

## **Harassment/Discrimination Investigation and Appeals**

### **INFORMAL RESOLUTION ~~WRITTEN COMPLAINT AND INVESTIGATION~~**

When a student believes that harassment/discrimination has occurred, they may choose to solve it informally by first discussing it with their Principal/designee.

### **WRITTEN COMPLAINT AND INVESTIGATION**

If the matter is not voluntarily resolved to the satisfaction of the grievant, ~~then within five (5) working days of the informal decision,~~ the grievant may file a formal written complaint and submit it to:

Assistant General Counsel~~Director of~~ Compliance and Investigations  
Jefferson County Public Schools  
C.B. Young Jr. Service Center  
3001 Crittenden Drive  
Louisville, KY 40209-1104

The complaint must contain a signed statement from the person claiming to be aggrieved. This statement must be sufficiently precise to identify the aggrieved individual and the operating unit or departmental office or school and to describe generally the action(s) or practice(s) that forms the basis of the complaint. The complaint also must contain a telephone number and address where the complainant or his or her representative may be contacted. Formal grievances should be submitted on the Student Discrimination Grievance Form provided in the JCPS Discrimination Procedure Handbook and the Office of Compliance and Investigations website.-

~~The Director of Compliance and Investigations has the authority to investigate all written grievances. The Superintendent may designate other investigators as warranted. If possible, and agreeable with the grievant, the Director of Compliance and Investigations will facilitate the resolution of the grievance at any stage in the proceedings. If the grievant and responding official cannot agree on the resolution, the Director of Compliance and Investigations or designee will prepare a written report of the investigation.~~

After receipt of the written grievance, and a clarifying interview, the Assistant General Counsel ~~Director of~~ Compliance and Investigations shall determine whether the allegations, if take as true, would rise to the level of a policy violation and require investigation. The Assistant General Counsel Compliance and Investigation has the authority to investigate all written grievances. The Assistant General Counsel Compliance and Investigation or designee shall ~~will~~ complete the investigation and issue a written decision within ~~ninety~~twenty-five (9025) ~~claendar~~working days, excluding Saturdays, Sundays, and federal holidays, of the clarifying interview. The decision shall state findings of fact and conclusions of law presented on the record and may recommend that action be taken. The decision shall contain such terms, conditions, and other provisions as are consistent with and will effectuate the purposes of these procedures.

If possible, and agreeable with the grievant, the Assistant General Counsel Compliance and Investigations may facilitate an informal resolution of the grievance at any stage in the proceedings in lieu of an investigation. If the grievant and responding official cannot agree on the resolution, the Assistant General Counsel Compliance and Investigation or designee will proceed with the process.

**Harassment/Discrimination Investigation and Appeals****APPEAL OF DECISIONS**

The following procedures apply when appealing the decisions of the Assistant General Counsel~~Director of~~ Compliance and Investigations:

1. Within ~~fifteen~~ (15) calendarworking days, excluding Saturdays, Sundays, and federal holidays after receipt of the decision of the Assistant General Counsel Compliance and Investigations ~~Director's decision~~, any party may appeal any part of the findings and corrective actions to the Superintendent by filing a written appeal from the decision with the Superintendent/designee. The appeal shall briefly state the reasons for the appeal.
2. The Superintendent/designee shall review the previously presented information and administrative decisions and conduct any necessary meetings and investigations in order to render a fair and impartial decision.
3. The Superintendent/designee shall issue a written decision within ~~thirtyfive~~ (305) calendarworking days, excluding Saturdays, Sundays, and federal holidays, after receipt of the appeal of the decision offrom the Assistant General Counsel Compliance and Investigations ~~Director's decision~~. The Superintendent's/designee's decision shall be final. Copies of the final decision shall be sent to all appropriate parties.

