

LEGAL: SB 207 CREATES A NEW SECTION OF KRS 156 REVISING THE PROCESS FOR DISTRICTS TO SUBMIT A WAIVER REQUEST AND REPEALS KRS 156.108 AND KRS 160.107.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: SB 120 AMENDS KRS 158.195 REQUIRING BOARDS TO DISPLAY A PRINTED ABSTRACT OF A LIST OF THE LIMITED OR PROHIBITED OCCUPATIONS FOR MINORS, AND A NOTICE OF WORKING HOURS PER DAY FOR EACH DAY OF THE WEEK IN A PROMINENT LOCATION IN ALL SCHOOLS THAT CONTAIN INSTRUCTIONAL SPACE FOR STUDENTS IN GRADES SIX (6) THROUGH TWELVE (12). THE SAME INFORMATION SHALL ALSO BE POSTED ON A DISTRICT OR SCHOOL'S WEBSITE.

FINANCIAL IMPLICATIONS: COST OF PRINTING REQUIRED DISPLAY AND UPDATING WEBSITE

LEGAL: HB 298 AMENDS KRS 160.346 REVISING THE PROCESS FOR COMPREHENSIVE SUPPORT AND IMPROVEMENT (CSI) SCHOOLS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.11

## **General Powers and Duties of the Board**

The Board is an agent of the Commonwealth of Kentucky to administer school functions delegated to local districts by the Kentucky General Assembly. The powers and duties of the Board are set forth in the Kentucky Revised Statutes as follows:

### **ESTABLISHMENT OF SCHOOLS**

The Board shall have general control and management of the public schools in the District and may establish schools, educational programs, and provide for courses and other services as it deems necessary for the promotion of education and the general health and welfare of pupils, consistent with the administrative regulations of the Kentucky Board of Education.<sup>1</sup>

### **CHARTER SCHOOLS**

KRS 160.1590 provides for charter school authorization, application, evaluation of applications and contracts with a charter school Board of Directors. Pursuant to this statute and Kentucky Board of Education regulations, the Board may serve as an authorizer for charter schools in the District.

### **REQUEST FOR WAIVERS AND EXEMPTIONS**

The Board may authorize the Superintendent to request, on behalf of the District, a waiver of state regulations and/or ~~reporting requirements established by~~ a Kentucky Revised Statute requiring paperwork to be submitted to the Kentucky Board of Education or the Department of Education as permitted by statute.<sup>16</sup>

When approved as a ~~School or program~~ District of Innovation by the Kentucky Board of Education, the District may be granted waivers and exemptions from selected Kentucky Administrative Regulations, Kentucky Revised Statutes, and, ~~for a school of innovation,~~ may be granted waivers of certain Board policies ~~this may include. A school may decide whether it voluntarily chooses to be designated as a school of innovation and, thus, be included in the District's application and plan. However, the Board may require~~ a school identified for comprehensive support and improvement under KRS 160.346 ~~to participate in the District's plan of innovation.~~<sup>11</sup>

### **COMPREHENSIVE SUPPORT AND IMPROVEMENT**

The Superintendent and Principal of a school identified for comprehensive support and improvement shall collaborate with the Kentucky Department of Education to create a turnaround training and support team. The Board shall approve the turnaround team.

### **SCHOOL FUNDS AND PROPERTY**

The Board shall have control and management of all school funds and all school property of the District and may use its funds and property to promote public education.

### **ADMINISTRATION**

The Board shall exercise generally all powers prescribed by law in the administration of its public school system, appoint the Superintendent of schools, create, and abolish positions, approve job descriptions and classifications, and fix the compensation and terms of office of employees.<sup>1</sup>

It is the goal of the Board that the District employ qualified personnel for all positions, establish fair and equitable procedures for transfers and promotions within the system; and provide, to the extent possible, working conditions and resources that enable each employee to support the District's Mission to provide relevant, comprehensive, quality instruction in order to educate, prepare and inspire our students to learn.

**General Powers and Duties of the Board****MANAGEMENT**

The Board may set goals for the District and shall make and adopt, and may amend or repeal, rules, regulations, policies and bylaws for its meetings and proceedings for the management of the schools and school property of the District, for the transaction of its business, for the qualification and duties of employees, and the conduct of pupils.

**SUBPOENA**

The Board may, in any investigation or proceeding before it, concerning a matter that may be a proper subject of inquiry by it, summon witnesses by subpoena, enforce their attendance, and require that they testify under properly administered oath.<sup>2</sup>

**INSURANCE**

The Board may set aside funds to provide for liability and indemnity insurance against the negligence of the drivers or operators of school buses, other motor vehicles, and mobile equipment owned or operated by the Board.<sup>3</sup> The Board may expend funds necessary for liability insurance premiums and for the defense of any civil action brought against an individual Board member in an official or individual capacity, or both, on account of an act made in the scope and course of the performance of legal duties as a Board member.<sup>4</sup> The Board shall make available liability insurance coverage for the protection of all members of school councils from liability arising in the course of pursuing their duties as members of the councils.<sup>9</sup> In accordance with 702 KAR 3:330, the District shall provide Certified Employee Liability Insurance in an amount not less than one (1) million dollars for the protection of the employee from liability arising in the course and scope of pursuing the duties of his/her/their employment.<sup>13</sup>

As long as they pay the full cost of premiums required, Board members may choose to participate in any group life insurance<sup>12</sup> or any group medical or dental insurance provided by the District for employees.<sup>10</sup>

**FREE SUPPLIES**

The Board may furnish necessary school supplies free of charge to indigent children in its school district, or to such other children as it deems advisable, under such rules and regulations as it may adopt.

The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify for free and reduced-priced lunches. All students who qualify shall be informed in writing of the fee waiver provisions. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.<sup>5</sup>

**REPORTS**

The Board shall, on forms prepared by the Commissioner of Education and approved by the Kentucky Board of Education, prepare and submit to the Kentucky Board of Education reports on all phases of its school service. It may prepare and publish for the information of the public a report on the progress of its schools.<sup>6</sup>

**General Powers and Duties of the Board****LEVY OF TAX RATES**

As part of the budgetary process, and within the means of the tax structure and within the limits of its taxing power, the Board shall set and levy general and special building fund tax rates in compliance with statutory and regulatory requirements, including those mandated by the Kentucky General Assembly for the support of public education to promote and support the highest quality instructional program possible. When necessary, the District shall seek additional resources to support an adequate program of instruction and the construction of needed school facilities.<sup>7</sup>

Following approval of the District's general budget for the ensuing fiscal year, the Board shall levy the required ad valorem tax according to statutory requirements. Additional revenues from local tax sources shall be levied as designated by law when properly authorized.

The Board shall levy a tax rate sufficient to qualify the district for state matching funds under Support Education Excellence in Kentucky (SEEK) or other state matching fund programs. Prior to levying any local tax, the Board shall conduct a public hearing on the proposed local tax rates.

**POWER TO BORROW FUNDS**

The Board may borrow money on the credit of the Board and issue negotiable notes in anticipation of revenues from school taxes and state revenue for the fiscal year in which the money is borrowed, and may pledge the anticipated revenues for the payment of principal and interest on the loan.<sup>8</sup> Debt limitations imposed by law shall be scrupulously observed.

**CONTRACT WITH CONSULTANTS**

The Board may contract for consulting services to provide specialized advice or assistance to the school system concerning educational, management, or administrative matters.<sup>4</sup>

Professional service contracts for \$20,000 or more shall be submitted to the Board prior to approval. The Superintendent is authorized to contract for all other professional services necessary for carrying out the policies of the Board without prior Board approval.<sup>13</sup> A list of all professional service contracts (regardless of dollar amount) shall be presented to the Board on a monthly basis.

Where appropriate, the Board may require bids for consulting services to be sought.

Consultants who serve the District shall exercise no authority over District employees, but will act only as advisor in accordance with their contract.

**APPLICATIONS FOR GRANTS**

Schools, employees, and school-related groups who intend to apply for grants on behalf of the District or District schools shall first contact the Department of Resource Development. All grants sought shall contribute to the District's strategic plan.

## **General Powers and Duties of the Board**

### **APPLICATIONS FOR GRANTS (CONTINUED)**

Except as specifically permitted by law, all grant applications that require a contract or the commitment of District funds, time or resources shall be submitted to the Board for prior approval. When an application deadline prevents Board consideration, the Superintendent is authorized to approve submission of the grant. All grants awarded and all grant agreements shall be submitted to the Board for approval.

### **DISPLAY OF NATIONAL MOTTO**

The Board shall require each elementary and secondary school to display the national motto, “In God We Trust,” in a prominent location which means a school entryway, cafeteria, or common area where students are likely to see [an item on display](#)<sup>15</sup>. Per KRS 158.195, the display may take the form of, but is not limited to, a plaque or student artwork.<sup>15</sup>

*Pursuant to the mandate in KRS 158.195, each school in the District shall display a small poster (11” X 17”) limited to the following language and displayed in a prominent location in the school:*

The phrase “In God We Trust” first appeared on U.S. coins in 1864, largely because of increased religious sentiment existing during the Civil War. The phrase later became the national motto and, in 1957, made it onto printed U.S. bills.

### **DISPLAY OF NOTICE REGARDING EMPLOYMENT OF MINORS**

[The Board shall require each school that contains instructional space for students in grades six \(6\) through twelve \(12\) to conspicuously display in a prominent location, in both English and Spanish, a printed abstract of KRS 339.210 to 339.450, a list of the limited or prohibited occupations for minors, and a notice stating the working hours per day for each day of the week permissible for minors to work. The same information or display shall also be posted on the District’s or school’s website.](#)<sup>15</sup>

### **RESPONSIBILITIES OF THE BOARD**

The Board’s chief concern is for the development and operation of the Jefferson County Public Schools in furthering the goals of quality education for each individual. Areas of action or functions which are proper responsibilities of the Board are as follows:

1. To promote and support the instructional program to the highest quality possible within the means of the tax structure;
2. To appoint a Superintendent of schools;
3. To oversee the administration of the schools in accordance with the Kentucky Revised Statutes and the policies of the Board, as permitted by law;
4. To set the general tax rates within the limits of its taxing power;
5. To examine and approve the annual budget;
6. To consider and pass upon the recommendations of the Superintendent, within the limits provided by the Kentucky Revised Statutes and federal law;
7. To receive from the Superintendent reports on the progress of the educational program;

**General Powers and Duties of the Board****RESPONSIBILITIES OF THE BOARD (CONTINUED)**

8. To approve the purchase of building sites and enter into contracts for the erection of school buildings and additions necessary to provide adequate facilities for the school population;
9. To formulate and cause to be executed policies for the efficient operation of the District and all schools; and
10. To perform all other duties prescribed by the Kentucky Revised Statutes.

**REFERENCES:**<sup>1</sup>KRS 160.290<sup>2</sup>KRS 160.300<sup>3</sup>KRS 160.310<sup>4</sup>KRS 160.160<sup>5</sup>KRS 160.330<sup>6</sup>KRS 160.340<sup>7</sup>KRS 160.470<sup>8</sup>KRS 160.540<sup>9</sup>KRS 160.345<sup>10</sup>KRS 160.280<sup>11</sup>~~KRS 156.108; KRS 160.107~~; KRS 160.346; 701 KAR 5:140<sup>12</sup>KRS 18A.205; KRS 18A.210<sup>13</sup>702 KAR 3:330<sup>14</sup>KRS 160.370<sup>15</sup>[KRS 158.195](#)<sup>16</sup>[KRS 156.161](#)KRS 116.200; KRS 156.072; KRS 156.160; ~~KRS 158.195~~

KRS 160.1590; KRS 160.1592; KRS 160.1593; KRS 160.1594; KRS 160.1595

KRS 160.1599; KRS 161.158; KRS 162.010; [KRS 339.210 to KRS 330.450](#); KRS 416.560

OAG 91-10; OAG 91-122; OAG 95-10; 702 KAR 3:220; 702 KAR 4:160

**RELATED POLICIES:**

01.41; 01.5; 01.7

03.124; 03.224; 04.92

LEGAL: SB 207 CREATES A NEW SECTION OF KRS 156 AND AMENDS KRS 157.360 REVISING THE PROCESS FOR DISTRICTS AND SBDMS TO SUBMIT A WAIVER REQUEST AND REPEALS KRS 156.108 AND KRS 160.107.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 190 AMENDS KRS 158.6453 RELATED TO ADVANCED COURSEWORK.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION

02.4241

Highlighted text reflects changes to KSBA Model policy/procedure recommended by JCPS staff.

## School Council Policies (SBDM)

### ADOPTION OF POLICY

The school council shall have the responsibility to set school policy that shall be consistent with District Board Policy and which shall provide an environment to enhance the students' achievement and help the school meet the goals established by KRS 158.645 and KRS 158.6451 and goals established by the Board to be implemented by the Principal in each of the following areas of responsibility:

1. Curriculum responsibilities under KRS 158.6453;
2. Assignment of all instructional and non-instructional staff time;
3. Assignment of students to classes and programs within the school;
  - Assignment of students to classes in the elementary and middle school shall be made based on the judgment and decision of the Principal and counselor prior to the opening of school or upon the enrollment of a new student. Assignment of students to classes in high school shall be accomplished by course selection by the student and parent and the approval of the Principal or designee.
  - Placement of students from the household of an active duty service member or civilian military employee transferring into the District before or during the school year shall be based initially on enrollment in courses offered at the sending school and/or educational assessments conducted at that school.
  - Secondary course placement includes, but is not limited to, Honors, International Baccalaureate, Advanced Placement, Cambridge Advanced International, vocational, technical, and career pathways courses. Initial placement does not preclude the District/school from performing subsequent evaluations to ensure appropriate placement and continued enrollment of students in the course(s).
  - ~~Every~~~~Each~~ ~~secondary~~ school-based decision making council shall establish a policy that is consistent with the District plan adopted by the Board in accordance with KRS 158.6453 on the recruitment and assignment of students to ~~advanced coursework options~~ ~~Advanced Placement (AP)~~, ~~International Baccalaureate (IB)~~, ~~Cambridge Advanced International~~, ~~dual enrollment~~, and ~~dual credit courses~~ that recognizes that all students have the right to participate in a rigorous and academically challenging curriculum. The policy shall require that the school notify all students, parents, and guardians of the:
    - a. Long-term benefits of student participation in advanced coursework; and
    - ~~a.b.~~ Advanced coursework opportunities available at the school.
4. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar, and transportation requirements established by the Board;
5. Determination of the use of school space during the school day related to improving classroom teaching and learning;
6. Planning and resolution of issues regarding instructional practices;

**School Council Policies (SBDM)****ADOPTION OF POLICY (CONTINUED)**

7. Selection and implementation of discipline and classroom management techniques as a part of a comprehensive school safety plan, including responsibilities of the student, parent, teacher, counselor, and Principal;  
  
As reflected in the Student Support and Behavior Intervention Handbook, loss of physical activity periods shall not be used as a disciplinary consequence.
8. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation, and supervision;  
  
The school shall facilitate the opportunity for transitioning military children's inclusion in extracurricular activities to the extent they are otherwise qualified, regardless of application deadlines.
9. Adoption of a school emergency plan and implementation of safety practices required by KRS 158.162;
10. Procedures, consistent with local Board policy, for determining alignment with state standards, technology utilization, and program appraisal;
11. Commitment to a parent/guardian involvement process that provides for:
  - a. Establishing an open, parent/guardian-friendly environment;
  - b. Increasing parent/guardian participation;
  - c. Improving two-way communication between school and home, including what their child will be expected to learn; and
  - d. Developing parent/guardian outreach programs.
12. Procedures to assist the council with consultation in the selection of personnel by the Principal, including, but not limited to, meetings, timelines, interviews, review of written applications, and review of references. Procedures shall address situations in which members of the council are not available for consultation.
13. Schools with grades K-5, or any configuration thereof, shall develop and implement, in compliance with requirements of federal and state law and board policy, a wellness policy that includes moderate to vigorous physical activity each day, encourages healthy choices among students, and incorporates an assessment tool to determine each child's level of physical activity on an annual basis. The policy may permit physical activity to be considered part of the instructional day, not to exceed thirty (30) minutes per day, or one hundred and fifty (150) minutes per week. (In the absence of a council, the Principal of the school shall develop and implement the required wellness policy.)  
  
The Superintendent/designee shall provide assistance in identifying strategies and options to promote daily moderate to vigorous physical activity for students, which may include those that increase strength and flexibility, speed heart rate and breathing and stress activities such as stretching, walking, running, jumping rope, dancing, and competitive endeavors that involve all students.

**School Council Policies (SBDM)****OTHER POLICIES**

Councils may adopt policies for areas other than those listed above to provide an environment that enhances student achievement and to help the school meet goals established by law and by the Board, provided the policies adopted are consistent with Board policies in those areas.

**REVIEW OF POLICIES**

Before final adoption of a council policy, it shall be reviewed by the Superintendent/designee who may request that the proposed policy be reviewed by the General Counsel. Any concerns shall be shared with the council within ten (10) working days of the Superintendent/designee's receipt of the draft policy.

The review process is not intended to interfere with a council's authority to adopt and implement legally and operationally permissible policies. Therefore, it is the Board's intent that information resulting from the review process be shared with the council in a timely manner.

**COMPLIANCE WITH BOARD POLICY**

In the development and application of school policies as permitted by statute, schools operating under SBDM shall comply with those policies that fall within the authority of the Board, including, but not limited to, those prohibiting discrimination on the basis of race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex, sexual orientation, gender identity, gender expression, veteran status, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions.

**WAIVER OF STATE REGULATIONS**

~~Any waiver from state laws and regulations must comply with KRS 156.161, KRS 157.360, or and Policy 01.11. School councils who decide to request a waiver of state regulations and/or reporting requirements established by a Kentucky Revised Statute requiring paperwork to be submitted to the Kentucky Board of Education or the Department of Education shall submit the supporting information to the Superintendent/designee as required by law. The Superintendent shall then forward the request to the Kentucky Board of Education.~~

**SCHOOLS OF INNOVATION**

~~In a designated School of Innovation participating in a District of Innovation application and plan, the council may request a waiver from KRS 160.345 or specific provisions within that statute by conducting a vote as set out in KRS 160.107.~~

~~The school council shall vote and be responsible for conducting a vote of teachers and staff as set out in KRS 160.107 to determine if the school shall be an applicant as a School of Innovation in the District's application for District of Innovation status and to approve the school's plan of innovation before it is submitted to the District. The vote shall be taken by secret ballot among eligible employees as defined in KRS 160.107. At least seventy percent (70%) of those casting votes in the affirmative shall be required before the school requests to be included in the District's plan and to approve the school's plan of innovation.~~

**School Council Policies (SBDM)****REFERENCES:**

[KRS 156.161](#); KRS 156.072; ~~KRS 156.108~~; ~~KRS 156.160~~; KRS 156.730  
KRS 156.735; [KRS 157.360](#)  
KRS 158.162; KRS 158.197; KRS 158.645; KRS 158.6451; KRS 158.6453  
~~KRS 160.107~~; KRS 160.345; KRS 160.348  
OAG 93-55; OAG 94-29; 701 KAR 5:140; 702 KAR 7:140; 704 KAR 3:510  
*Board of Educ. of Boone County v. Bushee*, Ky., 889 S.W. 2d 809 (1994)  
U. S. Dept. of Agriculture's *Dietary Guidelines for Americans*

**RELATED POLICIES:**

01.11; 02.422; 02.4231; 03.112; 08.1; [08.1122](#)  
09.126 (re requirements/exceptions for students from military families)

LEGAL: 702 KAR 7:065 CLARIFIES THAT THE CARDIOPULMONARY RESUSCITATION COURSE PROVIDER MUST BE APPROVED BY KHSAA AND BE BASED UPON INDUSTRY STANDARDS.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.1161

**- CERTIFIED PERSONNEL -****Coaches and Assistant Coaches**

Any elementary, middle, or high school coach (head or assistant, paid or unpaid) shall successfully complete all training, including safety and first aid training, required by the District, the Kentucky Board of Education, the Kentucky High School Athletic Association, and state law and administrative regulation. A coach shall provide the school with documentation of successful completion of a cardiopulmonary resuscitation (CPR) course that includes the use of an automated external defibrillator and first aid training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association, or other bona fide accrediting agency that is approved by the KHSAA and be based upon industry standards. Initial certification shall use in-person instruction with certification updated as required by the approving agency.<sup>2</sup> All interscholastic athletic coaches shall maintain a CPR certification recognized by a national accrediting body on heart health.<sup>3</sup>

A nonfaculty coach and assistant shall complete District training that includes information on the physical and emotional development of students of the age with which he/she/they will be working, the District's and school's discipline policies, procedures for dealing with discipline problems, and safety and first aid training. Follow-up training shall be provided annually.<sup>1</sup>

**REFERENCES:**

<sup>1</sup>KRS 161.185

<sup>2</sup>702 KAR 7:065

<sup>3</sup>KRS 158.162

KRS 156.070

KRS 160.445

KRS 161.180

**RELATED POLICIES:**

03.2141

09.311

LEGAL: 702 KAR 7:065 CLARIFIES THAT THE CARDIOPULMONARY RESUSCITATION COURSE PROVIDER MUST BE APPROVED BY KHSAA AND BE BASED UPON INDUSTRY STANDARDS.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.2141

**- CLASSIFIED PERSONNEL –****Nonteaching Coaches and Assistant Coaches**

Any elementary, middle, or high school coach (head or assistant, paid or unpaid) shall successfully complete all training, including safety and first aid training, required by the District, the Kentucky Board of Education, the Kentucky High School Athletic Association, and state law and administrative regulation. A coach shall provide the school with documentation of successful completion of a cardiopulmonary resuscitation (CPR) course that includes the use of an automated external defibrillator and first aid training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association, or other bona fide accrediting agency that is approved by the KHSAA and be based upon industry standards. Initial certification shall use in-person instruction with certification updated as required by the approving agency.<sup>2</sup> All interscholastic athletic coaches shall maintain a CPR certification recognized by a national accrediting body on heart health.<sup>3</sup>

A nonfaculty coach and assistant shall complete District training that includes information on the physical and emotional development of students of the age with which he/she/they will be working, the District's and school's discipline policies, procedures for dealing with discipline problems, and safety and first aid training. Follow-up training shall be provided annually.<sup>1</sup>

**REFERENCES:**

<sup>1</sup>KRS 161.185

<sup>2</sup>702 KAR 7:065

<sup>3</sup>KRS 158.162

KRS 156.070

KRS 160.445

KRS 161.180

**RELATED POLICIES:**

03.1161

09.311

LEGAL: HB 48 AMENDS KRS 156.557 INCREASING THE TIME PERIOD BETWEEN MANDATORY SUMMATIVE EVALUATIONS FOR TENURED STAFF AND PROVIDING THAT ADDITIONAL SUMMATIVE EVALUATIONS MAY BE PERFORMED AT THE DISCRETION OF THE INDIVIDUAL'S IMMEDIATE SUPERVISOR.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.18

**- CERTIFIED PERSONNEL -****Evaluation**

The Superintendent shall recommend for approval by the Board and the Kentucky Department of Education a personnel evaluation system, developed by an evaluation committee, for all certified employees below the level of District Superintendent, which is in compliance with and which shall be implemented consistent with applicable statute and regulation. The District's certified evaluation plan shall be aligned with the Kentucky Framework for Personnel Evaluation.<sup>1</sup>

The Superintendent shall delegate the responsibility of supervision for improvement of instruction to those persons who have been identified for the task within the organizational structure. All staff shall be informed of the name of their immediate supervisor. The goal of supervision shall be to maximize employee capabilities in the pursuit of educational excellence.

