or safety problems (e.g. large or emotional crowds), procedures shall call for the posting of an adequate number of School Resource ~~Safety~~ Officers, police or security personnel.

RELATED POLICY:

09.35

Conduct on Bus

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 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 ~~JCPS Police Department~~ ~~District's 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 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 Student Support and Behavior Intervention Handbook 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.

Conduct on Bus**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

REFERENCES:

¹ KRS 158.150; 702 KAR 5:080

²20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA); Section 504 of Rehabilitation Act of 1973
KRS 158.110; KRS 160.705; 702 KAR 5:100

RELATED POLICIES:

06.22; 09.226; 09.2261; 09.425; 09.434; 09.438

RELATED PROCEDURE:

06.34 AP.2

Employee Reports of Criminal Activity

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

KRS 620.030

A District employee who knows or has 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

Any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070 shall immediately cause a report to be made to the JCPS Police Department ~~District's Security and Investigations Unit~~ and to either the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the JCPS Police Department ~~District's Security and Investigations Unit~~ and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:

- a. Assault resulting in serious injury;
- b. A sexual offense;
- c. Kidnapping;
- d. Assault with the use of a weapon;
- e. Possession of a firearm or deadly weapon in violation of the law;
- f. The use, possession, or sale of a controlled substance in violation of the law; or
- g. Damage to property.

Any school employee who receives information from a student or other person of conduct which is required to be reported shall report the conduct to the JCPS Police Department ~~District's Security and Investigations Unit~~ and to either the local law enforcement agency or to the Kentucky State Police.

KRS 158.156

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

Employee Reports of Criminal Activity**KRS 209A.100**

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

KRS 209A.110

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

KRS 158.154

A principal who has 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 158.154; KRS 158.155; KRS 158.156
KRS 209A.100; KRS 209A.110
KRS 508.125
KRS 525.070; KRS 525.080
KRS 527.070; KRS 527.080;
KRS 620.030

RELATED POLICIES:

03.13251; 03.23251; 05.48
09.227; 09.422; 09.423; 09.425; 09.426; 09.438

Use of Alcohol, Drugs and Other Prohibited Substances

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

No student shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances and drug paraphernalia; and
3. Substances that "look like" a controlled substance. Any substance that can be reasonably mistaken for a controlled substance is considered a look-alike drug. This includes nonalcoholic beer and wine. Any student who uses, distributes, or represents a look-alike drug as authentic will be treated as if it were authentic, according to state and federal laws. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

In addition, a student shall not possess prescription drugs for the purpose of sale or distribution.

DEFINITIONS

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without medical authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist and in compliance with Board Policy 09.2241 shall not be considered in violation of this policy.

PENALTY

Violation of this policy shall constitute reason for disciplinary action as outlined in the Student Support and Behavior Intervention Handbook, including but not limited to, suspension or dismissal from athletic teams, and dismissal from other school-sponsored activities.

Use of Alcohol, Drugs and Other Prohibited Substances**REPORTING**

Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the JCPS Police Department District's Security and Investigations Unit and either the local law enforcement agency or the Kentucky State Police.

PREVENTION PROGRAM

The Superintendent/designee shall develop and cause to be implemented a prevention/intervention program in the areas of alcohol, tobacco, and other drug education issues that shall comply with state and federal law. This program shall include:

1. The dangers of drug/alcohol/tobacco/substance abuse in the schools to reflect a clear, concise "no use" philosophy;
2. The District's policies and related procedures;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;
4. Assistance to teachers and other personnel in the identification, counseling, assessment and referral of pupils;
5. Professional development provided to staff;
6. Curriculum materials which are age-appropriate;
7. Information about available counseling programs and available rehabilitation/student assistance programs;
8. Coordination with local, city, county, state, and federal agencies; and
9. Penalties that may be imposed upon students for violations of this policy as set out in the local Student Support and Behavior Intervention Handbook.