**RELATED POLICIES:**

09.2211, 09.227

**RELATED PROCEDURES:**

09.227 AP.1, 03.162 (all procedures)

**Duties of the Superintendent - Procedures**  
**PROCEDURES FOR THE PREPARATION OF ADMINISTRATIVE REPORTS**

**ADMINISTRATIVE REPORTS**

1. Administrative reports prepared by District staff submitted for approval by the Superintendent shall be:
  - a. Directly responsive to the request for information and/or analysis;
  - b. Accurate, bias-free, clear, concise, and provide citations for data sources and quotations;
  - c. Formatted for ease of understanding;
  - d. Reviewed and edited prior to submission to reduce or eliminate errors; and
  - e. Submitted in a timely manner.
2. When preparing an administrative report, District staff shall:
  - a. Ensure they have a clear understanding of the purpose of the report and the scope of the request;
  - b. Confer with other staff, as appropriate, particularly in instances when the areas of responsibility of other Divisions are closely related to the topic of the report; and
  - c. If appropriate, confer with stakeholder groups, both within and external to the District.
3. If an administrative report includes a recommendation for an action by the District or the Board, or a recommendation for a change in policy, procedure, or practice, the preparer shall conduct an analysis using the District's Racial Equity Analysis Protocol, as required under Board policy 09.131.

**REVIEW AND APPROVAL OF ADMINISTRATIVE REPORTS**

An administrative report to be submitted for approval by the Superintendent shall be reviewed and approved as follows:

1. By the preparer's immediate supervisor or Department Director
2. By the Division Chief

The Chief of Staff's Office may review administrative reports and confer with Chiefs or ~~department~~~~division~~ heads regarding the content, format and presentation of reports.

**GUIDANCE REGARDING PREPARATION OF PRESENTATIONS TO THE BOARD**

Among the administrative reports District staff prepare are presentations to the Board. This section provides general guidance regarding such presentations.

Board members rely upon clear presentation of facts, analysis, and conclusions from the District's educators and experts to make decisions. A well-crafted Board presentation is developed with the overarching goal of increasing the effectiveness of the Board in fulfilling its roles and responsibilities concerning governance, oversight, and leadership. It addresses topics that reflect the strategic priorities and goals established by the Board's Vision.

**Duties of the Superintendent - Procedures**  
**PROCEDURES FOR THE PREPARATION OF ADMINISTRATIVE REPORTS**

**GUIDANCE REGARDING PREPARATION OF PRESENTATIONS TO THE BOARD (CONTINUED)**

Presentations should be brief, focus on the highlights and any call to action, and avoid dense or text-heavy visuals. In short, presentations should be visual reminders of key points to guide the interaction, allowing appropriate time for discussion. In general, a presentation for an Information Item or an Action Item should be no longer than ten (10) minutes, with twenty (20) additional minutes for discussion and Board questions. A presentation at a Work Session should be no longer than twenty (20) minutes, with forty (40) additional minutes for discussion and Board questions. The Superintendent may direct that reports diverge from these parameters when necessary.

A presentation should have a clearly expressed purpose and describe how it relates to Board roles and responsibilities. The information, data, and analysis provided should be directly relevant to the purpose of the presentation, and should be presented in a format that is clear and accessible.

At its conclusion, Board members should be able to easily identify the key salient points of the presentation, and have a clear sense of how they can use the information provided to address the issues being discussed (e.g. to inform a future decisions, hold the District accountable, provide strategic direction to District leadership).

## **Inspection of Board Records**

### **INSPECTION OF RECORDS**

Residents\* of the Commonwealth desiring to examine records that are not exempt from public disclosure may do so during regular working hours, which are Monday through Friday from 7:30 a.m. to 4:30 p.m., at the principal office of the District, which is located at the VanHoose Education Center, 3332 Newburg Road, Louisville, Kentucky 40218.

The official custodian/designee to whom requests for access to records should be submitted is Open Records Coordinator, VanHoose Education Center, Room 321, 3332 Newburg Road, Louisville, Kentucky 40218. The Open Records Coordinator may also be reached via email at [Openrecords@jefferson.kyschools.us](mailto:Openrecords@jefferson.kyschools.us) or via fax at (502) 313-2706.