The purpose of the personnel evaluation system shall be to: support and improve performance of all certified school personnel, and to inform individual personnel decisions. The District certified evaluation plan for certified personnel assigned to the District level for purposes of evaluation shall be specific to the evaluatee's job category.

**FREQUENCY OF SUMMATIVE EVALUATIONS**

At a minimum, summative evaluations shall occur annually for certified employees below the level of superintendent who have not attained continuing service status. Summative evaluations shall occur at least once every ~~three (3)~~ five (5) years for a teacher or other professional who has attained continuing service status, as well as principals, assistant principals, and other certified administrators. Additional summative evaluations may be performed at the discretion of the immediate supervisor of a teacher or other professional based upon a case-by-case analysis of the professional criteria set forth in KRS 156.557 but shall not be imposed as a uniform requirement across the system.

**REPORTING**

Results of evaluations shall not be included in the accountability system under KRS 158.6455.

**NOTIFICATION**

The evaluation criteria and evaluation process to be used shall be explained to and discussed with certified school personnel no later than the end of the evaluatee's first thirty (30) calendar days of the school year as provided in regulation.

**CONFIDENTIALITY**

Evaluation data on individual classroom teachers shall not be disclosed under the Kentucky Open Records Act.

The procedures for such evaluations shall be established and implemented by the Superintendent in accordance with state statute/regulations. Evaluations, along with any response materials an individual employee wishes to submit, will become a part of the employee's personnel record.

## **Evaluation**

### **REVIEW**

All employees shall be afforded an opportunity for a review of their evaluations. All written evaluations shall be discussed with the evaluatee, and he/she shall have the opportunity to submit a written response to be included in the certified employee's personnel record. Both the evaluator and evaluatee shall sign and date the evaluation instrument.

### **APPEAL TO PANEL**

Any certified employee who believes that he or she was not fairly evaluated on the summative evaluation may appeal to the District evaluation appeals panel within five (5) working days of the receipt of the summative evaluation. Both the evaluator and the evaluatee shall be given the opportunity, at least five (5) days in advance of the hearing to review documents that are to be presented to the District evaluation appeals panel, and the evaluatee may have representation of their choosing.

### **REVISIONS TO PREVIOUSLY APPROVED DISTRICT EVALUATION PLAN**

If a revision adding or removing a source of evidence or changing a decision rule or calculation in the summative rating formula in the District's certified evaluation plan is made by the local certified evaluation committee, the revised certified evaluation plan shall be reviewed and approved by the Board. If the Board determines that changes do not meet the requirements of KRS 156.557, the certified evaluation plan shall be returned to the certified evaluation committee as defined in KRS 704 KAR 3:370 for revision. The Superintendent shall submit proposed revisions to the evaluation plan to the Board for its review to ensure compliance with applicable statute and regulation. Upon adoption, all revisions to the plan shall be submitted to the Kentucky Department of Education for approval.

### **REFERENCES:**

<sup>1</sup>KRS 156.557; 704 KAR 3:370  
703 KAR 5:225  
OAG 92-135; Thompson v. Board of Educ., Ky., 838 S.W.2d 390 (1992)

### **RELATED POLICIES:**

02.14; 03.15; 03.16

LEGAL: HB 48 AMENDS KRS 156.095 REQUIRING DISTRICTS TO IMPLEMENT A FOUR (4) YEAR RECURRING PROFESSIONAL DEVELOPMENT TRAINING SCHEDULE THAT INCLUDES ALL REQUIRED PROFESSIONAL DEVELOPMENT TRAININGS, AND THAT ALL CERTIFIED SCHOOL EMPLOYEES COMPLETE DESIGNATED TRAININGS WITHIN TWELVE (12) MONTHS OF INITIAL HIRE AND AT LEAST ONCE EVERY FOUR (4) YEARS THEREAFTER. THE KENTUCKY DEPARTMENT OF EDUCATION SHALL CREATE THE TRAINING SCHEDULE BY AUGUST 1, 2025.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.19

**- CERTIFIED PERSONNEL -****Staff Meetings and Professional Development**

The Board expects all employees to participate in meetings or activities designed to increase their skills and competencies or to contribute to their professional growth.

**STAFF ORIENTATION**

The District shall provide orientation for all new and/or selected personnel at the beginning of the school year. The orientation shall provide information and activities to enhance effective job performance. Orientation may be held at other times as necessary.

**PROFESSIONAL DEVELOPMENT PROGRAM TO BE PROVIDED**

The Kentucky Department of Education (KDE) shall establish, direct and maintain a statewide program of professional development (PD) to improve instruction in the schools. The KDE shall create a four (4) year recurring PD training schedule that includes all PD for certified staff. The District shall implement the PD training schedule created by the KDE. The Board shall provide a high quality, personalized, and evidence-based professional development (PD) program that meets the goals established in KRS 158.6451, the Every Student Succeeds Act (ESSA), and in the local needs assessment. At the direction of the Superintendent or designee and in conjunction with each school, the PD coordinator shall facilitate the development and implementation of this program for all certified employees. Programs may also include classified staff and parent members of school councils and committees.

All certified employees shall complete at least one (1) hour of each of the following trainings within twelve (12) months of initial hire and at least once every four (4) years thereafter:

- a. How to respond to an active shooter situation training prepared by the Department of Criminal Justice Training in collaboration with the Kentucky Department of Education, the Kentucky Law Enforcement Council, and the Center for School Safety;
- b. Child abuse and neglect prevention, recognition, and reporting training from the list of trainings approved by the KDE;
- c. Suicide prevention training:
  1. High-quality, evidence-based suicide prevention training, including risk factors, warning signs, protective factors, response procedures, referral, postvention, and the recognition of signs and symptoms of possible mental illness.

Postvention means a series of planned supports and interventions with persons affected by a suicide for the purpose of facilitating the grieving or adjustment process, stabilizing the environment, reducing the risk of negative behaviors, and limiting the risk of further suicides through contagion; and

a.d. Self-study review of seizure disorder materials.

The PD program for the District and each school shall be incorporated into the Comprehensive District Improvement Plan. Prior to the implementation of the program, the school PD plan shall be made public, and the District PD plan shall be posted to the District web site.

## **Professional Development**

### **PROFESSIONAL DEVELOPMENT PROGRAM TO BE PROVIDED (CONTINUED)**

The program shall be based on a Board-approved PD plan for the District, which is designed (1) to help achieve student capacities established by [KRS 158.645](#) and goals established by [KRS 158.6451](#); (2) to support the District's mission, goals and assessed needs; and (3) to increase teachers' understanding of curriculum content and methods of instruction appropriate for each content area based on individual school plans. The PD plan shall reflect individual needs of schools and shall be aligned with the Comprehensive School/District Improvement Plan, ESSA requirements, and teacher growth plans. [Programs may also include classified staff and parent members of school councils and committees.](#)

### **ACTIVE SHOOTER SITUATIONS**

~~By November 1, annually, a minimum of one (1) hour of training on how to respond to an active shooter situation shall be required for all District employees with job duties requiring direct contact with students. The training shall be provided either in person, by live streaming, or via a video recording prepared by the Kentucky Department of Criminal Justice Training in collaboration with the Kentucky Law Enforcement Council, the Kentucky Department of Education, and the Center for School Safety and may be included in the four (4) days of professional development under KRS 158.070. When a staff member subject to the training requirements of this subsection is initially hired after the training has been provided for the school year, the District shall provide materials on how to respond to an active shooter situation.~~

### **SCHOOL RESPONSIBILITIES**

Each school shall plan professional development with the PD coordinator and, when appropriate, with other schools to maximize training opportunities.

### **DOCUMENTATION**

The school/District PD plan shall include the method for evaluating impact on student learning and using evaluation results to improve professional learning.

Documentation of completed professional development, including a written evaluation, shall be required. Unless an employee is granted leave under an appropriate Board policy, failure to complete and document the required hours of professional development during the academic year shall result in a reduction in salary and may be reflected in the employee's evaluation.

### **REFERENCES:**

KRS 156.095; KRS 156.492; KRS 156.553  
KRS 158.070; KRS 158.645; KRS 158.6451  
KRS 160.345  
704 KAR 3:035; 704 KAR 3:325  
P. L. 114-95 (Every Student Succeeds Act of 2015)

### **RELATED POLICIES:**

03.1911; 09.22

LEGAL: HB 48 AMENDS KRS 161.031 REQUIRING A REPORT FROM EPSB IDENTIFYING SCHOOL DISTRICTS THAT DO NOT IMPLEMENT AN INDUCTION PROGRAM FOR NEW TEACHERS.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.19 AP.1

**- CERTIFIED PERSONNEL -****Professional Development****DEFINITIONS**

Professional development is defined as professional learning that is an individual and collective responsibility, that fosters shared accountability among the entire education workforce for student achievement, and:

1. Aligns with Kentucky Academic Standards in 704 KAR Chapter 8, educator effectiveness standards, individual professional growth goals, and school, district, and state goals for student achievement;
2. Focuses on content and pedagogy, as specified in certification requirements, and other related job-specific performance standards and expectations;
3. Occurs among educators who share responsibility for student growth;
4. Is facilitated by school and district leaders, including curriculum specialists, principals, instructional coaches, competent and qualified third-party facilitators, mentors, teachers or teacher leaders;
5. Focuses on individual improvement, school improvement, and plan implementation; and
6. Is on-going.

Professional development program means a sustained, coherent, relevant, and useful professional learning process that is measurable by indicators and provides professional learning and ongoing support to transfer that learning to practice.

Every Student Succeeds Act of 2015 (ESSA) defines professional development as activities that are an integral part of school and local educational agency strategies for providing educators with the knowledge and skills necessary to enable students to succeed in a well-rounded education and to meet the challenging State academic standards; and that are sustained (not stand-alone, 1-day, or short term workshops), intensive, collaborative, job-embedded, data-driven, and classroom-focused.

**PROFESSIONAL DEVELOPMENT PROGRAM**

The school and District, under the direction of the Professional Development Coordinator (PDC), shall develop and implement plans of continuing professional development. The plans shall include, but not be limited to, the following components:

1. A clear statement of the school or District mission;
2. Evidence of representation of all persons affected by the Professional Development plan;
3. A needs assessment analysis;
4. PD objectives that are focused on the school or District mission, derived from needs assessment, and that specify changes in educator practice needed to improve student achievement; and
5. A process for evaluating impact on student learning and improving professional learning, using evaluation results.

Professional development activities shall be in accordance with federal guidelines and Kentucky State Regulation.

## **Professional Development**

### **CERTIFIED STAFF RESPONSIBILITIES**

In addition to job-embedded professional learning included in the Professional Development Plan, it is the responsibility of each full-time certified staff member to complete the twenty-four (24) hours of professional development required in the District calendar. Part-time employees shall complete the appropriate portion of the twenty-four (24) hours.

### **NEW TEACHER ORIENTATION**

Prior to the opening of school all teachers new to the District shall be required to attend an orientation **session. The Superintendent/designee** will be responsible for the program and all arrangements.

The Education Professional Standards Board (EPSB) shall provide a report to the Legislative Research Commission that includes identification of districts that have not implemented an induction program for teachers in their first year of teaching that is aligned with the standards and guidance for districts developed by the EPSB.

### **REQUIREMENT MUST BE FULFILLED**

Professional development is **ongoing. It is the** responsibility of the individual to provide appropriate documentation for all completed professional development. Internal offerings are documented by sign-in sheets. For activities outside the District, it is the responsibility of the individual to obtain the appropriate form prior to attendance, have it completed and return it to the PDC. Registration costs, meals, and mileage are the responsibility of the individual unless supplemental funds are provided by another source.

### **RELATED PROCEDURES:**

03.125 AP.21

03.19 AP.21

LEGAL: SB 68 AMENDS KRS 158.645 REVISING THE REQUIRED LEARNING CAPACITIES OF STUDENTS AND AMENDS KRS 158.6451 REVISING THE ACADEMIC ACHIEVEMENT EXPECTATIONS.

LEGAL: SB 68 AMENDS KRS 158.645 REVISING THE REQUIRED LEARNING CAPACITIES OF STUDENTS AND AMENDS KRS 158.6451 REVISING THE ACADEMIC ACHIEVEMENT EXPECTATIONS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: SB 207 AMENDS KRS 156 CREATING A NEW SECTION, KRS 156.412 WHICH ESTABLISHES AN INSTRUCTIONAL MATERIALS DEPOSITORY AND REVISES THE PROCESS FOR PURCHASING INSTRUCTIONAL MATERIALS, EFFECTIVE JULY 1, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: 704 KAR 3:303 HAS BEEN REPEALED.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.1

## Curriculum

The curriculum in each school shall be designed to achieve the student capacities established by KRS 158.645 and the school goals established by KRS 158.6451. The curriculum shall comply with all applicable state and federal statutes and regulations.

### CAPACITIES

The curriculum shall allow and assist all students to acquire the following capacities:

1. Literacy, including c~~o~~munication skills necessary to function in a complex and changing world-e~~civilization~~;
2. Knowledge to make wise economic, social, career, and political choices;
3. Core values and qualities of good character to make moral and ethical decisions throughout ~~his or her~~ life;
4. Understanding of our constitutional republic, the three (3) branches of government, and how government impacts citizens, governmental processes as they affect the community, the state, and the nation;
5. Sufficient self-knowledge and knowledge of the student's own ~~his/her~~ mental and physical wellness;
6. Sufficient grounding in the arts to enable each student to appreciate the student's own ~~his/her~~ cultural and historical heritage;
7. Sufficient preparation to choose and pursue the student's ~~his/her~~ life's work intelligently;
8. Skills to enable each student ~~him/her~~ to compete competitively favorably ~~competitively favorably~~ with students in other states.

### INSTRUCTIONAL GOALS

1. Use basic communication and mathematics skills for purposes and situations they will encounter throughout their lives;
2. Apply core concepts and principles from mathematics, the sciences, the arts, the humanities, social studies, and practical living studies to situations they will encounter throughout their lives;
3. Become self-sufficient individuals of good character exhibiting the qualities of altruism, citizenship, courtesy, hard work, honesty, human worth, justice, knowledge, patriotism, respect, responsibility, and self-discipline;
4. Become responsible members of a family, work group, or community, including demonstrating effectiveness in community service;
5. Think and solve problems in school situations and in a variety of situations they will encounter in life;
6. Connect and integrate experiences and new knowledge from all subject matter fields with what they have previously learned and build on past learning experiences to acquire new information through various media sources; and
7. Express their creative talents and interests in visual arts, music, dance, and dramatic arts.

## **Curriculum**

### **SUPERINTENDENT RESPONSIBILITY**

In any school administered under the provisions of KRS 160.345, the Superintendent shall determine which curriculum, textbooks, instructional materials, and student support services shall be provided in the school after consulting with the Board, the Principal, and the school council and after a reasonable review and response period for stakeholders. All council policies shall be designed to meet student academic achievement expectations and goals established by statute, regulation and Board policy.

Effective July 1, 2026, the Superintendent shall use the instructional materials depository to report the District's selection of instructional materials to the Kentucky Department of Education (KDE), unless the District purchases approved alternate instructional materials under KRS 156.412. The Superintendent shall submit a notification to the KDE if the District plans to adopt instructional materials or a program as a core comprehensive resource for reading and writing, mathematics, science, or social studies that is not on the state-approved list by submitting evidence per KRS 156.445.

### **ACADEMIC FREEDOM**

The classroom teachers representing the District shall have the primary responsibility for the delivery of established program of studies in assigned areas. All methods and techniques utilized in the fulfillment of this responsibility shall be exemplified by sound educational practices and respect for all students.

### **COMPREHENSIVE ARTS EDUCATION**

The Board supports a Comprehensive Arts Plan designed to serve as a framework to strengthen the developmental arts program; to utilize community resources; and to incorporate the arts into the total instructional program for all students of the District.

### **JUNIOR RESERVE OFFICERS TRAINING CORPS PROGRAM (JROTC)**

The Board may establish and operate a high school JROTC program in accordance with federal requirements. Each school that maintains a JROTC unit shall permit membership in the unit to homeschooled students residing in the District who are qualified for membership in the unit (but for lack of enrollment in the District).

### **STUDENTS WITH DISABILITIES**

The Board shall operate programs for students with disabilities in accordance with the legal obligations contained in the District's policy and procedures manual relating to such programs.

### **REFERENCES:**

KRS 156.160; KRS 156.162; KRS 156.412; KRS 156.445  
KRS 158.075; KRS 158.183; KRS 158.188  
KRS 158.301; KRS 158.302; KRS 158.305  
KRS 158.645; KRS 158.6451; KRS 158.6453; KRS 160.345  
~~704 KAR 3:303~~; 704 KAR 3:305; 704 KAR 3:440  
Kentucky Academic Standards  
Section 2031 of Title 10, United States Code  
P.L. 116-92

**Curriculum**

**RELATED POLICIES:**

Section 02.4 (All Policies)

LEGAL: HB 190 AMENDS KRS 158.6453 DEFINING ADVANCED COURSEWORK OFFERING FOR STUDENTS IN GRADES FOUR (4) THROUGH TWELVE (12), REQUIRING A DISTRICT PLAN, A SCHOOL POLICY, AND ESTABLISHING REPORTING REQUIREMENTS.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.1122

### Advanced Coursework

Advanced coursework means educational programs or opportunities designed to challenge students with more rigorous content beyond the standard curriculum, including but not limited to Advanced Placement, International Baccalaureate, and honors courses.

#### DISTRICT PLAN

By December 1, 2025, the District shall adopt a plan establishing policies on the promotion of advanced coursework or accelerated learning in language arts, mathematics, social studies, and science by grade level for students in grades four (4) through twelve (12).

The plan shall:

1. Be published on the District website;
2. Describe the strategies and approach to advanced coursework or accelerated learning options by grade level for language arts, mathematics, social studies, and science; and
3. Require that the service delivery options for students identified as gifted and talented in language arts, mathematics, social studies, and science include the following for each grade level and subject area:
  - a. Accelerated learning or advanced coursework; and
  - b. At least one (1) of the following service delivery options:
    - i. Collaborate teaching and consultation services;
    - ii. Special counseling services;
    - iii. Differentiated study experiences for individuals and cluster groups in the regular classroom;
    - iv. Distance learning;
    - v. Enrichment services that are not extracurricular during the school day;
    - vi. Independent study;
    - vii. Mentorships;
    - viii. Resource services delivered in a pull-out classroom or other appropriate instructional setting;
    - ix. Seminars;
    - x. Travel study options; or
    - xi. Special schools or self-contained classrooms for students in grades four (4) through twelve (12) only.

#### SCHOOL POLICY

Every school shall establish a policy that is consistent with the District plan adopted by the Board in accordance with KRS 158.6453 on the recruitment and assignment of students to advanced coursework options that recognizes that all students have the right to participate in a rigorous and academically challenging curriculum. The policy shall require that the school notify all students, parents and guardians of the:

**Advanced Coursework****SCHOOL POLICY (CONTINUED)**

- a. Long-term benefits of student participation in advanced coursework; and
- b. Advanced coursework opportunities available at the school.

When practicable the school shall offer advanced coursework in mathematics, reading, science, and English language arts for students in grades four (4) through twelve (12).

**REFERENCE:**

KRS 158.6453

**RELATED POLICIES:**

02.4241; 08.113; 08.1131; 08.11311; 08.132

LEGAL: HB 342 AMENDS KRS 158.1411 REVISING THE FINANCIAL LITERACY COURSE GRADUATION REQUIREMENT.

FINANCIAL IMPLICATIONS: COST ASSOCIATED WITH COURSE INSTRUCTION OR DEVELOPMENT

LEGAL: HB 535 (2023) REQUIRES THE BOARD, BEGINNING WITH THE 2025-2026 SCHOOL YEAR, TO CHOOSE A CIVIC LITERACY COURSE OR A CIVICS EXAM AS PART OF THE STATE REQUIREMENTS FOR A REGULAR HIGH SCHOOL DIPLOMA.

FINANCIAL IMPLICATIONS: COST ASSOCIATED WITH COURSE INSTRUCTION OR DEVELOPMENT AND ADMINISTRATION OF AN EXAM

LEGAL: 704 KAR 3:303 HAS BEEN REPEALED, 703 KAR 4:060 HAS EXPIRED, AND 704 KAR 3:306 HAS BEEN RECODIFIED.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: REVISIONS TO 704 KAR 3:305 AMEND THE GRADUATION REQUIREMENTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 190 AMENDS KRS 158.6453 RELATED TO ADVANCED COURSEWORK OFFERINGS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.113

Highlighted text reflects changes to KSBA Model policy/procedure recommended by JCPS staff.