REFERENCES:

KRS 158.150; KRS 158.154; KRS 158.155; KRS 160.290; KRS 161.180
KRS 217.900; KRS 218A.020; KRS 218A.1430; KRS 218A.1447; KRS 218B.045
OAG 82-633; OAG 93-32
Clark County Board of Education vs. Jones, KY. App., 625 S. W. 2d 586 (1981).
Board of Ed. of Tecumseh Public School District, Independent School Dist. No. 92 of Pottawatomie Cty. v. Earls, ___ U.S. ___, 242 F.3d 1264 (2002).

RELATED POLICIES:

09.2211; 09.2241

Assault and Threats of Violence

For purposes of this policy, a “threat” shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

STUDENTS

Any student who threatens, physically assaults, batters or abuses another student on school property, off school property, or at a school-sponsored event (and the incident is likely to substantially disrupt the education process), shall be subject to appropriate disciplinary action, including suspension or placement in an alternative program in lieu of expulsion.¹ Procedures for dealing with aggressive and assaultive behavior and the resulting consequences shall be set out in the Student Support and Behavior Intervention Handbook.

A student may also be subject to prosecution or juvenile justice interventions for assault, threats, or other abusive conduct.

The Principal shall provide written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of each school year of the provision of KRS 508.078 and potential penalties under KRS 532.060 and KRS 534.030.²

EDUCATIONAL PERSONNEL

Any student who threatens, physically assaults, batters or physically or verbally abuses educational personnel (and the incident is likely to substantially disrupt the educational process) shall be subject to appropriate disciplinary action¹ up to and including placement in an alternative program setting in lieu of expulsion from school and/or legal action.

THREATS THAT POSE A DANGER TO STUDENTS, FACULTY, OR STAFF

Any student who is determined by the District through clear and convincing evidence to have made threats that pose a danger to the well-being of students, faculty, or staff shall be placed in an alternative program or setting in lieu of expulsion for a period of at least twelve (12) months.

In accordance with Board Policy 09.4341 Alternative Education Programs:

- Placement decisions for a student with a disability under the IDEA shall be made by the Admissions and Release Committee (ARC) as required under federal law and corresponding District policies and procedures.
- Placement decisions for a student identified under Section 504 shall be made through the team process as required under federal law and corresponding District policies and procedures.

REMOVAL OF STUDENTS

A school administrator, teacher, or other school employee may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Verbal or written statements or gestures by a student indicating intent to harm himself/herself/themselves, others, or property.
2. Physical attack by a student so as to intentionally inflict harm to themselves, others or property.

Assault and Threats of Violence**REMOVAL OF STUDENTS (CONTINUED)**

Per KRS 158.150, the Principal may establish a process, in accordance with Board Policy 09.426 Disrupting the Educational Process and subject to review and approval by the Zone Assistant Superintendent for a student's removal from and reentry to the classroom when the student's behavior disrupts the classroom environment and education process or the student challenges the authority of a supervising adult. In addition to removal, the student shall be subject to further discipline for the behavior consistent with the District Student Support and Behavior Intervention Handbook.

Removal of a student from a bus shall be made in compliance with 702 KAR 5:080. Each school shall develop procedures for the immediate removal of a threatening or violent student from the classroom and submit them to the Superintendent/designee for approval.

When a teacher or other employee removes a student, the employee shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal/designee shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

REPORT TO LAW ENFORCEMENT AGENCY

Per KRS 158.155, any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070, shall immediately cause a report to be made to the JCPS Police Department District's Security and Investigations Unit and either to the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:

- a. Assault resulting in serious injury;
- b. A sexual offense;
- c. Kidnapping;
- d. Assault with the use of a weapon;
- e. Possession of a firearm or deadly weapon in violation of the law;
- f. The use, possession, or sale of a controlled substance in violation of the law; or
- g. Damage to property.

Any school employee who receives information from a student or other person of conduct which is required to be reported, shall report the conduct to the JCPS Police Department District's Security and Investigations Unit and to either the local law enforcement agency or to the Kentucky State Police.

Assault and Threats of Violence

DOMESTIC/DATING VIOLENCE REPORTING AND EDUCATION

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

A District employee shall report to a law enforcement officer when the employee has a belief that the death of a person with whom the employee has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

These reporting requirements covering domestic violence and abuse or dating violence and abuse do not relieve a District employee of the duty to report any known or suspected abuse, neglect, or dependency of a child pursuant to KRS 620.030. This separate reporting requirement covers abuse, neglect or dependency of a child committed or caused by a parent, guardian, other person exercising control or supervision, or a person in a position of authority or special trust.