The requesting party shall submit a signed written application with the applicant's name printed legibly. Applicants may be asked to provide a statement of the manner in which the applicant is a resident of the Commonwealth of Kentucky.\*

The applicant shall hand deliver, mail, send via facsimile, or send via email the written application to the custodian/designee at the above address describing the records the applicant wishes to access. Written requests comporting with the above or the written form set forth in regulation by the Kentucky Attorney General may be utilized by the requesting party.

Unless a longer period applies under state law or Executive Order, a response by or on behalf of the District is due no later than five (5) business days after (receipt of the request. If records are in active use or storage or otherwise unavailable, the District response will explain in detail the cause for a delay beyond five (5) days and state the earliest date on which the records will be available. Requests may be denied if the records are exempt from disclosure under KRS 61.878 or if the request imposes an unreasonable burden or is intended to disrupt essential functions of the District as provided in KRS 61.872.

A resident may receive responsive, nonexempt records by mail upon the District's receipt of copying fees and costs of mailing. Fees for hard copies shall be 10 cents a page. Fees for other media (if applicable) shall be based on actual cost to the District.

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.

For questions regarding access to public records, please contact the Open Records Coordinator at (502) 485-3583.

\*Resident **of the Commonwealth** is defined under KRS 61.870~~(4)~~ as: an individual residing in the Commonwealth; a domestic business entity with a location in the Commonwealth; a foreign business entity registered with the Kentucky Secretary of State; an individual that is employed and works at a location or locations within the Commonwealth; an individual or business entity that owns real property within the Commonwealth; any individual or business entity that has been authorized to act on behalf of an individual or business entity described above; or a news-gathering organization as defined in KRS 189.635~~(8)(b)1.a.~~ ~~to e.~~

**Notice of Data Security Breach & Investigation Procedures**

**PROTECTION AND PREVENTION**

The District will take reasonable security measures in accordance with KRS 61.931 - KRS 61.933, to guard against the foreseeable loss or exposure of personal information that it maintains or possesses.

“Personal information” is defined as an individual’s first and last name or first initial and last name; personal mark; or unique biometric or genetic print or image, along with any data element listed below:

- Account number, credit or debit card number, that, in combination with any required security code, access code, or password would permit access to an account;
- Social Security number;
- Taxpayer identification number that incorporates a Social Security number;
- Driver’s license number, state identification card number, or other individual identification number issued by any agency;
- Passport number or other identification number issued by the United States government; or
- Individually identifiable health information as defined in 45 C.F.R. sec. 160.103 except for education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. sec. 1232g.

Personal information does not include information that is lawfully made available to the general public pursuant to state or federal law or regulation.

A “security breach” refers to:

- an unauthorized acquisition, distribution, disclosure, destruction, manipulation, or release of unencrypted or unredacted records or data that compromises or is reasonably believed to compromise the security, confidentiality, or integrity of personal information and results in the likelihood of harm to one (1) or more individuals; or
- an unauthorized acquisition, distribution, disclosure, destruction, manipulation, or release of encrypted records or data containing personal information along with the confidential process or key to unencrypt the records or data that compromises or is reasonably believed to compromise the security, confidentiality, or integrity of personal information and results in the likelihood of harm to one (1) or more individuals.
- A security breach does not include the good-faith acquisition of personal information by an employee, agent, or nonaffiliated third party of the agency for the purposes of the agency if the personal information is used for a purpose related to the agency and is not disclosed to others without authorization.

**INITIAL ASSESSMENT/INVESTIGATION OF SECURITY INCIDENT AND NOTICE**

When the District receives information or notice prompting a reasonable belief that an event compromising the security of personal information maintained by the District or nonaffiliated third party on behalf of the District may have occurred, the District shall conduct a reasonable initial assessment or investigation to determine whether the event constitutes a “security breach” under the above definition.

**Notice of Data Security Breach & Investigation Procedures****INITIAL ASSESSMENT/INVESTIGATION OF SECURITY INCIDENT AND NOTICE (CONTINUED)**

Once it is determined that a security breach relating to personal information has occurred, the District shall within seventy-two (72) hours: 1) notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Kentucky Attorney General, and the Education Commissioner and 2) begin a reasonable and prompt investigation to determine whether the security breach has resulted or is likely to result in the misuse of personal information.