## **Graduation Requirements**

In support of student development goals set out in KRS 158.6451 and the Kentucky Academic Standards, a student must complete a minimum of twenty-two (22) credits, ~~including demonstrated performance-based competency in technology,~~ and all other state and local requirements in order to graduate from high school in the District.

~~Credit shall include content standards as provided in Kentucky Academic Standards established in 704 KAR 3:303 and 704 KAR Chapter 8.~~

The required credits and demonstrated competencies for high school graduation shall be set forth in the Board-approved High School Student Progression, Promotion, and Graduation Handbook, and shall include the minimum requirements established by the Kentucky Board of Education in 704 KAR 3:305.

Credits shall include content standards as provided by the Kentucky Academic Standards established in 704 KAR Chapter 8. Additional standards-based learning experiences shall align to the student's individual learning plan and shall consist of standards-based content.

Each student shall be required to earn the following ten (10) foundational credits:

- (a) English/language arts – two (2) credits (English I and II);
- (b) Social studies – two (2) credits;
- (c) Mathematics – two (2) credits (Algebra I and Geometry);
- (d) Science – two (2) credits that shall incorporate lab-based scientific investigation experiences;
- (e) Health – one-half (1/2) credit;
- (f) Physical education – one-half (1/2) credit; and
- (g) Visual and performing arts – one (1) credit.

Each student shall be required to earn the following twelve (12) personalized credits:

- (a) Two (2) additional English/language arts credits;
- (b) Two (2) additional mathematics credits;
- (c) One (1) additional science credit;
- (d) One (1) additional social studies credit; and
- (e) Academic and career interest standards-based learning experiences – six (6) credits including four (4) standards-based learning experiences.

Each student shall complete the following additional requirements:

- (a) Successfully demonstrate performance-based technology;
- (b) Successfully meet the civics requirement; and
- (c) Successfully complete one (1) or more courses or programs that meet the financial literacy requirements.

## **Graduation Requirements**

### **ADVANCED COURSEWORK**

Students that successfully complete high school advanced coursework shall receive credit toward graduation in accordance with state law.<sup>6</sup>

### **CIVICS ~~EXAM~~ REQUIREMENT**

A student whose entering ninth grade class was the 2024-25 school year or prior wishing to receive a regular diploma must pass a civics test made up of one hundred (100) questions selected from the civics test administered to persons seeking to become naturalized citizens and prepared or approved by the Board. A minimum score of sixty percent (60%) is required to pass the test and a student may take the test as many times as needed to pass. A student that has passed a similar test within the previous five (5) years shall be exempt from this civics test. This shall be subject to the requirements and accommodations of a student's individualized education program (IEP) or a Section 504 Plan.<sup>4</sup>

Beginning with the entering ninth grade class of the 2025-2026 school year, and each year thereafter, graduation requirements for each student in every public high school in Kentucky graduating with a regular diploma shall include successful completion of either:

- a) A one-half (1/2) credit course in civic literacy meeting statutory curriculum and standards requirements; or
- b) A civics test composed of one hundred (100) questions drawn from those that are set forth within the civics test administered by the United States Citizenship and Immigration Services to persons seeking to become naturalized citizens.

The Board shall determine which option shall be required for graduates of the District.

If the Board requires completion of the civics test, the Board shall prepare or approve the test as described. The Board shall disseminate the test and it be administered by each high school in the District. By September 1, 2026, and each year thereafter, the District requiring a civics test for graduation shall submit annual testing data to the Kentucky Department of Education.

A minimum score of seventy percent (70%) is required to pass the test and students may take the test as many times as needed to pass without the use of instructional aids during testing including but not limited to textbooks and internet browser searching. A student shall not receive a regular high school diploma until the student successfully completes the test. Students that have passed a similar test within the previous five (5) years may provide the Board with evidence of successful completion and shall not be required to take the test. The test requirement shall be subject to the requirements and accommodations of a student's individualized education program (IEP) or a Section 504 Plan.<sup>4</sup>

### **FINANCIAL LITERACY REQUIREMENT**

For a student ~~students~~ entering grade nine (9) on or after July 1, 2025, successful completion of one (1) credit course in financial literacy. The course shall align to the student's individual learning plan and comply with KRS 158.1411.

The Superintendent, after consultation with the Board, the school-based decision-making council, and the Principal of each high school, shall determine curricula for course offerings that are aligned with the financial literacy academic standards.

## **Graduation Requirements**

### **FINANCIAL LITERACY REQUIREMENT (CONTINUED)**

The financial literacy course requirement shall be accepted as an elective course requirement for high school graduation.

### **INDIVIDUAL LEARNING PLAN (ILP)**

The development of the Individual Learning Plan (ILP) for each student shall be established within the first ninety (90) days of the sixth (6th) grade year and shall ~~be focused~~focus on career exploration and related postsecondary education and training needs.<sup>5</sup>

### **ADDITIONAL REQUIREMENTS OF THE BOARD**

In addition to the content requirements established by the Kentucky Academic Standards, and the credits required by the minimum requirements for high school graduation in 704 KAR 3:305, the Board may impose other requirements for graduation from high school. However, the Board shall not adopt any graduation requirements that include achieving a minimum score on a statewide assessment.

### **GRADUATION EXERCISES**

A student shall complete all requirements for graduation before taking part in graduation exercises. Summer graduation exercises may be provided for students completing requirements in summer school. A student~~s~~ is not required to participate in graduation exercises. Schools shall comply with state regulations regarding participation of a student with disabilities in graduation exercises.

### **OTHER PROVISIONS**

The High School Student Progression, Promotion, and Graduation Handbook shall include complete details concerning specific graduation requirements.

In keeping with statutory requirements, the District shall accept for credit toward graduation and completion of high school course requirements an advanced placement or a high school equivalent course taken by a student in grades 5, 6, 7, or 8 if that student attains performance levels expected of high school students in the District by achieving a score of "3" or higher on a College Board Advanced Placement examination or a grade of "B" or better in a high school equivalent.<sup>2</sup>

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

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

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

A student who is at least seventeen (17) years of age and who is a state agency child, as defined in KRS 158.135, shall be eligible to seek attainment of a High School Equivalency Diploma.

**Graduation Requirements****OTHER PROVISIONS (CONTINUED)**

The Board may substitute an integrated, applied, interdisciplinary, occupational, technical, or higher-level course for a required course if the alternative course provides rigorous content.

**DIPLOMAS FOR VETERANS**

In keeping with statute and regulation, upon request, the Board shall award an authentic high school diploma to an honorably discharged veteran who did not complete high school prior to being inducted into the United States Armed Forces during World War II, the Korean conflict, or the Vietnam War.<sup>1</sup>

**REFERENCES:**

<sup>1</sup>KRS 40.010; KRS 158.140; 704 KAR 7:140

<sup>2</sup>KRS 158.622

<sup>3</sup>KRS 156.160; 20 U.S.C. § 1414

<sup>4</sup>KRS 158.141

<sup>5</sup>704 KAR 3:305

<sup>6</sup>[KRS 160.348](#); [KRS 158.622](#)

KRS 156.027; KRS 158.135

KRS 158.1411; KRS 158.1413; KRS 158.142; KRS 158.143; KRS 158.183; KRS 158.281

KRS 158.302; KRS 158.645; KRS 158.6451; [KRS 158.6453](#); KRS 158.860

13 KAR 2:020; 702 KAR 7:125; ~~703 KAR 4:060~~

~~704 KAR 3:303~~; ~~704 KAR 3:306~~; 704 KAR 3:535; 704 KAR 7:090

704 KAR Chapter 8

OAG 78-348; OAG 82-386

[Kentucky Academic Standards](#)

**RELATED POLICIES:**

[08.1122](#); 08.1131; 08.11311; 08.14; 08.22; 08.222; 08.4

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

**RELATED PROCEDURE:**

09.12 AP.25

LEGAL: REVISIONS TO 704 KAR 3:305 AMEND THE PERFORMANCE-BASED AND STANDARDS-BASED CREDIT REQUIREMENTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: 704 KAR 3:303 HAS BEEN REPEALED.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.1131

### **Alternative Credit Options**

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

#### **ONLINE COURSES**

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

1. The student is enrolled in a Board-approved online alternative education program as defined in KRS 160.380 and in accordance with 704 KAR 19.002
2. The course is not offered at the high school;
3. Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict that would keep the student from meeting graduation requirements;
4. The course will serve as a supplement to extend homebound instruction;
5. The student has been removed from the regular school setting and placed into an alternative school setting, but educational services are to be continued; or
6. The Principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment.
7. Unless otherwise approved by the Principal/designee, a student taking such a course must be enrolled in the District and must take the course during the regular school day at the school site.

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

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

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

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

**Alternative Credit Options****WORK EXPERIENCE OPPORTUNITIES**

The Board may provide work experience opportunities for a student in a school or in the community as an expansion and enrichment of the instructional program.

The Superintendent/designee shall review and recommend for Board approval all work experience opportunities.

**DUAL-CREDIT SCHOLARSHIP PROGRAM**

The District may offer the opportunity for students to earn dual-credits through the Kentucky Dual-Credit Scholarship Program and follows the guidelines outlined in the “*Kentucky Council on Postsecondary Education and Kentucky Department of Education Dual Credit Policy for Kentucky Public and Participating Postsecondary Institutions and Secondary Schools*,” located on the Kentucky Department of Education website.

**PERFORMANCE-BASED CREDITS**

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

1. Procedures for developing and amending a performance-based credit system;
2. Conditions under which each high school may grant performance-based credits and the related performance descriptors and assessments;
3. Objective grading and reporting procedures;
4. Alignment to Ccontent standards established in ~~704 KAR 3:303 and~~ 704 KAR Chapter 8;
5. The extent to which state-provided assessments will be used;
6. The ability for students to demonstrate proficiency and earn credit for learning acquired outside of school or in prior learning; and
7. Criteria to ensure that internships, cooperative learning experiences, and other learning in the school and community are:
  - Designed to further student progress towards the Individual Learning Plan;
  - Supervised by qualified instructors; and
  - Aligned with State and District content and performance standards.

**REFERENCES:**

KRS 157.320

KRS 158.622

KRS 164.786

~~704 KAR 3:303;~~ 704 KAR 3:305; 704 KAR Chapter 8

**Alternative Credit Options**

**RELATED POLICIES:**

| [08.1122](#); 08.113; 08.11311; 08.2323; 09.1221; [09.1224](#); 09.3; 09.435

LEGAL: REVISIONS TO 704 KAR 3:305 AMEND THE EARLY GRADUATION PROGRAM.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.11311

### **Early Graduation Program**

A student who meets all applicable legal requirements shall be eligible for the Early Graduation Program (EGP) in relation to receipt of a graduation diploma and an Early Graduation Certificate. A student wishing to participate in the EGP shall notify the secondary school Principal by submitting the Early Graduation Program Letter of Intent Form, available on the Kentucky Department of Education (KDE) website, in writing at the beginning of grade nine (9) or as soon as the intent is known to the student, but no later than the first thirty (30) school days of the academic year in which the student intends to graduate.

A student shall not be prohibited from completing the EGP if the student meets all requirements. A student who enrolls in the EGP and meet all applicable legal requirements shall receive a high school diploma, and an Early Graduation Scholarship Certificate, and scholarship award.

A Letter of Intent to Apply shall be entered into the student information system by October 15 of the year the student intends to graduate.

~~A student shall complete all requirements applicable to the academic year in which the student intends to graduate as established in administrative regulation by the Kentucky Board of Education.~~

A student who has indicated an intent to complete the EGP may participate in the state administration of the college entrance exam prior to the junior year, if needed.

~~For a student wishing to participate in the EGP and earn an Early Graduation Certificate and scholarship the Superintendent/designee~~ The District shall provide each high school with a policy established by the Board for students wishing to participate in the EGP. The policy shall:

- a. Provide criteria for supporting the development and monitoring of the student's ILP;
- b. Provide support for goal planning related to the ~~demonstration attainment of established District of the capacities listed in KRS 158.645 and the~~ essential workplace ethics characteristics listed in KRS 158.1413 (1) ~~programs~~;
- c. Require completion of a professional resume; and
- d. Require completion of one (1) postsecondary admissions application that may be used at a Kentucky public two (2) year community and technical college, or a Kentucky four (4) year public or non-profit independent institution accredited by the Southern Association of Colleges and Schools.

Each EGP participant, with the support of the comprehensive school counselor/designee, shall:

- a. Submit the Early Graduation Program Student Letter of Intent Form, signed by the student's parents, to the Principal as soon as the intent is known to the student, but no later than the first thirty (30) school days of the academic year in which the student intends to graduate;
- ~~a.b.~~ Identify all EGP requirements and develop a strategy within the ILP for meeting those requirements, ~~including the District's established workplace ethics program~~; and
- ~~b.c.~~ Complete an entrance interview with the Principal/designee to discuss postsecondary goals and career aspirations.

**Early Graduation Program****EARLY GRADUATION PROGRAM (EGP) (CONTINUED)**

- d. Meet the college readiness benchmarks established by the Council on Postsecondary Education in 13 KAR 2:020 for placement in credit-bearing courses without the need for remediation;
- e. Earn the ten (10) foundational credits listed in 704 KAR 3:305;
- f. Successfully complete one (1) or more courses or programs that meet the financial literacy requirement and Kentucky Academic Standards;
- g. Successfully meet the civics requirement; and
- ~~e-h.~~ Successfully complete the EGP performance-based project, portfolio, or capstone.

~~By July 1, 2024, e~~Each high school shall ~~develop~~determine performance descriptors and evaluation procedures for an EGP performance-based project, portfolio, or capstone ~~required for a student who intends to complete the EGP beginning with the 2024-2025 academic year.~~

Performance descriptors and evaluation procedures developed by the high school shall be designed to provide an opportunity for the student an opportunity to demonstrate ~~attainment of the following~~the critical knowledge, skills, and capacities required for post-secondary and career success and shall include:

- a. Demonstration of capacities listed in KRS 158.645 and the essential workplace ethics characteristics listed in KRS 158.1413(1)~~Attainment of essential workplace ethics program components;~~
- b. Demonstration of an ability to apply the academic standards as a lifelong learner and contributing member of society;
- c. Demonstration of written and verbal communication skills needed for post-secondary and career success; and
- d. Demonstration of an ability to think critically, synthesize information, and draw conclusions.

~~By July 1, 2024, the performance-based project, portfolio, or capstone shall be required for completion of the EGP.~~

Each high school shall maintain and make readily available to the ~~KDE~~Kentucky Department of Education the EGP participant's performance-based project, portfolio, or capstone for a minimum of five (5) years.

Any student seeking to graduate early who receives services deemed essential by the District shall engage in meaningful consultation with a school-based mental health services provider on the creation of a continuity of services plan prior to graduation.

The District shall ensure the creation of a continuity of services plan for a student identified as a homeless child, a migratory child, or youth engaged in foster care. A transition plan shall be completed for a child aging out of foster care.

**Early Graduation Program****AWARDING GRADUATION CREDIT**

The District shall award credit toward high school graduation based on:

- a. A standards-based Carnegie unit credit that shall consist of at least 120 hours of instructional time in one (1) subject; or
- b. A performance-based credit based on the Kentucky Academic Standards established in 704 KAR Chapter 8.

A District that awards performance-based credit shall adopt a policy that awards performance-based credit toward high school graduation for satisfactory demonstration of learning based on rigorous performance standards aligned to 704 KAR Chapter 8. The school shall establish performance descriptor and evaluation procedures to determine if the content and performance standards have been met.

Performance-based credit criteria are contained in 704 KAR 3:305.

**REFERENCES:**

KRS 158.1413; KRS 158.142; KRS 158.645  
704 KAR 3:305; 704 KAR Chapter 8

**RELATED POLICIES:**

08.1122; 08.113; 08.1131

LEGAL: SB 181 AMENDS KRS 161.120 PROVIDING AGE-APPROPRIATE INSTRUCTION ON CHILD SEXUAL ABUSE THROUGH CURRICULUM OR PROGRAMS AND REMOVES “WRITTEN” FROM REQUIRED NOTIFICATIONS.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.13531

## **Human Sexuality**

### **INSTRUCTION ON HUMAN SEXUALITY OR SEXUALLY TRANSMITTED DISEASES**

Per KRS 1415(1)(d) and (e):

- a) A student in grade five (5) or below shall not receive any instruction through curriculum or programs on human sexuality or sexually transmitted diseases. Notwithstanding this requirement and as required by KRS 156.095(8), elementary schools shall implement child sexual abuse prevention strategies based on Kentucky Academic Standards and trainings approved by the Kentucky Department of Education and adopted by the District.
- b) A school shall adopt and implement a policy to notify a parent/guardian in advance and obtain a parent's/guardian's written consent before the parent's/guardian's child in grade six (6) or above receives any instruction through curriculum or programs on human sexuality or sexually transmitted diseases authorized under KRS 158.1415.

### **CURRICULUM REQUIREMENTS**

Any course, curriculum, or program offered by a public school on the subject of human sexuality provided by school personnel or by a third party authorized by the school shall:

- a) Provide an alternative course, curriculum, or program without any penalty to the student's grade or standing for students whose parents have not provided written consent as required by law;
- b) Be subject to an inspection by parents of participating students that allows parents to review the following materials:
  - 1) Curriculum;
  - 2) Instructional materials;
  - 3) Lesson plans;
  - 4) Assessments or tests;
  - 5) Surveys or questionnaires;
  - 6) Assignments; and
  - 7) Instructional activities;
- c) Be developmentally appropriate; and
- d) Be limited to a curriculum that has been subject to the reasonable review and response by stakeholders in conformity with KRS 160.345.

### **NOTIFICATION OF A COURSE, CURRICULUM OR PROGRAM REGARDING HUMAN SEXUALITY**

A public school offering any course, curriculum, or program on the subject of human sexuality shall provide ~~written~~ notification to the parents of a student at least two (2) weeks prior to the student's planned participation in the course, curriculum, or program. The ~~written~~ notification shall:

- a) Inform the parents of the provisions of the course or curriculum;
- b) Provide the date the course, curriculum, or program is scheduled to begin;

**Human Sexuality****NOTIFICATION OF A COURSE, CURRICULUM OR PROGRAM REGARDING HUMAN SEXUALITY  
(CONTINUED)**

- c) Detail the process for a parent to review the materials;
- d) Explain the process for a parent to provide written consent for the student's participation in the course, curriculum, or program; and
- e) Provide the contact information for the teacher or instructor of the course, curriculum, or program and a school administrator designated with oversight.

**PERMISSIBLE DISCUSSION AND RESPONSE TO QUESTIONS REGARDING HUMAN SEXUALITY**

Nothing in this policy or KRS 158.1415 shall prohibit school personnel from:

- a) Discussing human sexuality, including the sexuality of any historic person, group, or public figure, where the discussion provides necessary context in relation to a topic of instruction from a curriculum approved pursuant to KRS 160.345;
- a)b) Providing age-appropriate instruction on child sexual abuse through curriculum or programs in accordance with the standards set forth by the National Children's Alliance and approved by the Children's Advocacy Centers of Kentucky, regardless of grade level;  
or
- b)c) Responding to a question from a student during class regarding human sexuality as it relates to a topic of instruction from a curriculum approved pursuant to KRS 160.345.

**REFERENCES:**

KRS 158.1415; KRS 160.345

**RELATED POLICIES:**

08.1; 08.23; 08.2322; 08.2324

LEGAL: HB 240 REVISES KRS 158.305 REQUIRING AT THE BEGINNING OF THE 2025-2026 SCHOOL YEAR, A STUDENT REMAIN IN KINDERGARTEN FOR AN ADDITIONAL YEAR IF THEY DID NOT MAKE ADEQUATE PROGRESS IN KINDERGARTEN. PROHIBITS A SCHOOL FROM REQUIRING A STUDENT WHO TURNS SEVEN BY AUGUST 1 TO REMAIN IN KINDERGARTEN. A SCHOOL MUST REEVALUATE THE READING IMPROVEMENT PLAN OF ANY STUDENT REMAINING IN KINDERGARTEN AND ALLOW A STUDENT PROVIDED AN ADDITIONAL YEAR IN KINDERGARTEN TO ADVANCE THROUGH THE PRIMARY PROGRAM WHEN IT IS DETERMINED TO BE IN THE STUDENT'S BEST INTEREST. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.22

### **Promotion and Retention**

All schools shall implement the uniform procedures for student progression, promotion, and assessing, learning and grading which have been developed by a broad-based committee and approved by the administrative staff and the Board. Written reports shall be sent to parents at established intervals.

Students may advance through the established program of studies in accordance with the prescribed requirements, pre-kindergarten to grade 12. Students in grades 9-12 shall receive appropriate credit for work completed during an approved summer session.

#### **CERTIFICATE AND TRANSFERS**

When a student in any public school completes the prescribed program of studies of the eighth grade, the student is entitled to a certificate of completion. The certificate shall entitle the student to admission into any public high school. Any promotions or credits earned in attendance in any approved public school are valid in any other public school. In case a student transfers to the District from a school of another district, the student may not be assigned to a lower grade or course until the student has demonstrated that he or she is not suited for the work in the grade or course to which the student has been promoted.<sup>1</sup> Procedures for evaluation of transfer records shall be contained in the Student Progression and Promotion Handbook.

A student who has completed the requirements established by the Kentucky Department of Education for a career pathway program under 705 KAR 4:231 shall receive a Career Pathway Certificate specifying the completion of program requirements and areas of competence.<sup>1</sup>

#### **DIPLOMAS**

Upon successful completion of all state and Board requirements, the student shall receive a diploma indicating graduation from high school.<sup>1</sup>

#### **PROMOTION/RETENTION**

Student progress through the educational program shall be determined by criteria that reflects mastery of state-required capacities and is aligned with Kentucky Academic Standards and as outlined in the Student Progression and Promotion Handbook.