If a District employee has reasonable cause to believe that an individual with whom the employee has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, the employee shall provide educational materials to the individual relating to such abuse and information on access to regional domestic violence programs or rape crisis centers and how to access a protective order. These materials shall be made available to school personnel in print form or on the web by the primary domestic violence, shelter, and advocacy service provider designated by the Cabinet for Health and Family Services to serve the District's area.

NOTIFICATIONS

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify a staff member or student who has been threatened and the parent/guardian of the student who is the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal/designee, guidance counselor or other school official who has knowledge of the student's behavior prior to the assignment or contact.

REFERENCES:

¹KRS 158.150

²KRS158.1559

KRS 158.154; KRS 158.155; KRS 160.290

KRS 161.155; KRS 161.190; KRS 161.195

KRS 209A:020; KRS 209.160

KRS 209A.100; KRS 209A.110; KRS 209A.130

KRS 211.160; KRS 403.720; KRS 456.010

KRS 508.025; KRS 508.075; KRS 508.078; KRS 525.080

KRS 527.070; KRS 532.060; KRS 534.030; KRS 620.030

702 KAR 5:080

Assault and Threats of Violence

RELATED POLICIES:

03.123; 03.13253; 03.223; 03.23253; 05.4; 05.48
06.34; 09.14; 09.2211; 09.422; 09.423; 09.426; 09.4281; 09.429; 09.4341

Student Mobile Phone Procedure

SCOPE

This administrative procedure is effective in schools that permit student use of mobile phones and other personal electronic/telecommunications devices.

“SEXTING” PROHIBITED

The distribution of sexually explicit videos and photographs or “sexting” is becoming an increasing problem in schools. Children are taking photos or videos of themselves or other children and distributing them via several different social media sites and apps. Sometimes these children view this pornography as “Peer Porn” rather than as child pornography. However, both federal and state law define all images which are sexually explicit of anyone under the age of eighteen (18) whether created and/or distributed by juveniles or adults to be child pornography and therefore illegal contraband (18 U.S.C. §§ 2251, 2252 and 2252A, KRS 531.335 and KRS 531.340). Further, such activity may violate Title IX, a federal law that prohibits harassment of a sexual nature, and requires schools to take steps to stop, prevent, and remedy such conduct (20 U.S.C. § 1681).

PROHIBITED USES OF MOBILE PHONES

Under *Violation of Personal Electronic/Telecommunication Device Policy*, and in accordance with Board Policy 09.4261 Telecommunications Devices (Students), the Student Support and Behavior Intervention Handbook (SSBIH):

1. Prohibits the use of a mobile phone or other personal device by a student “in a manner the is disruptive, including, but not limited to, use that:…
 - Violates confidentiality or privacy rights of another individual;
 - Is profane, indecent, or obscene;
 - Constitutes or promotes illegal activity; or
 - Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.
2. Permits the confiscation of a device for a violation under Subsection 1, with the phone to be returned upon the conclusion of the investigation if permitted by law enforcement.

CONFISCATION AND SEARCH OF MOBILE PHONES AND CONSEQUENCES

In accordance with Board Policy 09.436 Search and Seizure (Students), the SSBIH provides that the Principal or designated administrator of a school may authorize the search of a student’s personal property, which includes a mobile phone, if:

1. The Principal/designee has reasonable suspicion that a search will reveal a violation of the SSBIH or law; and
2. The search is conducted under the express authority of the Principal/designee.

Student Mobile Phone Procedure

CONFISCATION AND SEARCH OF MOBILE PHONES AND CONSEQUENCES (CONTINUED)

When a search of a student's mobile phone is authorized, the Principal shall contact the JCPS ~~Police Department~~~~Security and Investigations Unit (SIU)~~, and an officer shall conduct the search. A school administrator or other school-based staff member shall not conduct the search.