**FOLLOW-UP INVESTIGATION/ASSESSMENT IF SECURITY BREACH CONFIRMED**

If it is determined after initial investigation that a security breach has occurred, the District shall complete an investigation and assessment of the incident to determine whether the security breach has resulted or is likely to result in the misuse of personal information, which may include the following:

- Depending on the nature of the breach and sensitivity of information, take reasonable near-term steps to mitigate further unauthorized disclosure of personal information and risk of harm.
- Consider designating a lead investigator and investigative team with expertise keyed to the event (e.g. utilization of available District IT professionals if breach involves electronically maintained information, internet, or web resources).
- Interview relevant individuals to learn about the circumstances surrounding the incident and review logs, tapes or other resources.
- Identify individual(s) affected by the breach.
- Determine what personal information has been compromised and how disclosed.
- If applicable, identify affected machines, devices, and IT resources and preserve backups, images and hardware where possible.
- Estimate the likely impact of the compromised data's exposure.
- Utilize professional assistance and consultation as necessary, analyze the likely cause of the breach.
- Coordinate internal and external communications related to the incident. Emphasize maintaining confidentiality during investigative stages of response activities.
- Seek involvement of law enforcement if there is reason to believe criminal activity has occurred.

**Notice of Data Security Breach & Investigation Procedures****NOTIFICATION**

Upon conclusion of the investigation, if it is determined that a security breach has occurred and that misuse of personal information has occurred or is likely to occur, the District shall within forty-eight (48) hours notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, the Commissioner of Education, and the Commissioner of the Department of Libraries and Archives. Within thirty-five (35) days of providing these notices, the District shall notify all individuals impacted by the security breach as provided by law.<sup>1</sup>

These notices shall be delayed upon written request of a law enforcement agency that the notices would impede an investigation. Security Breach Forms are located on the Kentucky Finance & Administration Cabinet website:

<https://finance.ky.gov/office-of-the-secretary/Pages/finance-forms.aspx>

If the investigation determines that misuse of personal information has not occurred or is not likely to occur, the above agency contacts shall be provided notice of the determination. In this case, notice to affected individuals is not required, but the District should maintain records reflecting and supporting the determination.

**CONTRACTS WITH NONAFFILIATED THIRD PARTIES - INFORMATION SECURITY**

On or after January 1, 2015, agreements calling for the disclosure of “personal information” to nonaffiliated third parties shall require the third party contracting with the District to follow information breach and security standards at least as stringent as those applicable to the District.

Contracts with such third parties shall specify how costs of data breach investigations and notices are to be apportioned.

**OTHER PRIVATE INFORMATION**

In the case of breach of information made private by law that does not fall within the definition of “personal information”, the District may engage in similar investigative, response, or notification activities as provided above. Alternatively, the District may, after reasonable investigation, provide notice to the individual whose restricted personal information has been acquired by an unauthorized person. Notification will be made in the most expedient time frame possible and without unreasonable delay, except when a law enforcement agency advises the District that notification will impede criminal investigation. Notification should be provided to the individual within three (3) working days of discovery of the breach but no later than thirty (30) working days.

Depending on the number of people to be contacted, notification may be in the form of a face-to-face meeting, phone call, posting on a Web site or sending a written notice to each affected person’s home. Notice should include the specific information involved and, when known, an estimate of how long it has been exposed, to whom the information has been released and how the breach occurred. In addition, the individual should be advised whether the information remains in the physical possession of an unauthorized person, if it has been downloaded or copied, and/or, if known, whether it was used by an unauthorized person for identify theft or fraud purposes.