Beginning with the 2025-2026 school year, a kindergarten student who had a reading improvement plan in place for the school year may remain in kindergarten for an additional school year if the school makes a determination based on the criteria set forth in KRS 158.305.

A first-grade student who had a reading improvement plan in place for the school year shall remain in first grade for an additional year if the school makes a determination based on the criteria set forth in KRS 158.305.

A student who remains in kindergarten based on the criteria set forth in KRS 158.305 shall not subsequently be required to remain in first grade, and a student shall not be required to remain in first grade for more than one (1) additional year.

The school shall reevaluate and make necessary changes to the reading improvement plan of any student remaining in kindergarten or first grade and shall continue to provide all programs and services required by KRS 158.305 during the additional year of kindergarten or first grade.

**Promotion and Retention****PROMOTION/RETENTION (CONTINUED)**

A student provided an additional year of kindergarten or first grade may advance through the primary school program when it is determined by the school to be in the best educational interest of the student.

**STUDENTS WITH DISABILITIES**

In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.<sup>2</sup>

**REFERENCES:**

<sup>1</sup>KRS 158.140; KRS 158.860

<sup>2</sup>P. L. 105-17

KRS 158.031; KRS 158.645; KRS 158.6451; KRS 158.6453

KRS 158.860; KRS 160.1592; KRS 160.345

705 KAR 4:231

OAG 82-473

**RELATED POLICIES:**

02.441; 08.113; 08.222; 08.5; 09.121

LEGAL: SB 207 AMENDS KRS 156.433 USING INSTRUCTIONAL “MATERIALS” INSTEAD OF INSTRUCTIONAL “RESOURCES”, EFFECTIVE JULY 1, 2026.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.232

### **Instructional ~~Resources~~ Materials**

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

#### **SURVEY**

A school not having an SBDM council shall survey teachers to determine their needs for instructional ~~resources~~ materials. The results of the survey shall be used to establish priorities for purchase.

#### **ALLOCATION METHOD**

Within budgetary limits, a school or school council shall establish an equitable method of allocating funds to purchase instructional ~~resources~~ materials.

#### **FINANCIAL REPORT**

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

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

### **INSTRUCTIONAL MATERIALS ~~RESOURCE~~ FUND**

#### **~~INSTRUCTIONAL RESOURCE FUND~~**

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

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

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

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

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

#### **FEES**

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

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

Fee waivers shall be provided as required by applicable statutes and regulations.<sup>2</sup>

#### **RESPONSIBILITY**

A student or parent/guardian shall compensate the District for instructional ~~resources~~ materials that are lost, damaged, or destroyed while in the student's possession.

**Instructional Resources Materials****TEXTBOOK SELECTION**

In accordance with KRS 156.445, no textbook or program shall be used in the District as a basal title unless it has been recommended and listed on the state multiple list by the State Textbook Commission. In the event that the state multiple list is not provided by the State Textbook Commission, the District shall submit notification to the Kentucky Department of Education of any basal textbooks or programs to be used with students at the time and in the manner established by the Kentucky Department of Education.<sup>3</sup>

**SECTARIAN TEXTS**

No book or other publication of a sectarian, infidel, or immoral character or one that reflects on any religious denomination shall be used or distributed in any school.<sup>4</sup>

This does not prevent a teacher, consistent with his/her/their assigned duties, from using or distributing books or other publications that reflect any religious denomination to teach the secular study of religion as permitted by the Constitutions of the United States of America or the Commonwealth of Kentucky.

**REFERENCES:**

- <sup>1</sup>KRS 158.108
- <sup>2</sup>KRS 160.330; 702 KAR 3:220
- <sup>3</sup>KRS 156.445
- <sup>4</sup>KRS 158.190
- KRS 156.162
- KRS 156.433
- KRS 156.439
- KRS 157.110; KRS 158.188
- 702 KAR 3:246
- 704 KAR 3:455

**RELATED POLICIES:**

- 02.4242
- 04.32
- 09.15

**THIS POLICY CONTAINS KDE OFFICE OF EDUCATION TECHNOLOGY RECOMMENDED LANGUAGE**  
LEGAL: HB 208 AMENDS KRS 156.675 INCLUDING SOCIAL MEDIA IN PROHIBITED MATERIAL TO BE MADE INACCESSIBLE THROUGH SCHOOL TECHNOLOGY UNLESS AUTHORIZED BY A TEACHER FOR INSTRUCTIONAL PURPOSES. THIS BILL CONTAINS AN EMERGENCY CLAUSE MAKING IT ALREADY IN EFFECT.

LEGAL: SB 181 CREATES A NEW SECTION OF KRS 160 DIRECTING EACH BOARD TO DESIGNATE ONE OR MORE PROGRAMS OR APPLICATIONS AS A TRACEABLE COMMUNICATION SYSTEM THAT SHALL BE THE EXCLUSIVE MEANS FOR SCHOOL DISTRICT EMPLOYEES AND VOLUNTEERS TO COMMUNICATE ELECTRONICALLY WITH STUDENTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2323

Highlighted text reflects changes to KSBA Model policy/procedure recommended by JCPS staff.

**Jonathan's comment:**

- JCPS approved changes to this policy in April 2025.
- KSBA Annual Update struck through all of that language and replaced it with recommended language from the Kentucky Department of Education.
- This version reflects the IT Division's recommendation to synthesize the JCPS version and the KDE version.
- The recommended changes from KDE are not in regulation, so we have the discretion to deviate from their language.

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

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

**SAFETY PROCEDURES AND GUIDELINES**

Communication, data, and files transferred through District technologic resources are not private. They may be reviewed by specific District personnel, or by someone appointed by them (i.e., independent contractors, law enforcement, etc.), to ensure that all Board policies, administrative procedures, and state and federal laws are followed. Violation of this policy may result in disciplinary action in accordance with the Student Support and Behavior Intervention Handbook, agreements with employee organizations, and Board policies relating to personnel matters.

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media and authorized communication system(s). Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Guidelines and procedures should encourage details on how the District implements and facilitates digital learning tools and portable/mobile technologies to foster ubiquitous access for staff and students, emphasizing always on, everywhere digital opportunity and empowering Districts and schools to fully understand digital access beyond the campus. With such District implemented resources, the guidelines for acceptable and responsible use shall still apply, regardless of the time, place, and means of utilization.

The District shall support teacher efforts in taking ownership of digital citizenship skills and educating their students in the same skills to foster a responsible, safe, secure, and empowered digital learning environment. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access, District managed systems and accounts, and personal devices that are permitted to access the District's network, shall be implemented that effectively address the following, regardless of the time, place, and means of utilization:

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

### Access to Electronic Media

#### (Acceptable/Responsible Use Policy)

- Restricting minors' access to materials harmful to them.

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

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

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

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its initial Internet safety measures.

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

#### PERMISSION/AGREEMENT FORM

All applicable procedures and guidelines resulting from this AUP/RUP shall be readily available and for use by students, parents/guardians, faculty, staff and other to whom access is granted. A written parental or legal guardian request shall be required prior to the student being granted independent to opt out of or rescind access to electronic media involving District technological resources. Or if applicable procedures require, a written parental request may be required to prior to the student being granted independent access to electronic media involving District technological resources. This document shall be kept on file as a legal, binding document.

The required permission/agreement materials, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be acknowledged by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. In order to opt-out, modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

#### EMPLOYEE USE

The District recognizes the value of information systems, applications, and data as well as computers, storage, network, and other electronic devices to improve and enhance student learning. To this end, the District encourages the responsible use of these computing equipment resources in support of the educational mission and goals of the District.

The District technological resources help employees carry out the District's educational mission, conduct research, and communicate with others about District work. Along with this access comes the availability of materials that may not be considered appropriate for use in the workplace. Because it is impossible to control all materials available through the Internet, each employee is ultimately responsible for observing the JCPS standards outlined in the Employee AUA, as well as other applicable school and District rules for behavior and communications

## Access to Electronic Media

(Acceptable/Responsible Use Policy)

### EMPLOYEE USE (CONTINUED)

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own authentication credentials.

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

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

In accordance with KRS 160.145, the Board shall designate a traceable communication system to be the exclusive means for District employees and volunteers to communicate electronically with students. The Principal of each school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents to access and review communications sent through each electronic school notification and communication program. See policy 08.2324 for complete details and guidelines.

A District employee or volunteer, unless authorized, shall not communicate electronically with a student:

1. Outside of the traceable communication system designated by the Board; or
2. Through an unauthorized electronic communication program or application.

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer.

Networking, communication systems, and other options offering the ability to communicate directly with students may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities in accordance with Policy 08.2324.

Students may only be invited or granted access to Board approved traceable electronic communications systems, including social media platforms and other digital communication sites, if the District has verified that the system meets acceptable data privacy standards and includes appropriate protections for student information. Furthermore, the students must meet the platform's minimum age requirements before being granted access or invited to access.

Staff members shall not use or create personal social networking accounts to which they communicate directly with or invite students to be friends.

## Access to Electronic Media

(Acceptable/Responsible Use Policy)

### EMPLOYEE CONDUCT AND REPORTING REQUIREMENTS FOR TECHNOLOGY USE

All employees and volunteers are subject to disciplinary action if their conduct relating to the use of technology or online resources violates this policy or any other applicable statutory, regulatory or policy provisions governing employee conduct. This includes, but is not limited to, unauthorized electronic communications.

The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and the confidentiality of student information. Any conduct in violation of this Code – particularly involving technology or online resources - must be reported to the Education Professional Standards Board (EPSB) as required by law and may result in disciplinary action up to and including termination.

All users of District technological resources, including but not limited to, servers, both wired and wireless networks, storage media, as well as software, operating systems, accounts, and any type of system installed on this equipment on District premises, are covered by the Acceptable Use Agreement. It is the responsibility of every employee to know and understand the Agreement and to conduct their activities accordingly.

All District employees, including all personnel affiliated with the school that will be using the computing equipment listed, shall adhere to the Agreement. Employees are required to sign the Employee Acceptable Use Agreement (Administrative Procedure 05.51 AP.21) at the beginning of each contract year acknowledging they have read and agree to comply with the Employee Acceptable Use Agreement. New employees are required to sign the Employee Acceptable Use Agreement upon being hired.

This Employee Acceptable Use Policy applies to the use of the District-provided technological resources, regardless of the geographic location, as follows:

- Data and system use shall comply with the District standards found in the Board-approved policies and administrative procedures.
- Unauthorized access to data and/or systems is prohibited.
- Users must prevent unauthorized disclosure or modification of sensitive information/data, including Personally Identifiable Information (PII).
- While using the District network, users should have no expectation of privacy. The District has the right to monitor all traffic on the District network.

### ACCESS IS A PRIVILEGE, NOT A RIGHT.

Access to this shared resource is given to employees who agree to utilize the District's technological resources to support the educational business of the District and to act in a considerate and responsible manner.

### REPORTING PROCEDURES—POLICY 08.2324

A District employee or volunteer who receives a report alleging that another District employee or volunteer has engaged in unauthorized electronic communication must immediately notify the appropriate authority:

1. If the subject of the report is a staff member, notify the Principal.
2. If the subject is the Principal, notify the Superintendent.

## Access to Electronic Media

### (Acceptable/Responsible Use Policy)

~~If the subject is the Superintendent, notify the Commissioner of Education and the Chair of the local Board.~~  
Employee Conduct and Reporting Requirements for Technology Use  
USE OF TECHNOLOGY IN THE CLASSROOM

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

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

### COMMUNITY USE

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

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

The District may provide Wi-Fi internet access for guests to schools and other District facilities that may be used without prior approval. With the approval of the principal/designee, a community member may be granted access to District electronic information sources and programs available through the District's technology system, provided he/she/they attend any required training and abide by the rules of usage established by the Superintendent/designee.

An employee or student shall be subject to disciplinary action, up to and including termination (employee) or placement in an alternative program or setting in lieu of expulsion (student) for violating this policy and acceptable use administrative procedures established by the District.

### EMERGING TECHNOLOGIES

The District shall establish and maintain procedures that address the safe, secure, and responsible uses of emerging technologies, including, but not limited to, artificial intelligence (AI) and AAAAI-enhanced or generative features. These procedures shall be reviewed and update regularly to ensure alignment with current technological advancements, fostering a proactive approach while emphasizing safeguards for student safety, data privacy, and ethical practices. Such procedures will support innovative strategies while addressing potential risks and maintaining the confidence of district stakeholders. Additionally, procedures will address the responsible us of these emerging technologies, including the appropriate and inappropriate uses of AI (e.g. for inspiration vs. cheating or plagiarism).

### DIGITAL CITIZENSHIP AND RESPONSIBLE USE

All District technology users shall demonstrate safe, savvy, and social digital citizenship skills by practicing respectful, responsible, and ethical use of technology. The District will ensure comprehensive instruction on digital citizenship, focusing on the nine (9) elements of digital citizenship: Digital Access; Digital Commerce; Digital Communication & Collaboration; Digital

## Access to Electronic Media

### (Acceptable/Responsible Use Policy)

Fluency; Digital Etiquette; Digital Law; Digital Rights and Responsibilities; Digital Health and Welfare; and Digital Security & Privacy, as well as cyberbullying awareness and response strategies, are provided. All digital citizenship instruction shall align with the Kentucky Academic Standards for Technology and be reviewed regularly to reflect current best practices and emerging technologies. The District shall support efforts to instill digital citizenship skills in students to foster a responsible, safe, and empowered digital learning environment. District provided technology resources shall be used in a manner that upholds the integrity, security, and privacy of district systems and supports educational goals regardless of the time, place, and means of utilization.

### DISREGARD OF RULES

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

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

### RESPONSIBILITY FOR DAMAGES

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

### RESPONDING TO CONCERNS

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

### AUDIT OF USE

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

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

1. Utilizing technology that meets the requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors. For instructional purposes, age/grade level appropriateness and meets traceable/inspectable guidelines set forth in this and related policies

1. Utilizing the latest available filtering technology to ensure that social media is not made available to students, unless authorized by a teacher for instructional purposes;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of both minors and adults using District owned or managed systems, regardless of the time, place, and means of utilization.

### **RETENTION OF RECORDS FOR E-RATE PARTICIPANTS**

Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.

### **ACRONYMS & KEY TERMINOLOGY**

The National Institute of Standards and Technology (NIST) IR 7298, *Glossary of Key Information Security Terms*, is the primary reference document that the District uses to define common cybersecurity terms. Key terminology includes:

- Artificial Intelligence:
  - A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments.
- District Technological Resource:
  - A term describing any data, device, application, service, or other components of the environment that supports information-related activities.
- Personally Identifiable Information or PII:
  - Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means.

### **REFERENCES:**

KRS 156.675; KRS 160.145; KRS 365.732; KRS 365.734  
701 KAR 5:120  
16 KAR 1:020 (Code of Ethics)  
47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520  
Kentucky Education Technology System (KETS)  
47 C.F.R. 54.516  
15-ORD-190

### **RELATED POLICIES:**

03.13214/03.23214  
03.1325/03.2325  
03.17/03.27  
08.1353; 08.2322; 08.2324  
09.14; 09.421; 09.422; 09.425; 09.426; 09.4261  
10.5

### Access to Electronic Media

(Acceptable Use Policy)

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

Communication, data, and files transferred through the JCPS are not private. They may be reviewed by specific District personnel, or by someone appointed by them (i.e., independent contractors, law enforcement, etc.), to ensure that all Board policies, administrative procedures, and state and federal laws are followed. Violation of this policy may result in disciplinary action in accordance with the Student Support and Behavior Intervention Handbook, agreements with employee organizations, and Board policies relating to personnel matters.

#### **STUDENT SAFETY PROCEDURES AND GUIDELINES**

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

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

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

11. Controlling access by minors to inappropriate matter on the Internet;
12. Safety and security of minors when they are using electronic mail, digital messaging, and other forms of direct electronic communications;
13. Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
14. Unauthorized disclosure, use and dissemination of personal information regarding minors; and
15. Restricting minors' access to materials harmful to them.

## Access to Electronic Media

(Acceptable Use Policy)

### **STUDENT USE**

~~This Student Acceptable Use Policy is included. Specific expectations for appropriate Internet use shall be reflected in the Student Support and Behavior Intervention Handbook (SSBIH) which is provided to all students at the beginning of each school year. Parents/guardians and students are expected to sign an acknowledgement of receipt of the SSBIH and affirm that they have read and discussed its contents. Failure to sign the acknowledgement does not relieve students of the requirement to adhere to the provisions of the SSBIH including appropriate orientation for students.~~

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

~~Students are responsible for appropriate behavior when using the JCPS Networks and other District resources, just as they are in classrooms and school hallways. Therefore, general school rules for expectations and District behavior guidelines apply. Access to network services is provided, and students are expected to act responsibly. Based on the acceptable use guidelines outlined in this policy, the system administrators will deem what is inappropriate use, and their decisions are final.~~

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

~~A Student shall:~~

- ~~1. Follow school and District behavior expectations to be a respectful and responsible digital citizen.~~
- ~~2. Use all online, cloud, and online/network resources and accounts (including e-mail) as instructed and for educational purposes.~~
- ~~3. Store and share only appropriate material.~~
- ~~4. Use school and/or personal technology only at approved times for appropriate purposes.~~

**A Student shall NOT:**

- ~~1. Access, send or willfully receive any content that is inappropriate, offensive, harassing, or profane in nature or that which promotes violence or illegal activity, except in support of a legitimate educational purpose, which is permitted with teacher approval and oversight.~~
- ~~2. Willfully waste resources or use them for non-academic purposes (e.g., file storage, printing, bandwidth, etc.)~~
- ~~3. Use or share the student's or another person's username or password with others.~~
- ~~4. Compromise the JCPS Networks and their settings in any way (e.g., hacking, spamming, bypassing security, etc.)~~
- ~~5. Use the JCPS Networks for personal gain, entertainment, political promotion, or activities unrelated to school, except for incidental personal use, which is permitted.~~
- ~~6. Violate copyright laws or commit plagiarism, including the copying of software, music, or other copyright protected files.~~

**Access to Electronic Media**

(Acceptable Use Policy)

**A Student shall NOT: (continued)**

7. ~~Intentionally damage or steal District or personal technology related property.~~
8. ~~Engage in cyberbullying, harassment, or disrespectful conduct toward others.~~
9. ~~Create, download, view, store, copy or transmit content generated with an Artificial Intelligence (AI) system in an inappropriate or unethical manner, including, but not limited to:~~
  1. ~~Fraudulent activity, including but not limited to impersonating individuals or organizations to steal money, information, or other assets.~~
  2. ~~Harassment or discrimination.~~
  3. ~~Impersonation: Creating AI generated audio or video to mimic real people.~~
  4. ~~Appropriated likeness: Using or altering a person's likeness without consent.~~
  5. ~~Creating a false online persona to deceive or manipulate others or spread false information (i.e. sock puppeting).~~
  6. ~~Generating explicit content.~~
  7. ~~Plagiarism.~~
  8. ~~Cheating on assessments or assignments by representing AI generated content as the student's own.~~
  9. ~~Using AI to bypass plagiarism detection software.~~
  10. ~~Falsification: Using AI to fabricate evidence such as reports or documents.~~
  11. ~~Intellectual property (IP) infringement: Using someone's intellectual property without permission.~~
  12. ~~Counterfeiting: Producing items that imitate original works and attempt to pass as real.~~
- ~~Scaling and amplification: Automating and amplifying content distribution.~~

**STUDENT INDEPENDENT RESOURCE OPT-OUT**

Computers and mobile device use is a vital part of the District's instructional plan, particularly in presenting personalized learning opportunities for all students.

~~Students may be assigned a~~With the *JCPS Everyone:1* program, each student will use the device assigned to them to gain knowledge, develop skills, and extend the student's current capabilities. ~~Student~~A student's devices ~~may~~will be used daily to support and guide learning within the District's instructional plan, which encompasses both school use and use beyond the school day or outside of the school setting, including, but not limited to, use in the provision of Extended School Services (ESS); and use on Non-Traditional Instructional (NTI) days. These resources are for academic purposes only. While using these resources, a student must abide by the JCPS Student Support and Behavior Intervention Handbook, the JCPS Student Acceptable Use Policy, and applicable state and federal laws.