JCPS shall adhere to state and federal laws regarding the distribution of child pornography. This may include referral of the matter to LMPD and/or the Jefferson County Attorney's Office.

If a school administrator has reason to believe that sexting or other criminal activity may have occurred, the administrator shall confiscate the mobile phone or other device and report the potential violation to both the JCPS ~~Police Department~~ ~~SIU~~ and the school-based deputy Title IX coordinator or District Title IX coordinator for further investigation and action.

School personnel shall not search or tamper with the phone, or delete or forward any text, images, or videos that are in question. The JCPS ~~Police Department~~~~SIU~~ shall send a School ~~Resource~~ ~~Safety~~ Officer (~~SROSSO~~) to the school to collect the mobile phone or other device and bring it to the ~~JCPS Police Department~~ ~~SIU~~ Office for analysis by a trained officer in a secure setting. If the JCPS ~~Police Department~~~~SIU~~ has reason to believe that a child pornography violation has occurred, they will contact appropriate law enforcement for further action.

When a phone has been confiscated, the school administrator shall contact the parent/guardian of each student involved in the incident and inform them that the phone and the matter have been referred to ~~the JCPS Police Department~~~~Security and Investigations~~.

Depending upon the results of ~~the JCPS Police Department~~ ~~Security and Investigations~~ investigation, the school may need to discipline the student or students involved pursuant to the SSBH.

MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT

There may be instances of child pornography sexting that could constitute or provide evidence of abuse or neglect that would implicate a duty to report the incident to the Cabinet for Families and Children or the LMPD Crimes Against Children Unit (CACU). In such instances, a school administrator shall follow JCPS reporting guidelines which are sent to all employees twice annually by the Superintendent. In addition, there may be instances in which bullying or harassment may have occurred. In those instances, a school administrator shall follow all JCPS policies relating to bullying and harassment including notifying the victim of all procedures and supports available to them.

PROCEDURES FOR SCHOOL SAFETY OFFICERS

The responding JCPS ~~Police Department officer~~ ~~Security and Investigations Unit~~ will attempt to determine if the images substantiate criminal activity. If the officer cannot determine this, the officer will call an investigator or prosecutor to make that decision.

- a. If criminal prosecution is being sought, the normal evidence procedures shall apply to search and seizure and the phone will not be returned to the parent/guardian of the student, but shall be retained as evidence.

Student Mobile Phone Procedure**PROCEDURES FOR SCHOOL SAFETY OFFICERS (CONTINUED)**

- b. If the images/video are not unlawful and criminal prosecution will not be sought, the device in question shall be returned to the school administrator, who shall return the phone to the parent/guardian of the student and require them to sign form *09.4261 AP.2 Parent/Guardian Acknowledgement of Receipt of Cell Phone*.
- c. If the image/video is considered to be unlawful, but prosecution will not be pursued due to consultation with the prosecutor, the responding officer or investigator will conduct a factory reset. This will ensure the destruction of any questionable images the device may contain.
- d. A parent or guardian will acknowledge the factory reset by signing a consent form provided by the JCPS Police Department SIU Unit prior to the phone being returned to the parent/guardian. If the parent or guardian is unwilling to sign the consent form, the device in question will be seized and stored as evidence.

Transportation Services Policy

The Board shall adopt a District Transportation Services Policy that contains 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) ~~and~~ Board Policies, ~~and Administrative Procedures~~ that collectively establish those terms and conditions for the use of District transportation services by students.

STUDENTS' RESPONSIBILITIES FOR CONDUCT ON THE BUS

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

- 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.
- 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.
- 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.
- When students enter the bus, they shall proceed directly to a seat.
- Students shall remain seated until the bus has come to a complete stop.
- Students shall not extend their arms, legs, or heads out the bus windows.
- Students shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.
- 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. (Board Policy 06.32)

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. Live animals, except for a service animal necessary for a student to attend school; or
3. Glass objects or helium balloons.