**Notice of Data Security Breach & Investigation Procedures**

**REFERENCES:**

<sup>1</sup>KRS 61.933

KRS 61.931; KRS 61.932

702 KAR 1:170

Data Security and Breach Notification Best Practice Guide

**Purchasing**

**SCHOOL PURCHASING**

1. Funds for expenditures authorized by the approved budget are to be made available to each Principal and school council who will advise staff of the available appropriations.
2. Principal/school council shall budget the allocations available to the school. Purchases made from these allocations shall be on ~~District Board~~ purchase orders.
3. Requisitions/Purchase orders are to be completed by the department head or teacher and sent to the Principal /designee for approval. A standard invoice, copy of a contract, or some documentation of approval for the payment must be attached before payment is made.
4. If the purchase order is approved, the Principal/designee shall record the date, vendor, and amount of the purchase on the appropriate record form (computer or binder).
5. The purchase order is then forwarded to the school/Central Office designee.
6. Copies of the purchase order shall be forwarded to the vendor, the school/District finance officer, and the person who placed the order.
7. When an order arrives, the person who placed the order checks the items received and signs and dates the receiving report or packing slip. A notation is made on the receiving report or packing slip as to the condition of the items received and any shortage in the shipment. The receiving report or packing slip is then returned to the school/District finance officer/designee-Accounts Payable to be matched with the invoice.
8. The school/District finance officer clears the invoice for payment and charges the expenditure to the appropriate school account. The Superintendent/designee shall send a budget update to each school at least once each quarter.
9. If a purchase needs to be made on an emergency basis as defined by the Superintendent/designee, the Principal shall complete the emergency Declaration form to the Chief Financial Officer and Director of Purchasing for final determination. The school employee shall then complete all other purchasing procedures after Superintendent approval of the Emergency Declaration.

**DISTRICT PURCHASING**

1. Expenditures authorized in the approved budget are made available to authorized Central Office personnel who make purchases.
2. Requisitions/Purchase orders shall be completed and sent to the Superintendent/designee for approval.
3. If approved, the order is placed, copies of the purchase order are distributed, as appropriate, and a record of the purchase is completed.
4. When an order arrives, the person who placed the order checks the items received and signs and dates the appropriate copy of the purchase order. A notation is made on the receiving report as to the condition of the items received and any shortage in the shipment. The receiving report is then returned to the District finance officer for payment.

**Purchasing****DISTRICT PURCHASING (CONTINUED)**

5. If a purchase needs to be made on an emergency basis as defined by the Superintendent/designee, the employee shall complete a copy of the determination and findings, submit to the Chief Financial Officer and Director of Purchasing, and obtain the signature of the Superintendent on the Emergency Declaration form. After approval from the Superintendent, the employee shall complete the purchase order and arrange for the purchase. The employee shall then complete all other purchasing procedures.

**USE OF DISTRICT PURCHASING CARD(S)****Credit Card**

Credit cards shall be issued in the name of the District or school and used by employees to purchase food, lodging, transportation, and other items incurred in the course of the District/school business as approved by the Superintendent/designee. Personal items, spouse/family expenses, etc., are not to be charged to the District or school credit card, even if later reimbursed to the District.

**Securing Credit Cards**

All individuals authorized to use the purchasing card, shall complete the Credit/Procurement Card Sign In/Out Form.

For additional information, see the Purchasing Department webpage.

**Use of Communication and Tablet Devices on Bus**

**DISTRICT RADIO PROCEDURES**

The two-way radios licensed to the District by the FCC and installed in school buses and administrative offices provide instant communications for daily operations and are vital during inclement weather and emergencies. The radio is to be used for District business only and is not to be used for personal messages.

Personal radios are not to be used on a ~~District~~<sup>public</sup>-owned school bus. The use of cellular telephones is also prohibited on school buses. This includes, but is not limited to, any electronic device that would divert a driver's attention from safely operating the bus. When students are not aboard the bus and the bus is parked, a driver may step away from the driving area and uses an electronic device if he or she has free time.

**TABLET DEVICES**

The District may install tablet devices as part of routing, GPS, and pre-trip systems. These systems shall have the ability to go dark and silent when the vehicle is in motion. The tablet shall be removable and be firmly secured in place when in its mount. The tablet shall be mounted in a safe location that does not interfere with the driver's view of the roadway, mirrors, or component controls.

**REFERENCES:**

702 KAR 5:060

Kentucky Minimum Specifications for School Buses 2023

## **Instructional Resource Procedures**

### **DEFINITIONS**

*Instructional materials* means print or electronic items that are used, consumed, or worn out in the instructional process to include library books, periodicals, newspapers, audiovisual materials, supplementary books, reference materials, instructional software, and Internet-based resources.