## Access to Electronic Media

(Acceptable Use Policy)

### **STUDENT INDEPENDENT RESOURCE OPT-OUT (CONTINUED)**

~~For a student to opt out of use of District technology resources outside of the District's instructional plan, including non-NTI home-based use, a parent/guardian must provide written notice to the school Principal. The student will still use District provided technology resources in the classroom, for ESS services, and on NTI days, as part of the District's instructional plan.~~

### **EMPLOYEE USE**

#### Overview

~~The District recognizes the value of information systems, applications, and data as well as computers, storage, network, and other electronic devices to improve and enhance student learning. To this end, the District encourages the responsible use of these computing equipment resources in support of the educational mission and goals of the District.~~

~~The JCPS Networks help employees carry out the District's educational mission, conduct research, and communicate with others about District work. Along with this access comes the availability of materials that may not be considered appropriate for use in the workplace. Because it is impossible to control all materials available through the Internet, each employee is ultimately responsible for observing the JCPS standards outlined below, as well as other applicable school and District rules for behavior and communications.~~

~~The District has drafted this policy governing the voluntary use of computing resources, to provide guidance to District employees regardless of whether the District provides the equipment, or the individual/group obtains the same through donations from any organization.~~

#### **Purpose**

~~The purpose of the Employee Acceptable Use Policy to establish acceptable and unacceptable use of any computing device or electronic resource listed as part of the Acceptable Use Agreement. All users of computer equipment listed, including but not limited to, servers, both wired and wireless networks, storage media, as well as software, operating systems, accounts, and any type of system installed on this equipment on District premises, are covered by the Agreement. It is the responsibility of every employee to know and understand the Agreement and to conduct their activities accordingly.~~

#### **Seope**

~~All District employees, including all personnel affiliated with the school that will be using the computing equipment listed, shall adhere to the Agreement. Employees are required to sign the Employee Acceptable Use Agreement (Administrative Procedure 05.51 AP.21) at the beginning of each contract year acknowledging they have read and agree to comply with the Employee Acceptable Use Agreement. New employees are required to sign the Employee Acceptable Use Agreement upon being hired.~~

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

**EMPLOYEE USE (CONTINUED)**

~~This Employee Acceptable Use Policy applies to the use of the District provided IT resources, regardless of the geographic location, as follows:~~

- ~~1. Data and system use shall comply with the District standards found in the Board approved policies and administrative procedures.~~
- ~~2. Unauthorized access to data and/or systems is prohibited.~~
- ~~3. Users must prevent unauthorized disclosure or modification of sensitive information/data, including Personally Identifiable Information (PII).~~
- ~~4. While using the District network, users should have no expectation of privacy. The District has the right to monitor all traffic on the District network.~~

**Access is a privilege, not a right.**

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

**ACCEPTABLE USE OF INFORMATION SYSTEMS, APPLICATIONS, AND DATA****An Employee shall:**

- ~~1. In accordance with District administrative procedures, immediately report all lost or stolen equipment, known or suspected security incidents, known or suspected security policy violations or compromises, or suspicious activity. Known or suspected security incidents are inclusive of an actual or potential loss of control or compromise, whether intentional or unintentional, of authenticator, password, or sensitive information or data, including PII, maintained or in possession of the user.~~
- ~~2. Ensure that software, including downloaded software and cloud services, are is properly licensed, free of malicious code, and authorized for installation and use before installing and using it on organization owned systems.~~
- ~~3. Log off or lock systems when leaving them unattended.~~
- ~~4. Complete security awareness training before accessing any system and on an annual basis thereafter. Permit only authorized users to use organization provided systems.~~
- ~~5. Secure sensitive information or data (on paper and in electronic formats) when left unattended.~~
- ~~6. Keep sensitive information or data out of sight when visitors are present.~~
- ~~7. Sanitize or destroy electronic media and papers that contain sensitive data when no longer needed, in accordance with organization records management and sanitization policies, or as otherwise directed by management.~~
- ~~8. Only access sensitive information or data necessary to perform job functions and for which the user has appropriate access authorization from the District.~~
- ~~9. Use PII only for the purposes for which it was collected, including conditions set forth by stated privacy notices and published notices.~~

**Access to Electronic Media**

(Acceptable Use Policy)

**ACCEPTABLE USE OF INFORMATION SYSTEMS, APPLICATIONS, AND DATA (CONTINUED)**

10. — Ensure the accuracy, relevance, timeliness, and completeness of PII, as necessary.

**PROHIBITED USE OF INFORMATION SYSTEMS, APPLICATIONS, AND DATA****An Employee shall NOT:**

1. — Access and/or share information or data outside the purview of their job function, except that incidental personal use is permitted.
2. — Direct or encourage others to violate District policies, administrative procedures, standards, or guidelines.
3. — Circumvent security safeguards or reconfigure systems except as authorized (e.g., violation of the principle of least privilege).
4. — Use another user's account, identity, or password.
5. — Exceed authorized access to sensitive information or data.
6. — Cause congestion, delay, or disruption of service to any District-owned IT resource. For example, sending greeting cards, video, sound, or other large file attachments can degrade the performance of the entire network, as does some uses of "push" technology, such as audio and video streaming from the Internet.
7. — Create, download, view, store, copy or transmit materials related to sexually explicit or sexually-oriented materials.
- Create, download, view, store, copy or transmit materials related to gambling, illegal weapons, terrorist activities, illegal activities, or activities otherwise prohibited by the District.
- Create, download, view, store, copy or transmit content generated with an Artificial Intelligence (AI) system in an inappropriate or unethical manner, including, but not limited to:
  - Fraudulent activity, including but not limited to impersonating individuals or organizations to steal money, information, or other assets.
  - Harassment or discrimination.
  - Impersonation: Creating AI-generated audio or video to mimic real people.
  - Appropriated likeness: Using or altering a person's likeness without consent.
  - Creating a false online persona to deceive or manipulate others or spread false information (i.e. sockpuppeting).
  - Generating explicit content.
  - Falsification: Using AI to fabricate evidence such as reports or documents.
1. — Intellectual Property (IP) infringement: Using someone's intellectual property without permission.

**Access to Electronic Media**

(Acceptable Use Policy)

**PROHIBITED USE OF INFORMATION SYSTEMS, APPLICATIONS, AND DATA****EMPLOYEE USE (CONTINUED)**

- ~~———— Counterfeiting: Producing items that imitate original works and attempt to pass as real.~~
- ~~———— Scaling and amplification: Automating and amplifying content distribution.~~
- 8. ~~Store sensitive information or data in public folders or other insecure physical or electronic storage locations.~~
- 9. ~~Share sensitive information or data, except as authorized and with formal agreements that ensure third parties will adequately protect it.~~
- 10. ~~Disclose student educational records, including any student information or data, except as permitted by the Family Educational Rights and Privacy Act (FERPA), state and federal law, and the District Board policy.~~
- 11. ~~Transport, transfer, email, remotely access, or download sensitive information or data, inclusive of PHI, unless such action is explicitly permitted by the manager or owner of such information or data.~~
- 12. ~~Store sensitive information / data on mobile devices such as laptops, smartphones, USB flash drives, or on remote systems without authorization or appropriate safeguards, as stipulated by organization policies.~~
- 13. ~~Knowingly or willingly conceal, remove, mutilate, obliterate, falsify, or destroy information /data for personal use for self or others.~~
- ~~Use organization provided IT resources for commercial purposes, in support of “for-profit” activities, or in support of other outside employment or business activity (e.g., such as consulting for pay, administration of business transactions, the sale of goods or services, etc.).~~
- 14. ~~Engage in any outside fund raising activity, including non-profit activities, endorsing any product or service, participating in any lobbying activity, or engaging in any prohibited partisan political activity.~~
- 15. ~~Establish unauthorized personal, commercial, or non-profit organizational web pages on organization provided systems.~~
- 16. ~~Use organization owned IT resources as a staging ground or platform to gain unauthorized access to other systems.~~
- 17. ~~Create, copy, transmit, or retransmit chain letters or other unauthorized mass mailings regardless of the subject matter.~~
- 18. ~~Use organization owned IT resource for activities that are inappropriate or offensive. Such activities include, but are not limited to:~~

**Access to Electronic Media**

(Acceptable Use Policy)

**EMPLOYEE USE (CONTINUED)**

1. ~~Harassment, bullying, intimidation, or use of any term or image designed to insult others, based on race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex (including sexual orientation and gender identity), gender expression, veteran status, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions of an employee.~~
2. ~~Hate speech;~~
3. ~~Nudity, obscenity, and/or vulgarity;~~
4. ~~Discussion of conduct illegal for a minor; and~~
5. ~~Promotion or depictions of illegal conduct, including drug or inappropriate alcohol use.~~
1. ~~Add personal IT resources to existing organization-owned systems without the appropriate management authorization, including the installation of personal networks modems on data lines and reconfiguration of systems.~~
2. ~~Intentionally acquire, use, reproduce, transmit, or distribute any controlled information or data including computer software and data that includes information or data subject to FERPA, HIPPA, the Privacy Act, copyrighted, trademarked or material with other intellectual property rights (beyond fair use), proprietary data, or export-controlled software or data.~~
3. ~~Send anonymous messages.~~
4. ~~Remove organization approved IT resources from organization property without prior management authorization.~~
5. ~~Modify software without management approval.~~
6. ~~Implement the use of purchased or free software, including enrolling, rostering, or sharing any student data as part of a course curriculum without successful completion of the District digital resource review process.~~
7. ~~Share any exploits or compromises discovered in the network or systems. If one is discovered, it should be reported to the IT department immediately.~~
8. ~~Post information or data on external blogs or social media including, but not limited to, networking sites, newsgroups, bulletin boards or other public forums in a manner that violates Board policy~~

## Access to Electronic Media

(Acceptable Use Policy)

### USE OF TECHNOLOGY IN THE CLASSROOM

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

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

### SOCIAL NETWORKING SITES

~~An employee may set up social networking accounts using District resources and following District procedures to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.~~

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

~~In order for an employee to utilize a social networking site for instructional, administrative or other work-related communication purposes, he/she/they shall comply with the following:~~

- ~~1. Request prior permission from the Superintendent/designee.~~
- ~~2. If permission is granted, set up the site in accordance with following District guidelines developed by the Superintendent/designee. Guidelines may specify whether access to the site must be given to school/District technology staff.~~
- ~~3. Notify the parent/guardian of each participating student of the site and obtain written permission for students become “friends” prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.~~
- ~~4. Once the site has been created, the sponsoring employee shall be responsible for the following:~~
  - ~~1. Monitoring and managing the site to promote safe and acceptable use; and~~
  - ~~2. Observing confidentiality restrictions concerning release of student information under state and federal law.~~

~~An employee is discouraged from creating or using a personal social networking site to which they invite students to be friends. An employee who takes such action does so at their own risk.~~

~~An employee shall be subject to disciplinary action if the employee’s conduct relating to use of technology or online resources violates this policy or other applicable policy, administrative procedure, or statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of that Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to the Education Professional~~

## Access to Electronic Media

(Acceptable Use Policy)

### ~~SOCIAL NETWORKING SITES (CONTINUED)~~

~~Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.~~

### ~~COMMUNITY USE~~

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

~~The District may provide Wi-Fi internet access for guests to schools and other District facilities that may be used without prior approval. With the approval of the Principal/designee, a community member may be granted access to District electronic information sources and programs available through the District's technology system, provided he/she/they attend any required training and abide by the rules of usage established by the Superintendent/designee.~~

~~An employee or student shall be subject to disciplinary action, up to and including termination (employee) or placement in an alternative program or setting in lieu of expulsion (student) for violating this policy and acceptable use administrative procedures established by the District.~~

### ~~RESPONSIBILITY FOR DAMAGES~~

~~An individual shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. A student or staff member~~

~~who defaces a District web site or makes unauthorized changes to a web site shall be subject to disciplinary action, up to and including placement in an alternative program or setting in lieu of expulsion or termination, as appropriate.~~

### ~~RESPONDING TO CONCERNS~~

~~A school or District administrator shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.~~

### ~~AUDIT OF USE~~

~~A user with network access shall not utilize District resources to establish electronic mail accounts through a third-party provider or any other nonstandard electronic mail system.~~

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

- ~~1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors; for~~

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

**AUDIT OF USE (CONTINUED)**

2. ~~Maintaining and securing a usage log; and~~
3. ~~Monitoring online activities of minors.~~

**RETENTION OF RECORDS FOR E-RATE PARTICIPANTS**

Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.

**ADDITIONAL RULES FOR SECURITY AND PRIVILEGED USERS**

Certain security and system administration personnel are granted elevated privileges by the Chief Information Officer/designee. Elevated privileges establish specific job-related roles and permissions for an employee and may provide significant access to processes and data in District systems. As such, Security, Network, Systems, and Database Administrators have added responsibilities to ensure the secure operation of any the District systems.

Personnel with elevated privileges are to:

1. ~~Advise the asset owner on matters concerning cybersecurity.~~
2. ~~Assist the asset owner in developing security plans, risk assessments, and supporting documentation for the certification and accreditation process.~~
3. ~~Ensure that any changes to any system that affect contingency and disaster recovery plans are conveyed to the asset custodian responsible for maintaining continuity of operations plans for that system.~~
4. ~~Ensure that adequate physical and technical safeguards are operational within their areas of responsibility and that access to information/data is restricted to authorized personnel on a need to know basis.~~
5. ~~Verify that users have received appropriate security training before allowing access to any system.~~
6. ~~Implement applicable security access procedures and mechanisms, incorporate appropriate levels of system auditing, and review audit logs.~~
7. ~~Document any and investigate known or suspected security incidents or violations and report them to the Executive Administrator for Information Security and Cyber (GRC) Governance, Risk, and Compliance Cybersecurity Manager.~~
8. ~~Ensure the protection and security of these devices, which includes reasonable protection from any environmental elements. Promptly report any theft of these devices to the immediate supervisor or manager.~~

### Access to Electronic Media

(Acceptable Use Policy)

#### **~~BRING YOUR OWN DEVICE (BYOD)~~**

~~The purpose of the Bring Your Own Device (BYOD) policy is to specify what security measures must be in place and to define acceptable use and controls when personal devices are used to access District systems and data.~~

~~The following are provisions apply to BYOD:~~

- ~~1. Texting or emailing while driving is strictly prohibited~~
- ~~2. Access to the District emails and documents is only permitted as an exception to the BYOD policy if the following controls are in place:~~
  - ~~1. The personal device is protected by a passcode.~~
  - ~~2. The personal device is not jailbroken, (i.e., modified to remove restrictions imposed by the manufacturer or operator), (e.g., to allow the installation of unauthorized software).~~
- ~~3. District information/data shall not be shared with or sent to an unauthorized third party.~~
- ~~4. District confidential information/data shall be deleted from personal devices upon separation with the District.~~
- ~~5. The District reserves the right to disconnect a personal device or disable service without notification.~~
- ~~6. A lost or stolen device shall be reported to the District IT Division within twenty four (24) hours. A personal device user is responsible for notifying his/her/their mobile carrier immediately upon loss of a device.~~
- ~~7. A personal device user is expected to use his/her/their device in an ethical manner at all times and adhere to the District's Acceptable Use Agreement as outlined in this policy.~~
- ~~8. A personal device user is personally liable for all costs associated with the user's device.~~
- ~~9. A personal device user assumes full liability for risks including, but not limited to, the partial or complete loss of District or personal data due to an operating system crash, errors, bugs, viruses, malware, other software or hardware failure, or a programming error that renders the device unusable.~~
- ~~10. The District shall not reimburse an employee for the cost of a device or plan.~~

~~The District shall not be responsible for supporting a personal device including connectivity to the District systems. The District reserves the right to take appropriate disciplinary action up to and including termination for non-compliance with the BYOD agreement.~~

## Access to Electronic Media

(Acceptable Use Policy)

### **ACRONYMS & KEY TERMINOLOGY**

The National Institute of Standards and Technology (NIST) IR 7298, *Glossary of Key Information Security Terms*, is the primary reference document that the District uses to define common cybersecurity terms. Key terminology includes:

**11. Adequate Security:**

1. A term describing protective measures that are commensurate with the consequences and probability of loss, misuse, or unauthorized access to or modification of information.

**Artificial Intelligence:**

2. A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments.

**12. Artificial Intelligence System:**

1. Any data system, software, hardware, application, tool, or utility that operates in whole or in part using AI.

**13. Asset:**

1. A term describing any data, device, application, service, or other components of the environment that supports information-related activities. An asset is a resource with economic value that the District owns or controls.

**14. FERPA:**

1. Family Educational Rights and Privacy Act (FERPA) — the federal law in the United States that governs the privacy of student educational records.

**15. IT:**

1. Information Technology

**16. Jailbroken:**

1. Modification (a smartphone or other electronic device) to remove restrictions imposed by the manufacturer or operator, (e.g., to allow the installation of unauthorized software).

**17. PII:**

1. Personally Identifiable Information: Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means.

**18. Spam:**

1. Electronic junk mail or junk newsgroup postings. Messages that are unsolicited, unwanted, and irrelevant.

**Access to Electronic Media**

(Acceptable Use Policy)

**REFERENCES:**

~~KRS 156.675; KRS 365.732; KRS 365.734~~  
~~701 KAR 5:120~~  
~~16 KAR 1:020 (Code of Ethics)~~  
~~47 U.S.C. 254/Children's Internet Protection Act; 45 C.F.R. 54.520~~  
~~Kentucky Education Technology System (KETS)~~  
~~47 C.F.R. 54.516~~

**RELATED POLICIES:**

~~03.13214; 03.23214; 03.1325; 03.2325; 03.17; 03.27~~  
~~08.1353; 08.2322; 08.2324~~  
~~09.14; 09.421; 09.422; 09.425; 09.426; 09.4261~~  
~~10.5~~

EXPLANATION: HB 208 AMENDS KRS 156.675 INCLUDING SOCIAL MEDIA IN PROHIBITED MATERIAL TO BE MADE INACCESSIBLE THROUGH SCHOOL TECHNOLOGY. THIS BILL CONTAINS AN EMERGENCY CLAUSE MAKING IT ALREADY IN EFFECT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2323 AP.1

## **Access to Electronic Media**

### **ELECTRONIC MAIL/INTERNET**

The District offers students, staff, and members of the community access to the District's computer network for electronic mail and Internet. Because access to the Internet may expose users to items that are illegal, defamatory, inaccurate, or offensive, we require all students under the age of eighteen (18) to submit a completed Parent Permission/User Agreement Form to the Principal/designee prior to access/use. All other users will be required to complete and submit a User Agreement Form **on an annual basis**.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s individual email account and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet access.

In addition, parents wanting to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

### **GENERAL STANDARDS FOR USERS**

Standards for users shall be included in the District's handbooks or other documents, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources.

Access is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

### **NO PRIVACY GUARANTEE**

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. S/he may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect files stored on District servers or on District provided or sponsored technology services, to be private.

**Access to Electronic Media****RULES AND REGULATIONS**

Violations of the Acceptable Use Policy include, but are not limited to, the following:

- Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
- Sending or displaying offensive messages or pictures, including those that involve:
  - Profanity or obscenity; or
  - Harassing or intimidating communications.
- Damaging computer systems, computer networks, or school/District websites.
- Violating copyright laws, including illegal copying of commercial software and/or other protected material.
- Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
- Trespassing in another user's folder, work, or files.
- Intentionally wasting limited resources, including downloading of freeware or shareware programs.
- Using the network for commercial purposes, financial gain or any illegal activity.
- Accessing social media by a student unless authorized to do so by a teacher for an instructional purpose.
- Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com.

Additional rules and regulations may be found in District handbooks and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

**RELATED POLICIES AND PROCEDURES:**

08.2322

09.14

LEGAL: SB 181 CREATES A NEW SECTION OF KRS 160 DIRECTING EACH BOARD TO DESIGNATE ONE OR MORE PROGRAMS OR APPLICATIONS AS A TRACEABLE COMMUNICATION SYSTEM THAT SHALL BE THE EXCLUSIVE MEANS FOR SCHOOL DISTRICT EMPLOYEES AND VOLUNTEERS TO COMMUNICATE ELECTRONICALLY WITH STUDENTS.

FINANCIAL IMPLICATIONS: COST OF ELECTRONIC COMMUNICATION PROGRAMS AND SYSTEMS

CURRICULUM AND INSTRUCTION

08.2324

Highlighted text reflects changes to KSBA Model policy/procedure recommended by JCPS staff.

## **Traceable Communications**

The Board shall designate a traceable communication system to be the exclusive means for District employees and volunteers to communicate electronically with students. The Principal of each school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents to access and review communications sent through each electronic school notification and communication program.

A District employee or volunteer, unless authorized, shall not communicate electronically with a student:

1. Outside of the traceable communication system designated by the Board; or
2. Through an unauthorized electronic communication program or application.

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer.

### **DEFINITIONS**

#### **Family**

“Family member” means parent, brother, sister, son, daughter, aunt, uncle, or grandparent.

#### **Parent**

“Parent” means parent, legal guardian, or other person or agency responsible for a student.

#### **District Employee or Volunteer**

“District employee of volunteer” means a school administrator, classified or certified employee volunteer, nonfaculty coach or assistant coach, student teacher, or sponsor of an extracurricular program or activity.

#### **Traceable Communication System**

“Traceable communication system” means one (1) or more electronic school notification and communication programs or applications that:

- a. Are designated by a Board of Education;
- b. Trace all communications sent to or by a student; and
- c. Provide parents an opportunity to access and review those communications.

### **UNAUTHORIZED ELECTRONIC COMMUNICATION**

“Unauthorized electronic communication” means an electronic communication with a student by a District employee or volunteer who is not the student's family member that occurs outside of a designated traceable communication system and without prior written parental consent; and includes any personal email account, text messaging, social media, or other electronic notification and communication programs outside of the traceable communication system.

## Traceable Communications

### CONSENT TO AUTHORIZE

A parent may submit written consent to authorize a designated District employee or volunteer who is not a family member to communicate electronically with his or her child outside of the traceable communication system.

### REPORTING AND DISCIPLINARY ACTION

A District employee or volunteer that receives a report alleging that another District employee or volunteer participated in unauthorized electronic communication shall immediately notify the Principal.

If the subject of the report is the Principal, the employee or volunteer shall immediately notify the Superintendent.

If the subject of the report is the Superintendent, the employee or volunteer shall immediately notify the Commissioner of Education and the Board Chair of the local Board.

Upon receipt of a report alleging that a District employee or volunteer participated in unauthorized electronic communication, the Commissioner of Education, a Principal, or the Superintendent shall immediately:

1. Notify the parent of each student that is an alleged party to the unauthorized electronic communications; and
2. If the individual that is the subject of the report is a certified employee:
  - a. Notify the Education Professional Standards Board, which shall promptly investigate all allegations received under this subsection and proceed with appropriate disciplinary actions in accordance with KRS 160.145; and
  - b. Investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with Board Policy 03.17 Discipline/Nonrenewal/Resignation and KRS 161.790;
3. If the individual that is the subject of the report is a classified employee, investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with Board Policy 03.27 Discipline, Suspension, and Dismissal of Employees and KRS 161.011(7); and
4. If the individual that is the subject of the report is a District volunteer, the school or District shall investigate the underlying allegations and, if substantiated, the volunteer shall be prohibited from future school and District volunteer opportunities.
- 4.5. A Principal or Superintendent who violates shall be subject to disciplinary action in accordance with Board Policy 03.17 Discipline/Nonrenewal/Resignation, KRS 161.120, and KRS 156.132.

### Traceable Communications

#### EMERGENCIES

If an unauthorized electronic communication is determined through investigation to have been necessary to respond to a bona fide emergency, the Principal or Superintendent shall document the circumstances of the emergency and the communication in writing. The documentation shall be:

1. Provided to the student's parent;
2. Included in the notification to the Education Profession Standards Board; and
3. Taken into account when determining whether disciplinary action is warranted or not.