Bus drivers shall promptly report the possession of a prohibited item to the compound coordinator and the Principal. (Board Policy 06.432)

Transportation Services Policy

REPORTING OF VIOLATIONS OF DISTRICT POLICY ON THE BUS

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 designee for appropriate disciplinary action. A driver may file a written or electronic complaint or report of student misconduct including a recommendation to revoke transportation privileges, which shall be considered as a factor in the determination of disciplinary action. 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. (Board Policy 06.34)

INVESTIGATING AND RESPONDING TO A COMPLAINT OF A VIOLATION OR BULLYING

The Principal/designee shall investigate and respond to of a complaint of a behavior violation or bullying on the bus in accordance with the provisions of the Student Support and Behavior Intervention Handbook (SSBIH). This includes reporting to JCPS Police Department and local law enforcement or the Kentucky State Police in accordance with KRS 158.156 when there is reasonable cause to believe that a student has committed a felony against another student (Board Policy 09.2211).

DETERMINATION OF DISCIPLINARY ACTION

Disciplinary action shall be determined in accordance with Board policy and the provisions of the SSBIH. The Superintendent/designee shall apply the provisions of the SSBIH and Transportation Services Policy without partiality or discrimination (Board Policy 09.4).

WITHHOLDING OF RIDING PRIVILEGES

When a bus driver alleges a student has committed a behavior violation that places the student or others at 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 (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 regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation (SSBIH, Board Policy 09.42811).

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 compound coordinator shall notify Principal who shall notify the student's parent/guardian. (Board Policy 06.34)

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

Transportation Services Policy

DISCHARGE OF PUPILS FROM BUS (CONTINUED)

withheld in accordance with the District procedures. The Principal shall notify the parent/guardian in a case where bus riding privileges have been withheld. (Board Policy 06.34)

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 to suspend the bus-riding privileges of a student beyond five (5) days per incident. (Board Policy 06.34)

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. (KRS 158.148, Board Policy 09.2211)

RESTITUTION OF DAMAGES

A parent/guardian may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child. (Board Policy 06.34)

RESPONSE TO CONDUCT ON THE BUS BY 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. (Board Policy 06.34)

TRANSPORTATION FOR CO-COCURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Guidelines for bus transportation for co-curricular and extracurricular activities are set forth in the Jcps Field Trip Procedures Handbook. (Board Policy 09.36)

Transportation Services Policy

USE OF BUSES BY OUTSIDE GROUPS

The Board will not grant, lease, or lend school vehicles to groups or organizations not a part of the school program, except the Board may authorize the use of school buses for civilian defense and military mobilization purposes during a period of actual emergency. (Board Policy 06.5)

BUS STOP DISTANCE

Bus stops are one mile or less for middle/high school students and half a mile or less for elementary students.

SPECIAL TRANSPORTATION SERVICES FOR STUDENTS WITH SPECIAL CIRCUMSTANCES

The District uses vehicles that were designed and built by the manufacturer for passenger transportation of nine (9) or fewer passengers, including the driver, for transporting students to and from school and approved school activities under an alternative transportation plan approved by the Kentucky Department of Education.

JCPS provides a variety of transportation services in addition to traditional buses for students who require additional support in accordance with federal and state law, including:

- Special Needs Transportation (SNT) for students with disabilities with an IEP that includes SNT.
- White Fleet or vendor-provided car service for homeless children and children in foster care to allow them to attend their school of origin.
- Early Childhood Transportation.

REFERENCES:

¹KRS 158.110

RELATED POLICIES:

06.22; 06.34

09.226; 09.422

09.438

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 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.~~

~~STUDENTS~~ _____ 09.2261

(CONTINUED)

Transportation Services Policy

Bus Safety (SSBIH Page 38) (continued)

~~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 (5) days per incident. The request should follow the completion of a threat assessment and include a recommended length of bus suspension.~~

~~REQUESTS FOR SIX TO TEN (6–10) 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 ELEVEN TO TWENTY (11–20) 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 counsel/designee within five (5) days of communication to the parent/guardian. In extreme circumstances, the committee may approve additional bus suspensions beyond twenty (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.~~

~~STUDENTS _____ 09.2261
_____(CONTINUED)~~

Transportation Services Policy

Safety Expectations for Bus Riders (SSBIH Pages 38) (continued)

~~BUS—BE RESPONSIBLE—USE RESPECT—STAY SAFE (CONTINUED)~~

~~Be Responsible (continued)~~

- ~~● 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.~~
- ~~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.~~

STUDENTS _____ 09.2261
 _____ (CONTINUED)

Transportation Services Policy

Bus and Transportation Supports (SSBIH Page 20-21) (continued)

PROACTIVE SUPPORTS (CONTINUED)

- ~~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.—
- 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.