*Text materials* means textbooks and other print and nonprint materials provided in multiple copies or electronically for use of a total class or a major segment of such a class. This includes approved categories of instructional materials for purchase with textbook funds (KRS Chapters 156 and 157, and 704 KAR 3:455).

*Media* means all instructional materials that are not text materials housed in or accessed through library media centers, classrooms, software/applications, and the District computer network.

*Internet-based resources* means any instructional resources accessed through the Internet. This may include, but is not limited to, Web sites, online databases, streamed video, and podcasts.

### **ANNUAL REVIEW OF POLICY AND PROCEDURES**

The Principal and/or designee in charge of each attendance center shall annually review policy and procedures for the selection of its instructional materials. The staff shall be reminded that the right to object to materials is one granted by policies enacted by the School-Based Decision Making (SBDM) Council and KRS 160.345. They shall also be reminded of ethical and practical considerations in attempting to handle resident complaints with courtesy and integrity.

### **RESPONSIBILITY FOR THE SELECTION OF MATERIALS**

The ~~Superintendentschool council~~ shall determine which textbooks, instructional materials, and student support services shall be provided in the school.<sup>1</sup>

In instances where the Superintendent delegates the authority for the selection of instructional materials to t~~The SBDM Council, the council of each school~~ may delegate the responsibility for the selection of instructional materials to the professionally trained and certified staff of the school or to a committee, which could include teachers, parents, students, and administrators.

Textbook materials are selected through an ~~DistrictSBDM~~-established process following the *Selection and Purchasing Process for P-12* and using the consumer guide by the State Textbook Commission. Coordination of the distribution of text materials to students shall follow procedures approved by the school.

The SBDM Council shall delegate the responsibility for the selection of library materials for the school library media center to the media librarian. Reputable selection aids shall be used as guides to selection as well as consultation with staff, students, and parents.

In instances where the Superintendent delegates the authority for the selection of instructional materials to t~~The SBDM Council, the council~~ may delegate the responsibility ~~for the selection of instructional technology~~ to the professionally trained staff of its school.

**Instructional Resource Procedures****CRITERIA FOR SELECTION OF MATERIALS**

Instructional materials selected for use in ~~the~~ schools shall be selected for their strengths rather than rejected for their weaknesses. Materials received as gifts from outside sources will be subject to the same criteria as purchased materials. Selected materials shall conform to the following criteria as they apply. Materials shall:

- Support and be consistent with District goals and the school's curricular objectives;
- Meet high standards of quality in factual content and presentation;
- Be appropriate for the subject area and for the developmental stage of students for whom the materials are selected;
- Have aesthetic, academic, literary, and/or social value;
- Exhibit competent authorship for the subject treated;
- Be of acceptable technical quality and suitable physical format or able to be accessed via the District computer network;
- Foster respect for all people, especially minority and ethnic groups, and shall represent realistically our pluralistic society.
- Be designed to help students gain an awareness and understanding of the contributions made to our civilization by all persons, including women and minority and ethnic groups.
- Clarify objectively the multiple historical and contemporary forces with their economic, political, and religious dimensions that have operated to the disadvantage or advantage of all persons, including women and minority and ethnic groups. (In special cases, materials containing biased or slanted points of view may be selected to meet certain specific curricular objectives.)
- Be designed to motivate students and staff to examine their own attitudes and behaviors and to comprehend their own duties, responsibilities, rights, and privileges as participating citizens in a pluralistic, nonsexist society.

Materials concerned with racial, religious, sexual, or ethnic differences shall be free from stereotype, caricature, and other characteristics likely to misrepresent, offend, or defame particular segments of the population.

Materials concerning religion shall be free from intention to indoctrinate the beliefs of any one faith or to belittle any other.

Materials treating controversial issues shall be selected on the basis of their ability to provide students a balanced perspective concerning current events, education, government, history, politics, or any other phase of life.