#### REFERENCES:

KRS 156.132

KRS 160.145

KRS 161.011; KRS 161.120; KRS 161.790

LEGAL: SB 181 PERMITS A PARENT TO SUBMIT WRITTEN CONSENT FOR A DESIGNATED SCHOOL DISTRICT EMPLOYEE OR VOLUNTEER TO COMMUNICATE ELECTRONICALLY WITH A STUDENT OUTSIDE OF THE TRACEABLE COMMUNICATION SYSTEM. EXCLUDES COMMUNICATIONS BETWEEN A PARENT THAT IS A SCHOOL DISTRICT EMPLOYEE OR VOLUNTEER AND HIS OR HER OWN CHILDREN.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2324 AP.2

**Consent for Outside Traceable Communications**

A parent may authorize a designated District employee or volunteer, who is not a family member, to communicate electronically with his or her child outside of the traceable communication system.

A completed form for each designated District employee or volunteer shall be filed in the administrative office of the student's school prior to any outside electronic communication being sent and may be revoked by a parent at any time.

Name of Student: \_\_\_\_\_

I hereby consent to authorize the following to communicate with my child outside of the traceable communication system.

Name of employee/volunteer: \_\_\_\_\_

Reason(s) for the communication: \_\_\_\_\_

\_\_\_\_\_

Is Parent to be included on all communications? ☐ Yes ☐ No

Expiration Date for this form's consent: \_\_\_\_\_

My consent does not authorize a District employee or volunteer to engage in inappropriate or sexual electronic communication with my student or be used as a basis of a defense for a District employee or volunteer that engages in inappropriate or sexual electronic communication.

\_\_\_\_\_  
Signature of Parent Date

Any electronic communication with a student outside of the traceable communication system shall comply with all terms of this written consent.

\_\_\_\_\_  
Signature of Employee or Volunteer Date

For administrative office use only:

\_\_\_\_\_  
Received by Date

LEGAL: HB 241 AMENDS KRS 158.120 RELATING ENROLLMENT OF NONRESIDENT STUDENTS IN VIRTUAL PROGRAMS. THIS BILL CONTAINS AN EMERGENCY CLAUSE MAKING IT ALREADY IN EFFECT.

FINANCIAL IMPLICATIONS: ANY COST ASSOCIATED WITH PROVIDING VIRTUAL PROGRAMS

STUDENTS

09.1222

### **Nonresident Students**

The District shall not allow a nonresident student to enroll in a District school, except that the District may permit a nonresident student to enroll if:

1. The enrollment is necessary to comply with requirements under federal or state law or regulation, or a court order;
2. a. The student is in grades nine (9) through twelve (12) and is a resident within an independent school district within Jefferson County; and  
b. The independent school district does not have a high school and has entered into an agreement with JCPS to enroll its high school students in JCPS schools; or
3. a. The student is the child of a parent/guardian who is a current employee of the District; and  
b. The student is eligible for enrollment and the parent/guardian pays the nonresident student tuition approved by the Board in accordance with Board Policy 09.124.

An enrolled student must continue to reside within the District or continue to meet the criteria for nonresident enrollment for the duration of the student's attendance at a District school.

### **VIRTUAL PROGRAMS**

The District shall report, in the student information system, the nonresident pupils enrolled in the District's virtual programs. The enrollment capacity of nonresident pupils in the District's virtual programs shall be determined by the KDE and published by July 1 of each year.

Virtual program enrollment caps established by the KDE shall not apply to any of the following nonresident pupils:

1. A sibling of a pupil already enrolled into the same virtual program;
2. A pupil who is a dependent of a member of the Armed Forces of the United States; or
3. A pupil with a medical condition for which enrolling into the virtual program may be beneficial to the pupil, which shall be evidenced in a written statement signed by the pupil's physician.

All documentation related to these exceptions to the nonresident enrollment cap shall be maintained by the District as a part of the pupil's official record.

The District shall not enroll nonresident pupils in the program after June 30, 2028, without explicit permission from the General Assembly.

### **REFERENCES:**

KRS 158.120  
KRS 157.350

### **RELATED POLICIES:**

09.12; 09.1224; 09.124; 09.313; 09.42811

LEGAL: HB 241 AMENDS KRS 158.120 RELATED TO VIRTUAL PROGRAMS. THIS BILL LEGAL: HB 241 AMENDS KRS 158.120 RELATED TO VIRTUAL PROGRAMS. THIS BILL CONTAINS AN EMERGENCY CLAUSE MAKING IT ALREADY IN EFFECT. 704 KAR 3:535 AUTHORIZES AND ESTABLISHES MINIMUM REQUIREMENTS FOR THE OPERATION OF FULL-TIME ENROLLED ONLINE, VIRTUAL, AND REMOTE LEARNING PROGRAMS FOR GRADES KINDERGARTEN THROUGH GRADE TWELVE (K-12).  
FINANCIAL IMPLICATIONS: ANY COST ASSOCIATED WITH PROVIDING VIRTUAL PROGRAMS

STUDENTS

09.1224

### **Online, Virtual, and Remote Learning**

A Virtual Program means a program offered by the District in which all courses in the program are virtual, do not include regular in-person instruction, and are designed as an alternative to traditional in-person programs.

The District shall ensure that:

- a. All of the education services and requirements as a physical school to fully support the academic, social, emotional, and mental health needs of the learner are provided;
- b. The program meets the requirements set forth in 704 KAR 3:305;
- c. The program is aligned to the academic and curricular requirements of the District; and
- d. A student shall be eligible to participate in one (1) or more types of programs to address student learning needs, which shall include credit acceleration, credit accumulation, and an innovative path to graduation.

The Board shall adopt and annually review, policies and procedures for the operation of each full-time enrolled online, virtual, and remote learning program of the District. The District shall use the statewide financial management system and chart of accounts to track costs and expenditures associated with the program.

The program shall be subject to all applicable requirements of 703 KAR 5:225 and Kentucky's Consolidated State Plan.

#### **ENROLLMENT**

Students with determined appropriate digital access and support beyond the school campus shall be candidates for enrollment. The District shall ensure all students enrolled have appropriate digital access to fully participate in and access the program.

Enrollment shall be voluntary and shall meet any eligibility requirements established by the Board.

Voluntary placement of a child with a disability shall be made through the 504 Committee or Admissions and Release Committee (ARC) pursuant to 707 KAR 1:320. The ARC shall document the placement in the conference summary.

The District shall utilize the student information system to enter data regarding each student. Data collected shall include demographic, programmatic, or other data fields required by the Kentucky Department of Education.

#### **ATTENDANCE**

Students enrolled in this program shall be counted in attendance and attendance shall be collected as outlined in 704 KAR 3:535.

Students shall be subject to the compulsory attendance laws set forth in KRS 159.150 and KRS 159.180, and Board policy. The Superintendent shall develop and implement procedures to address student absences, which shall include at a minimum:

## **Online, Virtual, and Remote Learning**

### **ATTENDANCE (CONTINUED)**

- a. The attendance status of students with an internet outage;
- b. The process to return students to in-person instruction for truancy violations, and
- c. The process for actions it shall take pursuant to KRS Chapter 159 for truant students.

The District shall document each student enrolled in the program as non-transported in the state student information system for transportation funding purposes.

### **GRADUATION REQUIREMENTS**

In addition to the content requirements established by the Kentucky Academic Standards, and the credits required by the minimum requirements for high school graduation in 704 KAR 3:305, the Board may impose other requirements for graduation from high school.

### **STATE ASSESSMENTS**

Students shall participate in the state-required assessments and be included in the state accountability system. However, the Board shall not adopt any graduation requirements that include achieving a minimum score on a statewide assessment.

### **EXTRACURRICULAR ACTIVITIES**

Students shall be eligible to access extracurricular activities and programs as allowed by Board and School Council policies and by 702 KAR 7:065.

### **INSTRUCTIONAL SUPPORT AND MATERIALS**

Students shall have access to instructional and support resources and services available to other students in the District, which shall include instructional materials, tutoring, intervention, and counseling services, in furtherance of each student's educational program as determined by the Individual Learning Plan.

### **PERSONNEL**

Teachers and administrators shall be subject to the teacher certification requirements established in KRS 161.020 and shall comply with the classified and certified assignment restrictions established in KRS 160.380. The District shall ensure a system of high-quality professional learning on the high-quality instructional resources and on evidence-based instructional practices for virtual learning.

Except for schools with a school-based decision-making council that has voted to waive the requirement, kindergarten aides shall be provided for each twenty-four (24) full-time equivalent kindergarten students enrolled in the virtual program.

### **CLASS SIZE**

Maximum class size and exemptions shall meet the requirements as established in KRS 157.360 and 702 KAR 3:190.

Virtual program teachers shall not exceed the equivalent of three hundred (300) pupil hours per day.

**Online, Virtual, and Remote Learning****CURRICULUM, CONTENT, AND INSTRUCTION**

Instruction shall be aligned to the grade-level expectations established in the Kentucky Academic Standards and grade-level appropriate assignments. District staff shall maintain evidence of systemic formative assessment processes in place to:

- a. Accurately measure student progress on grade-level standards; and
- b. Support student needing accelerated learning on grade-level standards within universal instruction as well as those who need more targeted intervention and supports.

The program shall implement synchronous learning strategies and digital platforms for two-way visual and verbal interactions. The program shall utilize a learning management system or other digital platforms that allows teachers to monitor student's progress, interactions, and engagement with the teacher, and other students online for the review of student work and completion of assignments through both synchronous and asynchronous interactions.

Students shall be assigned a schedule that aligns with the standard day of in-person students and KRS 158.070.

The program shall ensure attainment of the declarations and goals in KRS 158.6451 and students shall receive access to the essential workplace ethics programs, including characteristics critical to success in the workplace.

**REFERENCES:**

KRS 156.070; KRS 156.160  
KRS 157.320; KRS 157.360  
KRS 158.070; KRS 158.120; KRS 158.1413; KRS 158.4416; KRS 158.6451  
KRS Chapter 159  
KRS 159.150; KRS 159.180  
KRS 160.345; KRS 160.380  
KRS 161.020  
702 KAR 3:190; 702 KAR 7:065; 703 KAR 5:225  
704 KAR 3:305; 704 KAR 3:535; 707 KAR 1:320  
29 U.S.C. §794  
34 C.F.R. Part 104  
Section 504 of the Rehabilitation Act of 1973

**RELATED POLICIES:**

08.113; 08.1131; 08.222; 09.1222; 09.123; 09.3

***THIS DOCUMENT CONTAINS INSTRUCTIONS FOR CREATING YOUR DISTRICT PROCEDURE.***

EXPLANATION: 704 KAR 3:535 AUTHORIZES AND ESTABLISHES MINIMUM REQUIREMENTS FOR THE OPERATION OF FULL-TIME ENROLLED ONLINE, VIRTUAL, AND REMOTE LEARNING PROGRAMS FOR GRADES KINDERGARTEN THROUGH GRADE TWELVE (K-12).

FINANCIAL IMPLICATIONS: ADDITIONAL SEEK FUNDING FOR ONLINE, VIRTUAL STUDENTS

STUDENTS

09.1224 AP.1

**Online, Virtual, and Remote Learning**

Procedures shall include at a minimum:

- a. The purpose of the program, including the ways the program supports the District's postsecondary readiness goals for students;
- b. Student eligibility criteria;
- c. The process for enrolling students in the program, including procedures to ensure voluntary placement;
- d. Procedures for transitioning students out of the program;
- e. Procedures for the regular, periodic monitoring of the program by the District;
- f. Procedures for the development and implementation of student Individual Learning Plans; and

Implementation of an application and on-boarding process to ensure students and families understand the expectations for students in a full-time enrolled online, virtual, and remote learning program and a determination of candidacy.

***THIS CONTAINS INSTRUCTIONS FOR CREATING A DISTRICT POLICY THAT MEETS THE REQUIREMENTS OF 7 C.F.R. 210.31.***

***REFER TO KDE'S "A GUIDE TO WELLNESS POLICIES IN KENTUCKY" FOR GUIDANCE IN CREATING OR UPDATING THE POLICY. THE GUIDE CAN BE FOUND AT [WWW.EDUCATION.KY.GOV](http://WWW.EDUCATION.KY.GOV).***

RECOMMENDED: KSBA AND KDE COLLABORATED TO MINIMIZE CONFUSION BY DISTRICT STAFF AND MITIGATE THE RISK OF FEDERAL NON-COMPLIANCE AND RELATED DISTRICT FINDINGS FOR STUDENT WELFARE AND WELLNESS.

FINANCIAL IMPLICATIONS :IMPLEMENTING WELLNESS PLANS

LEGAL: SB 68 REPEALS KRS 158.856 REMOVING THE REPORTING REQUIREMENTS RELATING TO PHYSICAL ACTIVITY AND AMENDS KRS 157.065 REMOVING THE REPORTING REQUIREMENTS RELATING TO PARTICIPATION IN THE BREAKFAST PROGRAMS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2

## **Student Welfare and Wellness**

~~The health and safety of pupils shall be a priority consideration in all Board decisions.~~

### **DISTRICT WELLNESS POLICY PER 7 CFR 201.31**

The Board shall develop and implement a district-wide “local school wellness policy” for all schools under its jurisdiction that participate in the National School Lunch Program and/or School Breakfast Program in compliance with 7 C.F.R. 210.31.

### **SCHOOL WELLNESS POLICY PER KRS 160.345**

An individual school policy is also required by state regulations; however, it must align with District policy required by federal regulations and contained in Board Policy 09.2, if participating in a federal nutrition program.

The Board is committed to providing school environments that promote and protect student health, well-being, and ability to learn by supporting healthy eating and physical activity.

To this end, the Board supports school efforts to implement the following:

- To the maximum extent practicable, schools will participate in available federal school meal programs.
- Schools will provide and promote nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education, school meal programs, and related community services.
- Each school council of a school containing grades K-5 or any combination thereof, or if there is no school council, the Principal, shall develop and implement an individual school wellness policy that includes moderate to vigorous physical activity each day and encourages healthy choices among students consistent with KRS 160.345 and Board Policy 02.4241.
- ~~All schools containing grades K-5 or any combination thereof, shall develop and implement an individual wellness policy per KRS 160.345 and Board Policy 02.4241.~~
- The policy may permit physical activity to be considered part of the instructional day, (not to exceed thirty (30) minutes/day or 150 minutes/week) and also in compliance with the school calendar regulation, 702 KAR 7:140 and Board Policy 08.1346.

### **WELLNESS LEADERSHIP**

~~The Superintendent/designee will direct District officials (“wellness leadership group”) to monitor compliance with this and related policies. At the school level, the Principal/designee will monitor compliance with those policies in his/her school and will report on the school's compliance as directed by the Superintendent/designee.~~

~~The wellness leadership group shall work to encourage and support all students to be physically active on a regular basis as provided by school/council policy. Each school shall review and consider evidence-based strategies to set measurable goals in providing nutrition education and engaging in nutrition promotion to positively influence lifelong eating behaviors.~~

~~Suggested language may include goals related to activities and opportunities:~~

- ~~offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;~~

### Student Welfare and Wellness

#### **PHYSICAL ACTIVITY AND PHYSICAL EDUCATION**

- offered as part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
  - that include enjoyable, developmentally appropriate, culturally relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
  - that promote fruits, vegetables, whole grain products, low fat and fat free dairy products, healthy food preparation methods, and health enhancing nutrition practices;
  - that emphasize caloric balance between food intake and energy expenditure (physical activity/exercise);
  - that link with school meal programs, other school foods, and nutrition related community services;
  - that teach media literacy with an emphasis on food marketing; and
  - that include training for teachers and other staff.
- a. Each school council of a school containing grades K-5 or any combination thereof, or if there is no school council, the Principal, shall develop and implement a wellness policy that includes moderate to vigorous physical activity each day and encourages healthy choices among students consistent with KRS 160.345 and Board Policy 02.4241.
- a. The policy may permit physical activity to be considered part of the instructional day, (not to exceed thirty (30) minutes/day or 150 minutes/week) and also in compliance with the school calendar regulation, 702 KAR 7:140 and Board Policy 08.1346.

#### **DISTRICT WELLNESS PLAN/PUBLIC AND STAFF INPUT**

The District shall actively seek to engage students, parents, physical and/or health education teachers, school food service professionals, school health professionals, school board members, school administrators, and other interested community members in developing, implementing, monitoring, and reviewing this Policy and in providing input on the District Wellness Plan.

The District shall permit community participation in the student wellness process by:

- a. Making a nutrition and physical activity report to be prepared by the Executive Administrator School and Community Nutrition Services available to the public on the District website no later than sixty (60) days prior to the public forum covered in KRS 158.856. (702 KAR 6:090)
- Discussing the findings of the nutrition report and physical activity report and seeking public comments during a publicly advertised special Board meeting or at the next regularly scheduled Board meeting following the release of the nutrition and physical activity reports.
- Holding an advertised public forum by January 31 of each year, to present a plan to improve the school nutrition and physical activities in the District in accordance with KRS 158.856.

The Superintendent shall submit the wellness plan that includes a summary of the findings and recommendations of the nutrition and physical activity report as required by May 1 of each year to the Kentucky Department of Education (KDE).

The Wellness Plan submitted to KDE shall include within the findings and recommendations the following:

- a. Extent to which the District is in compliance with this Policy;
- b.a. A comparison of how the District measures up to model wellness policies provided by recognized state and national authorities; and

### Student Welfare and Wellness

#### RECORDKEEPING (CONTINUED)

- ~~c. A description of the measurable progress made towards reaching goals of the District wellness policy and addressing any gaps identified in the wellness report for the previous year.~~

#### RECORDKEEPING

The District and each school in the District shall maintain the following records:

- ~~A copy of the written wellness policy or plan;~~
- ~~Documentation on how the policy and assessments are made available to the public;~~
- ~~The most recent assessment of implementation of the policy;~~
- ~~Documentation of efforts to review and update the policy, including who was involved in the process and how stakeholders were made aware of their ability to participate; and~~
- ~~Documentation demonstrating compliance with annual public notification requirements and annual reporting to the KDE.~~

#### STANDARDS AND NUTRITION GUIDELINES FOR ALL FOODS AND BEVERAGES

~~Foods and beverages sold during the school day shall be done in accordance with state and federal regulations and Board Policies 07.111 and 07.12.~~

#### STANDARDS FOR ALL FOODS AND BEVERAGES SOLD TO STUDENTS

~~Foods and beverages sold or served at school shall be consistent with the state and federal regulations for school meal nutrition standards. Nutrition guidelines for all foods and beverages served or sold on campus shall be maintained by the Superintendent/designee and made available upon request. The Superintendent shall designate an individual or individuals to monitor compliance of beverages and food sold ala carte with state and federal nutrition requirements.~~

~~Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.~~

#### STANDARDS FOR ALL FOODS AND BEVERAGES PROVIDED BUT NOT SOLD TO STUDENTS

- ~~When possible, rewards given to students shall be other than food/beverage items. When food/beverage items are used as rewards, such items shall comply with nutritional guidelines set out in 7 C.F.R 210.11 and 702 KAR 6:090.~~
- ~~Foods and beverages provided in school, but not made available for sale, shall meet standards outlined in the schools' individual wellness plan (if applicable) and will not conflict with District Policy.~~

#### FOOD AND BEVERAGE MARKETING

~~All marketing on the school campus during the school day shall be of only those foods and beverages that meet the nutrition standards of the Smart Snack in School Nutrition Standards (7 C.F.R 210.11 and 702 KAR 006:090).~~

#### POLICY REVIEW

~~THIS POLICY WAS REVIEWED BY THE DISTRICT WELLNESS LEADERSHIP GROUP ON APRIL 25, 2024 AND NO CHANGES OR REVISIONS WERE MADE.~~

**Student Welfare and Wellness**

**REFERENCES:**

KRS 158.850; KRS 158.854  
KRS 160.290; KRS 160.345  
702 KAR 6:090; [702 KAR 7:140](#)  
P. L. 111-296  
7 C.F.R. Part 210  
7 C.F.R. Part 220  
U. S. Dept. of Agriculture's Dietary Guidelines for Americans

**RELATED POLICIES:**

02.4241; 07.1; 07.111; 07.12; 08.1346

RECOMMENDED: THE KENTUCKY DEPARTMENT OF EDUCATION MEDICATION ADMINISTRATION TRAINING MANUAL FOR NON-LICENSED SCHOOL PERSONNEL (2025) RECOMMENDS OVER THE COUNTER MEDICATIONS NOT BE ADMINISTERED IN THE SCHOOL SETTING WITHOUT BOTH A MEDICAL PRACTITIONER'S ORDER AND SIGNED PARENTAL CONSENT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2241

Highlighted text reflects changes to KSBA Model policy/procedure recommended by JCPS staff.

**Jonathan's comment:**

- JCPS Health Services expressed concern that the Kentucky Department of Education (KDE) guidance would reduce access to health care services for some students by requiring medication to be provided in weekly increments rather than 30 days. (a typical prescription length). If a parent/guardian forgets, or can't get to school every week, the student will not receive the medication
- The language requirement additional steps when there is a change in dosage is unnecessary because it is already required that prescription medications be in their original prescription container.
- The recommended changes from KDE are not in regulation, so we have the discretion to deviate from their language.

## **Student Medication**

Non-licensed School personnel, who provide medication administration, including emergency medications and administration or assisting with the self-administration of insulin subcutaneously to students in a school setting authorized to give medications must be trained in accordance with KRS 158.838, KRS 156.502 and 702 KAR 1:160.

School employees who have completed the appropriate annual (by school year) health services training in accordance with state law may store a student's medication and call the student to take the medication if the 09.2241 AP.21 Permission Form for Prescribed or Over the Counter Drugs and/or the appropriate “*School Health Plan*” form has been completed.