STUDENTS _____ 09.2261
(CONTINUED)

Transportation Services Policy

Student Conduct on a School Bus (Board Policy 09.226) (continued)

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.~~

~~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.~~

STUDENTS _____ 09.2261

(CONTINUED)

Transportation Services Policy

~~Hazards in and on Bus (Board Policy 06.432) (continued)~~

~~PROHIBITED ITEMS (CONTINUED)~~

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

STUDENTS _____ 09.2261

(CONTINUED)

Transportation Services Policy

Response to Student Conduct on a School Bus (Board Policy 06.34) (continued)

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.

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.~~

~~STUDENTS~~ _____ 09.2261

(CONTINUED)

Transportation Services Policy

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

~~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~~
- ~~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~~~~
- ~~3. 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~~

~~STUDENTS~~

~~09.2261~~

~~(CONTINUED)~~

Transportation Services Policy

Bus Driver Rights (Board Policy 06.22) (continued)

- ~~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.~~
- ~~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 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.~~
- ~~3. 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.~~
- ~~4. 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.~~

Transportation Services Policy

Bullying Reporting Procedures (SSBIH Page 13) (continued)

CRIMINAL VIOLATIONS (KRS 158.148) (CONTINUED)

~~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, 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.~~

Transportation Services Policy

Bullying Reporting Procedures (SSBIH Page 13) (continued)

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 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:

¹KRS 158.110

RELATED POLICIES:

06.22; 06.34

09.226; 09.422

09.438

FISCAL MANAGEMENT

04.9X

Organizational and Program Reviews and Audits by External Entities

In order to improve the efficiency and effectiveness of the District, the District may contract with a qualified external entity to conduct an organizational review, program review, or audit of any or all aspects of the District's operations. Such a review or audit may be initiated by:

1. The Superintendent; or
2. A Board member through a Board motion and an affirmative vote of four (4) or more Board members in an open meeting.

The initiator shall provide to the Board a rationale for the review, communicating relevant concerns, objectives, and intended outcomes for the review or audit.

CONTRACT AWARD AND APPROVAL

The contract for the review of audit shall be:

1. Awarded through a competitive sealed bidding process in accordance with the Kentucky Model Procurement Code (KRS 45A.345 to 45A.460), Board Policy 04.32, and the Board-approved District Procurement Regulations and Procedures; and
2. Approved by the Board.

MANAGEMENT RESPONSES TO EXTERNAL REVIEWS AND AUDITS

The external entity conducting an organizational review, program review, or audit shall conduct an exit conference with the appropriate Division Chief(s) responsible for the area of focus of the review or audit to discuss the findings and recommendations.

The Division Chief(s) shall prepare a formal, written management response to the review or audit. A management response shall:

1. Respond to all review or audit recommendations;
2. Indicate whether management agrees or disagrees with each recommendation and provide information to support their position in the event that management disagrees;
3. Outline the specific corrective actions to be taken to address the findings;
4. Provide expected dates for the completion of each corrective action; and
5. Identify the individual or department responsible for implementing each action.

The Division Chief(s) responsible for the area of focus of the review or audit shall submit the written management response to a draft report within fifteen (15) days of the exit conference and no later than thirty (30) days of receipt of the draft report.

INTERNAL AUDIT REPORT DISTRIBUTION

As soon as they are both final, the report of an organizational review, program review, or audit, and attendant management response, shall be distributed to:

1. The Superintendent;

Organizational and Program Reviews and Audits External Entities

EXTERNAL REVIEW OR AUDIT REPORT DISTRIBUTION (CONTINUED)

2. Chief of Staff;
3. General Counsel;
4. Chief Financial Officer;
5. Division Chief(s) responsible for the reviewed or audited process(es);
6. Person(s) responsible for the reviewed or audited area of focus; and
7. Board members.