## **Instructional Resource Procedures**

### **PROCEDURE FOR SELECTION, PURCHASE, AND REMOVAL**

#### **Media in the Library Media Center**

The media librarian shall evaluate the school's existing materials collection using collection analysis data and identified curriculum needs; shall solicit recommendations for purchase from faculty, students, and parents; and shall consult reputable, professionally prepared aids and other appropriate sources in recommending materials for the Library Media Center.

The purchase of materials shall follow the Kentucky Model Procurement Code and established procedures and schedules set forth by Kentucky law, Board policy, and the SBDM Council.

Gift materials shall be judged and accepted or rejected on the basis of the criteria above.

The media librarian shall supervise the removal of media materials no longer appropriate and the replacement of lost and worn materials that are still of educational value based on established weeding guidelines, such as those available from Library Media Services.

#### **Text Materials**

The ~~Superintendent~~~~SBDM Council~~ shall determine which text materials shall be provided in the school. Selection shall be consistent with the general criteria for materials selection noted above.

In instances where the Superintendent delegates the authority for the selection of instructional materials to the SBDM Council~~Following state guidelines~~, the SBDM Council, following state guidelines, shall prepare a Textbook Plan and file the plan with the District Office of the Textbook Coordinator.

The purchase of materials shall follow the Kentucky Model Procurement Code and established procedures and schedules set forth by Kentucky law Board policy, and the SBDM Council.

The Superintendent or the Superintendent's designee shall notify the Kentucky Department of Education (KDE) that the school textbook plan is on file with the District Office of the Textbook Coordinator.

The ~~District~~~~SBDM~~ shall establish procedures for the removal of text materials no longer appropriate and the replacement of lost and worn materials that are still of educational value.

#### **Internet-based and Electronic Resources**

The IT3 Department, working with District content specialists, will make recommendations for instructional software applications.

Local schools should select those programs that meet the requirements of their instructional programs. Due to the wide variety of software programs installed in schools, the IT3 Department cannot guarantee support of all applications.

The purchase of materials shall follow the Kentucky Model Procurement Code and established procedures and schedules set forth by Kentucky law, Board policy, and the SBDM Council.

**Instructional Resource Procedures****Internet-based and Electronic Resources (continued)**

Gift materials shall be judged and accepted or rejected on the basis of the criteria above.

The School Technology Coordinator (STC) shall supervise the removal of electronic resources no longer appropriate.

**REFERENCES:**

<sup>1</sup>KRS 160.345  
KRS 156.410  
KRS Chapters 156 and 157  
704 KAR 3:455

**RELATED PROCEDURES:**

04.7 AP.2 (inventory form)  
09.15 AP.21



**School Board Policies**

**DISSEMINATION**

The Board Policy Manual is readily accessible to staff, students, Board members and the public at <https://www.jefferson.kyschools.us/about/policies> on the District website.

The Office of the ~~General Counsel~~Chief of Staff shall provide periodic communications to District employees highlighting key changes to Board policy. When appropriate, new or revised Board policies will be disseminated during staff/student meetings.

Each site administrator shall notify employees and/or students under their supervision, either orally or in writing, when the Board makes a policy change that applies to them. In addition, the Superintendent shall designate an employee or committee to review related documents such as, but not limited to, the Student Support and Behavior Intervention Handbook~~student code of conduct~~ and employee/student handbooks to assure consistency with Board policies that are new or that have been revised.

**MAINTENANCE**

The primary means of access to the Board Policy Manual is online, at <https://www.jefferson.kyschools.us/page/about>. The Superintendent/~~s~~ designee shall maintain a list of numbered hard copies of the Policy Manual and shall distribute manuals and revised policies accordingly.

The Board Policy Manual will be kept current by periodic revision. It shall be the responsibility of the Superintendent/~~s~~ designee to see that copies of new and revised policies as approved by the Board are placed in proper sequence in the manuals.

Following Board adoption of policy changes, the Superintendent/designee shall forward to each holder of a manual one (1) set of new/revised pages.

The Update Checklist in each manual shall be marked accordingly when the changes resulting from the KSBA annual policy update have been inserted.