### **PRESCRIPTION MEDICATION**

All prescription medication, original or refill, should be sent to school in a pharmacy labeled container that includes the student's name, date dispensed, medication, dosage, strength, date of expiration, and directions for use including frequency, duration and route of administration, prescriber's name, and pharmacy name, address and phone number. Changes in the dosage and/or times of administration must be received in the form of a written order from the health care provider OR a new prescription bottle from the pharmacy indicating the change and an updated 09.2241 AP.21 Permission Form for Prescribed or Over the Counter Drugs form from the parent.

Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates. Authorization forms are only valid for one school year or until treatment changes. A new authorization for medication administration must be completed if there is a change in medication, dosage, time and/or frequency, and a new prescription bottle (or medication label, if applicable) from the pharmacy indicating the prescription change should be provided.

Prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization. If there is a discrepancy between the information on the parent/guardian authorization form and the prescription label, then, either, a new authorization form must be completed by the parent/guardian, or a new prescription bottle or label issued by the dispensing pharmacy. ~~Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by the Principal or designee.~~ Prescription medications shall not be given beyond the date specified on the authorization form or beyond the expiration date on the label. Parent/guardian shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.

All prescription medication, original or refill, should be sent to school in a pharmacy labeled container that includes the student's name, date dispensed, medication, dosage, strength, date of expiration, and directions for use including frequency, duration, and route of administration, prescriber's name, and pharmacy name, address, and phone number. Labels that have been altered in any way will not be accepted. Per KRS 218A.210, “A person to whom or for whose use any controlled substance has been prescribed, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same.”

~~Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider OR a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian.~~

## **Student Medication**

### **OVER THE COUNTER MEDICATION**

The 09.2241 AP.21 Permission Form for Prescribed or Over the Counter Drugs must include the instructions and appropriate signature(s) for administering the medication and the medication must be in its original container.

Over the counter (OTC) medications should not be administered in a school setting without a medical practitioner's order as well as signed parental consent. OTC medications are permitted to be administered when part of standing order or protocols signed by a medical practitioner.

### **ADMINISTRATION OF MEDICATION**

When medically licensed District personnel are available and are acting within their scope of practice, the medically licensed personnel may administer any medication and/or treatment with the written authorization of the parent/guardian and healthcare provider.

Students may take medicine which is brought from home once a completed authorization form from the parent/guardian is on file.<sup>1</sup>

### **SELF-ADMINISTRATION**

~~A student may be permitted to carry medication that has been prescribed or ordered by a health care practitioner due to a pressing medical need.~~ For out of state field trips in which delegation of medication administration is not allowed, a student may self-administer medication with staff supervision. A completed parent/guardian self-administration authorization signed by parent/guardian and health care practitioner is required.

Student self-administration is allowed in certain situations with a written health care provider's authorization which permits a student to responsibly carry self-administered medication. The authorization form must be completed by the parent/guardian and health care provider and be on file in the student's school. The authorization must be renewed each school year and the health care provider shall include the following information:

- The student is capable of administering the prescribed medication;
- The name and purpose of the medication;
- The prescribed dosage of the medication;
- The times in which, or circumstances under which, the medication may be given; and
- The period of time for which the medication is prescribed.

The parent/guardian shall be notified if the student uses the medication inappropriately or more often than prescribed.

Provided the parent/guardian and health care practitioner files a completed authorization form each year as required by law, a student under treatment for asthma, diabetes, or at risk of having anaphylaxis shall be permitted to self-administer medication.<sup>2</sup>

~~In accordance with KRS 158.836, s~~Students with a documented life-threatening allergy or designated staff shall be permitted to carry an injectable epinephrine device in all school environments. The injectable epinephrine device shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.<sup>2</sup>

**Student Medication****SELF-ADMINISTRATION (CONTINUED)**

Students with serious allergies or other serious health conditions may be permitted to self-administer medication as provided in an individualized education program, Section 504 Plan or Health Plan.

Students shall not share any prescription or over-the counter medication with another student. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action.

**REFERENCES:**

<sup>1</sup>OAG 73-768

<sup>2</sup>KRS 158.834; KRS 158.838

<sup>3</sup>KRS 158.836

KRS 156.502; KRS 158.832; [KRS 218A.210](#)

702 KAR 1:160

Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973

[Kentucky Board of Nursing Advisory Opinion Statement #16 Roles of Nurses in the Administration of Medication Via Various Routes \(2023\)](#)

[Kentucky Department of Education Medication Administration Training Manual for Non-Licensed School Personnel \(2025\)](#)

OAG 77-530

OAG 83-115

**RELATED POLICIES:**

09.22; 09.224

09.1231; 09.3; 09.31; 09.42811; 09.4361; 10.5

EXPLANATION: THE KENTUCKY DEPARTMENT OF EDUCATION MEDICATION ADMINISTRATION TRAINING MANUAL FOR NON-LICENSED SCHOOL PERSONNEL (2025) RECOMMENDS OVER THE COUNTER MEDICATIONS NOT BE ADMINISTERED IN THE SCHOOL SETTING WITHOUT BOTH A MEDICAL PRACTITIONER'S ORDER AND SIGNED PARENTAL CONSENT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2241 AP.1

Highlighted text reflects changes to KSBA Model policy/procedure recommended by JCPS staff.

**Jonathan's comment:**

- JCPS Health Services provided revised language that better reflects current JCPS policy and practice for tracking medications, which has proven to be effective in maintaining safety. KDE language would require unnecessary and burdensome duplication of tracking
- The recommended changes from KDE are not in regulation, so we have the discretion to deviate from their language.

## Student Medication Guidelines

### STUDENT SELF-MEDICATION

~~Students may be authorized to carry on their person and independently take their own medication (prescription or nonprescription), provided the parent/guardian has written approval on file with school personnel. Such approval shall assure school personnel that the child has been properly instructed in self-administering the medication. If prescription medication is involved, written authorization of the student's health care practitioner also is required.~~

### ALL OTHER MEDICATIONS

1. ~~The first dose of any new M~~medication should be given at home when possible. Medication that must be given at school should be brought to school by the parent/guardian whenever possible. Medication that is sent to school with the student should be transported in the original container placed in a sealed envelope with the student's name on the outside and given to designated school personnel immediately upon arrival. The medication should be counted, and the number of pills received should be noted on the Medication Administration Record under Administrative Procedure 09.2241 AP.22.
- ~~2. Prescribed oral medications in pill or tablet form shall be counted and the number recorded on the Medication Administration Record under Administrative Procedure 09.2241 AP.22.~~
- ~~3.2.~~ Except for emergency medications (including, but not limited to FDA approved seizure rescue medications and injectable epinephrine devices) and medications approved for students to carry for self-medication purposes all medications shall be kept in a safe, locked, secure place accessible only to the responsible authorized school personnel. Medications requiring refrigeration shall be stored in a separate refrigerator in a supervised area.
- ~~4.3.~~ Any use of opioid antagonist shall comply with KRS 217.186.
- ~~5.4.~~ School personnel who administer medication shall arrange for the child to take the medication at the proper time.
- ~~6.5.~~ Unless otherwise approved to self-medicate, students are to be supervised by an authorized individual when taking medication. The person supervising the administration of medication must keep a written record **or document in the student data system.**

### CONTROLLED/SCHEDULED MEDICATIONS

"Controlled/scheduled medications" are medications that are potentially addictive and are regulated under the Controlled/Scheduled Substance Act of 1970. The following are the procedures related to the administration and storage of controlled/scheduled medications. Controlled/scheduled medications shall be:

- Kept under double lock and key
- Kept separate from other medications

Signed out each time a dose is administered

Trained staff shall count and record the number of remaining pills on the student's medication record each time a dose is administered.

## **Student Medication Guidelines**

### **~~PRESCRIPTION MEDICATIONS~~**

~~Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates.~~

~~Prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization. Parent/guardian shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.~~

~~All prescription medication, original or refill, should be sent to school in a pharmacy labeled container that includes the student's name, date dispensed, medication, dosage, strength, date of expiration, and directions for use including frequency, duration, and route of administration, prescriber's name, and pharmacy name, address, and phone number. Labels that have been altered in any way will not be accepted. Per KRS 218A.210, "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."~~

~~Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider OR a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian.~~

### **~~Nonprescription Medications~~**

~~**NONPRESCRIPTION (OVER-THE-COUNTER) MEDICATIONS MAY BE ACCEPTED ON AN INDIVIDUAL BASIS AS PROVIDED BY THE PARENT OR LEGAL GUARDIAN WHEN A COMPLETED AUTHORIZATION TO GIVE MEDICATION FORM IS ON FILE. THE MEDICATION SHOULD BE IN THE ORIGINAL CONTAINER, DATED UPON RECEIPT, AND LABELED WITH THE STUDENT'S NAME. OVER-THE-COUNTER MEDICATIONS MAY NOT BE GIVEN MORE THAN THREE (3) CONSECUTIVE DAYS WITHOUT AN ORDER FROM A PHYSICIAN OR AUTHORIZED HEALTH CARE PROVIDER.**~~

### **DOCUMENTATION OF ADMINISTRATION**

Except for medications approved for self-administration, all medication given must be immediately documented on a medication log or in the student [electronic record/data system](#). Records must be kept on file in the student's cumulative record [or electronic record](#). Documentation should be complete, reflecting beginning and ending dates and notations of missed doses and absences. Subject to confidentiality requirements in Policy 09.14 and accompanying procedures, medication recording sheets shall be filed in the student's cumulative **record** [or electronic record](#) when completed or when the medication is changed/discontinued.

### **DISPOSAL OF UNUSED MEDICATION**

Notice shall be **sent** to the parent/guardian prior to the end of the school year informing them that their child has medication remaining and that it must be picked up by the parent/guardian. If the medication is not retrieved, the school nurse or designated staff member, with a witness present, shall count the number of any pills or tablets remaining and document the amount on the Medication Log. Leftover prescription medication may then be mixed with a designated substance, such as glue for pills and kitty litter for liquids, and placed in a trash receptacle or destroyed in accordance with current health care standards. Both parties shall sign the Medication Log when this is completed. All medications shall be destroyed if the parent/guardian does not pick them up.

### **Student Medication Guidelines**

#### **MEDICATION REFUSAL**

If a child refuses to take medication or is uncooperative during medication administration, documentation shall be made, the parent/guardian and school nurse (if appropriate) will be contacted and medication administration may be omitted. If necessary, a conference may be scheduled with the parent/guardian to resolve the conflict.

#### **MEDICATION ERROR**

If an error in the administration of medication is recognized, initiate the following steps:

1. Keep the student in the first-aid location. If the student has already returned to class when the error is recognized, have the student accompanied to the first-aid location.
2. Assess the student's status and document.
3. Identify the incorrect dose/type of medication taken by the student.
4. Immediately notify the school administrator and school nurse, if appropriate, of the error, who shall notify the student's parent/guardian.
5. Notify the student's physician/health care provider.
6. If unable to contact the physician/health care provider, contact the Poison Control Center for instructions.
7. Carefully record all circumstances and actions taken, including instructions from the Poison Control Center or physician/health care provider, and the student's status.
8. Complete a "Medication Administration Incident Report" form **under Administrative Procedure 09.2241 AP.23.**

#### **REFERENCES:**

KRS 158.834; KRS 158.836; 158.838

KRS 217.86

Kentucky Board of Nursing Advisory Opinion Statement #16 Roles of Nurses in the Administration of Medication Via Various Routes (2023)

Kentucky Department of Education Medication Administration Training Manual for Non-Licensed School Personnel (2025)  
Controlled/Scheduled Substance Act of 1970

#### **RELATED POLICY:**

**09.2241**

#### **Related Procedures:**

**09.2241 AP.21**

**09.2241 AP.22**

EXPLANATION: THE KENTUCKY DEPARTMENT OF EDUCATION MEDICATION ADMINISTRATION TRAINING MANUAL FOR NON-LICENSED SCHOOL PERSONNEL (2025) RECOMMENDS OVER THE COUNTER MEDICATIONS NOT BE ADMINISTERED IN THE SCHOOL SETTING WITHOUT BOTH A MEDICAL PRACTITIONER'S ORDER AND SIGNED PARENTAL CONSENT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2241 AP.21

Highlighted text reflects changes to KSBA Model policy/procedure recommended by JCPS staff.

**Jonathan's comment:**

- JCPS Health Services expressed concern that the Kentucky Department of Education (KDE) guidance would reduce access to health care services for some students by requiring the signature of a medical provider for over-the-counter medication. Many students do not have a medical home. It would be a burden for many families to have to travel to a doctor's office for OTC signature.
- Parent/guardian signature is appropriate and sufficient.
- The recommended changes from KDE are not in regulation, so we have the discretion to deviate from their language.

**Permission Form for Prescribed or Over-the-Counter Drugs****TO BE COMPLETED BY SCHOOL PERSONNEL**

School: \_\_\_\_\_ Date form received: \_\_\_\_\_

I/we acknowledge receipt of the Health Care Provider's Statement and ~~/or~~ Parent's Authorization.

Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student's Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom/Classroom: \_\_\_\_\_

**TO BE COMPLETED BY PHYSICIAN PARENT/GUARDIAN**

Name of medication: \_\_\_\_\_

Reason for medication: \_\_\_\_\_

ALLERGIES: \_\_\_\_\_

Any OTHER Condition(s) \_\_\_\_\_

Form of medication/treatment:

☐ Tablet/capsule ☐ Liquid ☐ Inhaler ☐ Injection ☐ Nebulizer ☐ Other \_\_\_\_\_**Instructions** (Schedule and dose to be given at school): \_\_\_\_\_Start: ☐ Date form received ☐ Other, as specified: \_\_\_\_\_Stop: ☐ End of school year ☐ Other date/duration: \_\_\_\_\_☐ **For episodic/emergency events only****Restrictions and/or important effects:** ☐ No restrictions☐ Yes. Please describe: \_\_\_\_\_**Special storage requirements:** ☐ None ☐ Refrigerate ☐ Other \_\_\_\_\_Health Care Provider's Signature \_\_\_\_\_

Health Care Provider Name \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ FAX \_\_\_\_\_

**TO BE COMPLETED BY PARENT/GUARDIAN**I give permission for \_\_\_\_\_ to receive the above medication at school according to  
**Student's Name**

standard school policy and expressly hold harmless, and waive any liability on behalf of, the school or its employees and agents concerning any injuries or reactions resulting from administration of the above medication unless such is the result of negligence or misconduct on behalf of the school or its employees. For on-going medications, I understand that I have the ultimate responsibility for providing the school with an adequate supply of medication to enable orders from a physician or health care provider to be followed. By completing this form, I give permission for JCPS staff to consult with the prescribing Health Care Provider or pharmacy regarding this information.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Emergency phone: \_\_\_\_\_

**Permission Form for Prescribed or Over-the-Counter Drugs****PHYSICIAN OR AUTHORIZED HEALTHCARE PROVIDER ORDERS****For Self Administration of Medication**

This student is capable, responsible, and has demonstrated self-administering the above medication

☐ **Yes - Unsupervised**    ☐ **Yes – Supervised**    ☐ **No** This student should not self-carry medication

This student may self-carry this medication: ☐ **Yes**    ☐ **No**

Note: the school nurse will also delegate and train unlicensed school personnel to give any emergency medication.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Physician or Authorized Provider: only valid for the current school year**

**~~For over the counter medication to be given more than 3 consecutive days~~**

~~\*\*Over the counter medications can only be given more than (3) consecutive days with written orders from a health care provider\*\*~~

~~Signature: \_\_\_\_\_ Date \_\_\_\_\_~~

~~**Physician or Authorized Provider: only valid for the current school year**~~

A substantially equivalent electronic form may be used by the District in lieu of this paper form.

DRAFT

EXPLANATION: THE KENTUCKY DEPARTMENT OF EDUCATION MEDICATION ADMINISTRATION TRAINING MANUAL FOR NON-LICENSED SCHOOL PERSONNEL (2025) RECOMMENDS OVER THE COUNTER MEDICATIONS NOT BE ADMINISTERED IN THE SCHOOL SETTING WITHOUT BOTH A MEDICAL PRACTITIONER'S ORDER AND SIGNED PARENTAL CONSENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.224 AP.109.241 AP.1

Highlighted text reflects changes to KSBA Model policy/procedure recommended by JCPS staff.

## **Emergency Medical Care Procedures**

The emergency medical care procedures listed below are to be followed in case of serious accidents and/or sudden illnesses occurring in the schools:

### **EMERGENCY INFORMATION**

Emergency care information for each student shall be filed in the Principal's office. This information is to include:

1. Student name, address, and date of birth.
2. Parent/guardian names, address, and home, work, and emergency phone numbers.
3. Name and phone number of the student's physician/health care provider and permission to contact health care professionals in case of emergency.
4. Name and phone number of an authorized "emergency" contact person other than parent/guardian to reach, if necessary.
5. Unusual medical problems, if any.

### **MEDICAL EMERGENCY PROCEDURES**

The following procedures shall be used in a medical emergency:

1. ~~Contact the school nurse, if available, and administer~~ Administer first aid by a school employee trained in first aid and CPR in accordance with state regulation.
2. Contact the student's parent/guardian or other authorized person(s) listed on the ~~school emergency card~~ Nurse Office Consent for Treatment/Emergency form to:
  - a) Inform the student's parent/guardian or authorized person that the child is not able to remain at school.
  - b) Indicate the apparent symptoms; however, do not attempt to diagnose.
  - c) Advise the parent/guardian or other authorized person to consider consulting with a physician/health care provider regarding the child's condition.
3. Take care of child until parent, health care practitioner, or ambulance arrives.
4. Use emergency ambulance service, if needed.
5. Administer medication in accordance with District policy and administrative procedure when ordered by ~~a the student's personal~~ physician/health care provider ~~or in accordance with parental permission through a standing order for the administration of over the counter medication.~~
6. Keep the student in a first aid area if the student appears to be unable to return to the classroom.
7. Do not allow the student to leave school with anyone other than the parent/ guardian or authorized person after an accident or when ill.
8. After a child has an accident or becomes ill at school, arrange transportation home with the parent/guardian/designee.
9. Report all emergency situations to the building administrator.

**Emergency Medical Care Procedures****MEDICAL EMERGENCY PROCEDURES (CONTINUED)**

10. Treat students with communicable diseases, including AIDS, according to applicable state administrative regulations, protocols, and guidelines; guidelines from the Centers for Disease Control & Prevention; guidelines from the American Academy of Pediatrics “Managing Infectious Diseases in Childcare and Schools” most recent edition; or Board reviewed administrative procedures.
11. Follow the District’s Exposure Control Plan set forth in Administrative Procedures 03.14 AP.1 when clean-up of body fluids is required.

**SUPPLIES/PERSONNEL**

1. Each school shall have an approved first-aid kit and designated first-aid area.
2. Each school shall maintain epinephrine in a minimum of two (2) locations in the school, including but not limited to the school office and the school cafeteria for administration to students who may have a life-threatening allergic reaction but have no personal prescription epinephrine available-written individual health plan in place.
3. At least two (2) adult employees in each school shall have completed and been certified in a standard first-aid course, including but not limited to, CPR.
4. As provided by Policy 09.224, any school that has a student enrolled with diabetes or seizure disorders, including seizure action plans, shall have on duty during the school day or during any school-related activity in which the student is a participant, at least one (1) school employee who is a licensed medical professional, or has been appropriately trained to administer or assist with the self-administration of glucagon, insulin or seizure rescue medication or medication prescribed to treat seizure disorder symptoms approved by the FDA and administered pursuant to a student’s seizure action plan, as prescribed by the student’s health care practitioner. The training shall also include recognition of the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.
5. The parent/guardian of each student diagnosed with a seizure disorder shall collaborate with school personnel to implement a seizure action plan, prepared by the student’s physician/health care provider, which shall be kept on file in the office of the school nurse or school administrator.
6. Any school personnel or volunteer responsible for the supervision or care of a student diagnosed with a seizure disorder shall be given notice of the seizure action plan, the identity of the school employee or employees trained in the administration of seizure medication, and how they may be contacted in the event of an emergency.

**DOCUMENTATION**

A complete record of any emergency care provided shall be made and filed with the student's health record. The following information shall be recorded:

1. Time and place accident or illness occurred.
2. Causative factors, if known.
3. Type of care provided and name(s) of person(s) who gave emergency treatment.

4. Condition of the student receiving emergency care.

STUDENTS

09.224 AP.1  
(CONTINUED)

### **Emergency Medical Care Procedures**

#### **DOCUMENTATION (CONTINUED)**

5. Verification of actual contacts and attempts to contact parent/guardian or authorized person.
6. List of names of persons who witnessed the accident or illness and the treatment rendered, as appropriate.

#### **RELATED POLICIES:**

09.224; 09.2241

#### **RELATED PROCEDURES:**

09.224 AP.21; 09.2241 AP.22; 09.2241 AP.23

EXPLANATION: THE KENTUCKY DEPARTMENT OF EDUCATION MEDICATION ADMINISTRATION TRAINING MANUAL FOR NON-LICENSED SCHOOL PERSONNEL (2025) RECOMMENDS OVER THE COUNTER MEDICATIONS NOT BE ADMINISTERED IN THE SCHOOL SETTING WITHOUT BOTH A MEDICAL PRACTITIONER'S ORDER AND SIGNED PARENTAL CONSENT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.224 AP.21

Highlighted text reflects changes to KSBA Model policy/procedure recommended by JCPS staff.

## **Nurse Office Consent for Treatment/Emergency Information**

### **OVER THE COUNTER MEDICATIONS**

The following are available to all students whose consent forms have been signed/returned:

**Over the counter medications with medical provider or standing order with parent/guardian consent only following assessment by School Nurse if available.**

**Cross out any over the counter medications below you DO NOT want your child to receive.**

Acetaminophen (Tylenol)

Ibuprofen (Motrin)

Midol (only for students age 12 and older)

Tums

Cough Drops/Throat Lozenges

Diphenhydramine (Benadryl) only for allergic reactions

Topical Antiseptic (Benzalkonium Chloride)

Hydrogen Peroxide

Lip Ointment (Chapstick/Carmex/Blistex/Vaseline, etc.)