Reports including proprietary, confidential, or sensitive information shall be issued in summary or redacted. The report, including the management response, shall be placed on the agenda of an open Board meeting, and the Board shall vote to receive the report and response within ninety (90) days of issuance.

ROLES AND RESPONSIBILITIES

After the final report of an organizational review, program review, or audit is issued, the recommended roles and responsibilities of the Superintendent and the Board are as follows:

Superintendent's Role

The Superintendent acts as the primary executive responsible for responding to and addressing review or audit findings. Specific responsibilities include:

1) Oversight and Leadership:

- Ensures that the review or audit report and management responses are reviewed and addressed by relevant departments.
- Provides direction to division chiefs and department heads to implement corrective actions.

2) Resource Allocation:

- Ensures adequate resources are allocated to resolve review or audit findings and implement recommendations.

3) Coordination and Communication:

- Serves as the key liaison between the external entity conducting the review or audit and the Board regarding progress and resolution.

4) Accountability:

- Holds division chiefs and department heads accountable for the timely implementation of corrective actions and any ongoing monitoring requirements.
- Reports back to the Board, as needed, on the status of corrective actions, ensuring transparency and progress tracking.

Board's Role

The Board serves as the governance body responsible for ensuring the review or audit process leads to meaningful improvements in the District's operations. Specific responsibilities include:

Organizational and Program Reviews and Audits External Entities

ROLES AND RESPONSIBILITIES (CONTINUED)

1. Review and Formal Receipt:

- Receives and reviews the final review or audit report and associated management responses.
- Votes to formally acknowledge receipt of the review or audit report and management responses during an open meeting. The Board does not “approve” the review or audit report or management responses.

2. Oversight and Monitoring:

- Monitors the implementation of review or audit recommendations through periodic updates from the Superintendent.
- Ensures corrective actions align with the District’s strategic goals.

3. Policy Direction:

- Uses review or audit findings to inform policy decisions and address systemic issues highlighted in the report.

REFERENCES:

KRS 160.370

KRS 160.290

Kentucky Model Procurement Code (KRS 45A.345 to 45A.460)

RELATED POLICIES AND PROCEDURES:

Board Policies 04.32; 0.49

District Procurement Regulations and Procedures

Preschool Education

The Board shall provide a developmentally appropriate preschool education program in compliance with applicable statutes and administrative regulations.

Plans for the preschool program shall include ~~transportation and~~ supervision guidelines consistent with the mental and physical characteristics of preschool students.

The ~~Principal or designee~~ Principal/designee shall designate another adult to provide back-up assistance when only one (1) employee is responsible for supervising a group of preschool students, in order to ensure compliance with the state-mandated ten (10) to one (1) child-staff ~~student teacher~~ ratio.

Preschool education shall be provided for all at-risk four-year-old ~~four-year-old~~ students and all three- and four-year-old ~~four-year-old~~ students with disabilities, in accordance with applicable statutes and administrative regulations. ~~Other four-year-old students may be served in accordance with District procedures.~~

The program shall provide a developmentally appropriate curriculum that prepares children for successful entry into ~~the~~ primary school. Parent education and involvement shall be components of the early childhood program.

The early childhood education program shall be funded by ~~tuition and/or by~~ grants and awards from through private, local, state, or federal agencies, as well as by the District General Fund as determined by the Board.

Transportation during core preschool instructional hours will be provided exclusively for students who qualify under mandated categories, including those receiving special education transportation services, students identified under the McKinney Vento Homeless Assistance Act, and students in foster care.

REFERENCES:

[KRS 157.3175](#)

[702 KAR 003:250](#); [702 KAR 005:150](#)

[704 KAR 003:410](#);m [704 KAR 003:420](#)

[707 KAR 001:002](#) et seq.

20 U.S.C. Section 1400 et seq.

P. L. 114-95, (Every Student Succeeds Act of 2015), 20 U.S.C. § 6301 et seq.

McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431 et seq.

Adopted/Amended: 3/29/2022

Order #: 2022-53