~~Lotion~~ Sunscreen

Hydrocortisone Cream 1%

Burn Cream

Sting Relief Swabs

Topical mouth/tooth pain relievers (Orajel/Anbesol)

Antibiotic Ointment (Neosporin/Bacitracin, etc.)

Eye Wash, Irrigating Solution

### **Reminders:**

- The medications listed above will **only be given by licensed medical personnel** (Licensed Practical Nurse [LPN], Registered Nurse [RN], and/or Advanced Practice Registered Nurse [APRN]) when they are available in the building.
- Unlicensed school staff cannot give any of these medications, they may only be given by licensed medical staff.
- ~~No other District employee may give these medications. These medications cannot be given for more than three (3) days in a row without a note from your child's health care provider.~~

### **OTHER SERVICES PROVIDED BY SCHOOL NURSES:**

#### **Health Assessments:**

- Nursing assessment of health complaints, nursing management, and referral as needed.
- Hearing Screenings
- Dental Screenings
- Vision Screenings
- Immunization Outreach and Follow-Up
- Preventive Health Exam (APRN)

#### **Health Education Services:**

- Physical Health Conditions
- Physical and Dental Health Education
- Classroom Instruction per request as time allows
- School Health Plans:

### **PLEASE CONTACT YOUR SCHOOL NURSE IF NEEDED**

**(Check if your child has any of the following):**

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Asthma  | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Dietary Needs (including food allergies)                        | <input type="checkbox"/> G-Tube   |
| <input type="checkbox"/> Allergy to something other than food                            | <input type="checkbox"/> Seizure  |
| <input type="checkbox"/> Other Health Conditions (for other conditions not listed above) |                                   |

School Nurses also provide care coordination by working with students, parents, and healthcare providers to manage chronic health needs.

### **CONFIDENTIALITY:**

All medical records are the property of District and protected under FERPA. No other agency will have access to these records without your written consent. We protect the privacy of your child's health information by:

- Limiting how we use and disclose health information.
- Providing physical safeguards (secure offices and storage facilities, electronic protections, and procedures.
- Training employees about privacy policies and procedures.

**Nurse Office Consent for Treatment/Emergency Information**

Consent for School Health Services  
 Jefferson County Public Schools  
 502-485-3387

**Please Return to School**

Reviewed by: _____ Entered: <input type="checkbox"/>
---

**CHILD/STUDENT INFORMATION**

Grade \_\_\_\_\_ Team \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Child's Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
 (Please give child's complete legal name)

Child's Birth Date \_\_\_\_\_ ☐ Male ☐ Female

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Parent \_\_\_\_\_ Phone # 1 \_\_\_\_\_ Phone # 2 \_\_\_\_\_

Parent \_\_\_\_\_ Phone # 1 \_\_\_\_\_ Phone # 2 \_\_\_\_\_

Legal Guardian \_\_\_\_\_ Phone # 1 \_\_\_\_\_ Phone # 2 \_\_\_\_\_

Emergency Contact Person **OTHER** than parent or guardian \_\_\_\_\_

Emergency Contact Person Phone # 1 \_\_\_\_\_ Phone # 2 \_\_\_\_\_

Has your child **EVER** attended a Jefferson County Public School? ☐ Yes ☐ No

If YES, what School (s) did student attend in the past? \_\_\_\_\_

My child HAS the following **life threatening condition** that may need EMERGENCY TREATMENT or MEDICATION (Epi-Pen, Glucagon, Emergency Seizure medications, Asthma Inhaler, etc.) at school:

☐ Diabetes ☐ Asthma ☐ Seizures ☐ severe allergies ☐ Other: \_\_\_\_\_

**Is your child ALLERGIC to:** (Check all that apply)

☐ Medications: Please LIST: \_\_\_\_\_

☐ Peanuts: EXPLAIN REACTION: \_\_\_\_\_

☐ Tree Nuts: EXPLAIN REACTION: \_\_\_\_\_

☐ Bee/Wasp Sting: EXPLAIN REACTION: \_\_\_\_\_

☐ Other: EXPLAIN REACTION: \_\_\_\_\_

**CHILD'S Other Medical History** (Heart Conditions, Cancer/Blood Disorders, Behavior Emotional, G-Tube, etc.):

Important medical history that staff should know about: \_\_\_\_\_

**Medications taken every day:** \_\_\_\_\_

**CHILD'S MEDICAL Insurance:**

Does your child have a KY Medicaid Card? ☐ Yes ☐ No Medicaid Number: \_\_\_\_\_

Other Health Insurance? ☐ Yes ☐ No No Insurance? ☐ Yes ☐ No

Child's Health Care Provider: \_\_\_\_\_ Phone # \_\_\_\_\_

Child's Dentist: \_\_\_\_\_ Phone # \_\_\_\_\_

**CONSENT FOR HEALTH SERVICES**

I consent to care for my child that may include screenings, exams, assessments, treatment, first aid, over the counter medications as listed on the Consent for Treatment form, and any other health services given to me/my child by staff/licensed volunteers of this School Health Office. I understand that no guarantees are being made as to the effect of any exam or treatment on me/my child. I authorize the School Health Office to receive and release medical/dental/immunization/vision information about my child to his/her individual school, healthcare provider, immunization registry, dental or vision provider as needed or requested.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Parent/Guardian) (Expires in one [1] year)

A substantially equivalent electronic form may be used by the District in lieu of this paper form.

**Nurse Office Consent for Treatment/Emergency Information****CONSENT FOR HEALTH SERVICES**

- I consent to care for my child that may include screenings, exams, assessments, treatment, first aid, over-the-counter medications as listed on the Consent for Treatment form, and any other health services given to me/my child by staff/licensed volunteers of this School Health Office.
- I understand that I have the right to decline consent for health services relating to human sexuality, contraception, or family planning as indicated below. I understand that no guarantees are being made as to the effect of any exam or treatment on me/my child.
- I authorize the School Health Office to receive and release medical/dental/immunization/vision/hearing information about my child to their individual school, healthcare provider, immunization registry, or dental ~~or~~ vision, or hearing provider as needed or requested.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OPT-OUT FOR HEALTH SERVICES RELATING TO HUMAN SEXUALITY, CONTRACEPTION, OR FAMILY PLANNING**

I decline consent for health services specifically relating to human sexuality, contraception, or family planning.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Guardian) (Expires in one year)

A substantially equivalent electronic form may be used by the district in lieu of this paper form.

LEGAL: SB 120 AMENDS KRS 156.070 ADDING BOYS OR COED LACROSSE TO SPORTS EXCLUDED FROM DISTRICT STANDARDS FOR PLAYING UP IN GRADES 7 AND 8.  
FINANCIAL IMPLICATIONS: ANY COST ASSOCIATED

STUDENTS

09.313

### **Eligibility (Athletics)**

Determination of athletic eligibility shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association (KHSAA) requirements.<sup>2</sup>

#### **MIDDLE SCHOOL STUDENTS PLAYING HIGH SCHOOL ATHLETICS**

District standards for playing up from middle school (grades seven and eight [7 & 8]) to high school in sports other than ~~football and soccer~~, football, and boys or coed lacrosse, but are not limited to, considerations related to safety, physical readiness, use of school space after the school day, transportation, funding, the student's disciplinary status and record, any substance testing restrictions, equitable opportunities for participation, and harmonizing any conflicting school-based decision making (SBDM) council requirements. SBDM Council policies apply to the selection of sports activities, and student participation based on academic qualifications and attendance requirements, program evaluation, and supervision.<sup>1.& 2</sup>

To be eligible to try out and participate at the high school level, middle school students must meet all applicable KHSAA, District, and SBDM requirements. The Superintendent/Designee in cooperation with principals, SBDM councils, coaches, and athletic directors, as deemed appropriate, may develop guidelines for Board approval addressing playing up standards.

Participation in interscholastic athletics by a student in grade seven (7) or grade eight (8) shall be permitted under the following requirements:

1. A student enrolled in an A1 school that has a grade configuration that includes both middle school and high school grades shall be permitted to participate on a high school team only for that school or program.
2. A student enrolled exclusively and voluntarily in an A5 alternative education program that has a grade configuration that includes both middle school and high school grades and that is a member of KHSAA shall be permitted to participate on a high school team only for that program. The Superintendent may authorize an A5 alternative education program for membership in KHSAA, since A5 programs do not have SBDM councils.
3. A student enrolled in a middle school connected to a high school through a feeder pattern established in the Board approved District Student Assignment Plan shall be permitted to participate on a high school team only for the high school connected to the middle school by the feeder pattern. The determination of the high school for which a student may participate shall be based on the District Student Assignment Plan that is in effect for the school year during which the student will participate.
4. A student enrolled in any other middle school shall be permitted to participate on a high school team only for the high school to which the student would be assigned under the Board approved Student Assignment Plan based on the student's residence, even if the student has applied for and has received admission to another high school for the next year.
5. A middle school student must be a member of the middle school team to play up on a high school team. Middle school practice and games take precedent over high school practice and games.
6. The parent/guardian of a middle school student must apply for and receive approval from the Director of Athletics and Activities prior to participation on a high school team.

**Eligibility (Athletics)****STUDENT TRANSFERS**

After enrolling in any District high school, a student who is granted a transfer shall have his/her/their eligibility determined in accordance with the KHSAA Transfer Rule.

**CHARTER SCHOOL STUDENTS**

A student enrolled in a public charter school that offers any interscholastic athletic activity shall be ineligible to participate in interscholastic activities at any other school. Subject to applicable law, regulations, and bylaws (e.g. KHSAA, Title IX) and the terms of the charter contract, students who are enrolled in a charter school that does not offer any interscholastic athletic activities sanctioned by the KHSAA shall be eligible to participate in such activities at the District school of that student's residence.

**REFERENCES:**

<sup>1</sup>KRS 160.345

<sup>2</sup>KRS 156.070

KRS 160.1592

702 KAR 7:065; OAG 15-022; Kentucky High School Athletic Association (KHSAA)

**RELATED POLICIES:**

02.4241; 09.1222; 09.126 (re requirements/exceptions for students from military families)  
09.423

LEGAL: HB 5 (2024) AMENDED KRS 158.155 REPEALING KRS 158.154. REPORTING REQUIREMENTS STILL EXIST IN THIS AND OTHER POLICIES.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09,421

Highlighted text reflects changes to KSBA Model policy/procedure recommended by JCPS staff.

## Care of School and Personal Property

### STUDENTS RESPONSIBLE

A student shall be held responsible for damage to school property due to the student's actions.

### SCHOOL PROPERTY

Any student, student organization, or group of students who destroys, defaces, damages or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property.

Any school employee shall immediately report to the ~~JCPS Police Department 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 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 law enforcement agency~~ and to either the local law enforcement agency or to the Kentucky State Police.

In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves damage to school property. For the purposes of determining when to make this report, damage to school property shall refer to instances involving:

- ~~Intentional harm, and~~
- ~~Damage beyond minor loss or breakage, excluding normal wear and tear.~~

### PERSONAL PROPERTY OF SCHOOL PERSONNEL

Any student, student organization, or group of students who steals or willfully or wantonly destroys, defaces, or damages the personal property of school personnel on school property, off school property, or at school-sponsored activities shall be subject to disciplinary action in accordance with the Student Support and Behavior Intervention handbook, including, but not limited to, suspension or placement in an alternative program or setting in lieu of expulsion from school.<sup>2</sup>

### STUDENTS' PROPERTY

Any student, student organization, or group of students who destroys, defaces, damages or steals the personal property of students shall be subject to disciplinary action in accordance with the Student Support and Behavior Intervention Handbook.

### PARENTS LIABLE

A parent/guardian shall be liable for property damage caused by his/her/their minor child.<sup>1</sup>

### REFERENCES:

<sup>1</sup>KRS 157.140 (Textbooks)

<sup>1</sup>KRS 405.025 (Willful Damage)

<sup>2</sup>KRS 158.150

~~KRS 158.155; KRS 158.154~~; KRS 160.290

704 KAR 3:455

**Care of School and Personal Property**

**RELATED POLICY:**

| [09.2211](#); 09.438

LEGAL: SB 73 CREATES NEW SECTIONS OF KRS 158 AND KRS 531 CREATING THE CRIME OF SEXUAL EXTORTION AND ADDING REQUIREMENTS FOR SCHOOL BOARDS AND SCHOOL PERSONNEL REGARDING NOTIFICATION AND EDUCATION EFFORTS.  
FINANCIAL IMPLICATIONS: COST ASSOCIATED WITH NOTICE AND POSTER REQUIREMENTS

STUDENTS

09.4221

## Sexual Extortion

### DEFINITION

A person is guilty of sexual extortion when he or she communicates, through any means, a threat to:

- (a) Injure the property or reputation of another person or commit violence against another person with the intent to coerce that person to:
  - 1. Engage in sexual conduct; or
  - 2. Produce, provide, or distribute any matter depicting that person engaging in sexual conduct or in a state of nudity or seminudity; or
- (b) Distribute any matter depicting another person engaged in sexual conduct or in a state of nudity or seminudity with the intent to coerce that person to:
  - 1. Engage in sexual conduct;
  - 2. Produce, provide, or distribute any matter depicting that person engaging in sexual conduct or in a state of nudity or seminudity;
  - 3. Provide the payment of money, property, services, or any other thing of value to the perpetrator; or
  - 4. Do any act or refrain from doing any act against his or her will.

Sexual extortion is a Class A misdemeanor unless:

- (a) The victim, as a result of the commission of the offense:
  - 1. Engages in sexual conduct;
  - 2. Produces, provides, or distributes any matter depicting himself or herself engaging in sexual conduct or in a state of nudity or seminudity;
  - 3. Provides the payment of money, property, services, or any other thing of value to the offender;
  - 4. Does any act or refrains from doing any act against his or her will; or
  - 5. Suffers serious physical injury;

In which case it is a Class D felony; or

- (b) 1. The person:
  - a. Was previously convicted of any sexual offense under KRS Chapter 510 or a sex crime as defined in KRS 17.500;
  - b. Occupied a position of special trust or a position of authority as those terms are defined in KRS 532.045 in relation to the victim;
  - c. Used or threatened the use of a deadly weapon or dangerous instrument against the victim during the commission of the offense; or
  - d. Is an adult and the victim is a minor, and there is greater than a four (4) year difference in age between them; or

## **Sexual Extortion**

### **DEFINITION (CONTINUED)**

2. The offense was committed during the course of a kidnapping as described in KRS 509.040;

In which case the person shall be charged one (1) level higher than the level otherwise specified in this subsection.

If the victim attempts suicide resulting in serious physical injury or dies by suicide within ninety (90) days of the commission of the offense as a proximate result of the trauma the victim experience during or following the commission of the offense, the person may be prosecuted for homicide under KRS Chapter 507 or assault under KRS Chapter 508.

This section does not apply to:

- (a) Images involving voluntary nudity or sexual conduct in public, commercial settings, or in a place where a person does not have a reasonable expectation of privacy;
- (b) Disclosures made in the public interest, including the reporting of unlawful conduct, or lawful and common practices of law enforcement, criminal reporting, corrections, legal proceedings, or medical treatment;
- (c) Disclosures of materials that constitute a matter of public concern; or
- (d) When acting in its capacity as a provider of those services, a:
  1. Broadband internet access service provider;
  2. Telecommunications service provider, an interconnected VoIP service provider, or a mobile service providers as defined in 47 U.S.C. sec. 153;
  3. Commercial mobile service providers as defined in 47 U.S.C. sec. 332; or
  4. Cable operator as defined in 47 U.S.C. sect. 522; or
- (e) An interactive computer service, as defined in 47 U.S.C. sec. 230, related to content provided by a user of the interactive computer service.<sup>1</sup>

### **STUDENT AND PARENT NOTIFICATION**

The Superintendent shall require the Principal of each school to provide written notice of the “Definition” section of this policy to students in grades four (4) and above in an age-appropriate manner and to parents or guardians of all students within ten (10) days of the first instructional day of each school year.<sup>2</sup>

### **SIGNAGE**

By August 1, 2025, the Board shall require each school with instructional spaces for students in grades six (6) through twelve (12) to display, in a prominent location in each school building, a legible printed sign in English and Spanish at least eight and one-half (8.5) inches by eleven (11) inches in size that shall contain:

## **Sexual Extortion**

### **SIGNAGE (CONTINUED)**

- a) An age-appropriate description of sexual extortion consistent with the “Definition” section of this policy;
- b) Contact information for state or local law enforcement for reporting or seeking assistance relating to sexual extortion;
- c) Contact information for federal law enforcement for reporting or seeking assistance relating to sexual extortion;
- d) Contact information for a national suicide prevention hotline; and
- e) The Uniform Resource Locator (URL), a Quick Response (QR) code, or similar resource to identify the website address for informational and support resources regarding sexual extortion provided by the National Center for Missing and Exploited Children or any federally funded successor entity.<sup>3</sup>

The Kentucky Department of Education shall publish recommendations for information to be included consistent with district signage requirements.

### **REFERENCES:**

<sup>1</sup>KRS 531.125

<sup>2</sup>KRS 158.157

<sup>3</sup>KRS 158.158

KRS 17.500

KRS Chapter 507; KRS Chapter 508; KRS 509.040; KRS Chapter 510; KRS 532.045

47 U.S.C. sec. 153; 47 U.S.C. sec. 230; 47 U.S.C. sec. 332; 47 U.S.C. sec. 522

### **RELATED POLICIES:**

08.2323

09.2211; 09.4; 09.42; 09.422; 09.425; 09.4261; 09.42811; 09.428111

LEGAL: HB 15 AMENDS KRS 159.051 ALLOWING PERSONS WHO ARE AT LEAST FIFTEEN (15) YEARS OF AGE TO APPLY FOR A MOTOR VEHICLE INSTRUCTION PERMIT. THIS BILL CONTAINS AN EMERGENCY CLAUSE MAKING IT ALREADY IN EFFECT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.4294

### **Driver's License Revocation**

The Principal/designee shall notify the Superintendent of Sstudents who are fifteen (15) years of age but less than eighteen (18) years of age~~sixteen (16) or seventeen (17) years old~~ who become academically deficient or drop out of school as defined in KRS 159.051~~deficient in attendance~~. The Superintendent/designee shall ~~be reported,~~ within ten (10) days after receiving notification, send the required student information to the Kentucky Transportation Cabinet for driver's license, permit or driving privilege revocation.<sup>1</sup>

#### **ACADEMIC AND ATTENDANCE DEFICIENCIES**

Academic and attendance deficiencies for students fifteen (15) years of age but less than eighteen (18) years of age ~~sixteen (16) or seventeen (17)~~ enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

1. They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken in the preceding semester.
2. They shall be deemed deficient in attendance when they accumulate nine (9) unexcused absences for the preceding semester. Suspensions shall be considered unexcused absences.

#### **REINSTATEMENT OF DRIVING PRIVILEGE**

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the Director of Pupil Personnel to have their standing confirmed. The District shall make the required report to the appropriate agency.

#### **REFERENCES:**

<sup>1</sup>KRS 159.051;  
601 KAR 13:070  
OAG 77-419

#### **RELATED POLICIES:**

08.221  
09.123

EXPLANATION: SB 19 AMENDS KRS 158.175 REQUIRING LOCAL BOARDS TO ESTABLISH A POLICY AND PROCEDURE STATING THERE SHALL BE A MOMENT OF SILENCE OR REFLECTION AND INCLUDES SPECIFIC GUIDELINES FOR IMPLEMENTATION.  
FINANCIAL IMPLICATIONS: COST ASSOCIATED WITH THE REQUIRED NOTIFICATION

CURRICULUM AND INSTRUCTION

08.1351

## **Pledge of Allegiance & Moment of Silence or Reflection**

### **PLEDGE OF ALLEGIANCE**~~STUDENT'S OPPORTUNITY TO PARTICIPATE~~

All students enrolled in the District shall be afforded an opportunity to participate in the Pledge of Allegiance to the Flag of the United States at the beginning of each school day.<sup>1</sup>

Students who do not wish to participate shall be excused.<sup>2</sup>

Instruction concerning the proper display of and respect for the flag of the United States and the flag of Kentucky shall be provided in each social studies classroom.

### **MOMENT OF SILENCE OR REFLECTION**

The moment of silence or reflection shall occur at the commencement of the first class of each day and shall be implemented with the following guidelines<sup>1</sup>:

- It shall be of at least one (1) minute but not to exceed two (2) minutes in duration;
- Students remain seated and silent and make no distracting display so that each student may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract from, or impede other students' exercise of individual choice;
- District personnel shall not provide instruction to any student regarding the nature of any reflection that a student may engage in during the moment of silence or reflection; and
- Notification shall be sent to parents/guardians providing information on the policy and encouraging them to provide guidance to their pupils regarding the moment of silence or reflection.

### **REFERENCES:**

<sup>1</sup>KRS 158.175(2)

<sup>2</sup>OAG 80-456

EXPLANATION: SB 19 AMENDS KRS 158.175 REQUIRING LOCAL BOARDS TO ESTABLISH A POLICY AND PROCEDURE STATING THERE SHALL BE A MOMENT OF SILENCE OR REFLECTION AND INCLUDES SPECIFIC GUIDELINES FOR IMPLEMENTATION.  
FINANCIAL IMPLICATIONS: COST ASSOCIATED WITH THE REQUIRED NOTIFICATION

CURRICULUM AND INSTRUCTION

08.1351 AP.1

### Notice of Moment of Silence or Reflection

Dear Parent/Guardian,

A moment of silence or reflection is required in all schools and notification of such is required by KRS 158.175.

The moment of silence or reflection shall occur at the commencement of the first class of each day with the following guidelines included in the statute and Policy 08.1351:

1. The moment of silence or reflection shall be at least one (1) minute but not exceed two (2) minutes in duration;
2. Students are to remain seated and silent and make no distracting display so that each student may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract from, or impede other students' exercise of individual choice;
3. District personnel shall not provide instruction to any student regarding the nature of any reflection that a student may engage in during the moment of silence or reflection.

Parents are encouraged to review these guidelines and to provide guidance to your student(s) regarding the moment of silence or reflection.