

Non SB 1 Policies for Review

03.24	Health & Safety
03.1234	Medical Leave (Certified)
03.2234	Medical Leave (Classified)
08.1348	Certified Oral and Written Language

- CLASSIFIED PERSONNEL -**Health and Safety****SAFETY**

The Board shall provide every employee with safe and healthful working conditions and tools which adhere to standards and regulations set by the Occupational Safety and Health Act, Kentucky Occupational Safety and Health Act, and Environmental Protection Agency requirements. Where safety and health requirements of a particular job mandate specific action on the part of the employee (e.g., annual health examinations), procedures to ensure that such action takes place shall be developed under the direction of the Superintendent.

Each school administrator shall document all accidents and any loss of time for students and employees on proper accident report forms. The appropriate director shall review the reports in order to monitor the system-wide accident prevention program.

Employees shall report any conditions they believe to be unsafe to their immediate supervisor, who shall examine the situation and take appropriate action.

The District shall develop, maintain and implement health and safety plans in compliance with state and federal law.

HAZARD COMMUNICATION

The Superintendent/designee shall develop a District Hazard Communication Plan. The plan shall include:

1. The assignment of a District employee to be responsible for the implementation and coordination of the Hazard Communications Plan;
2. An inventory of all chemicals used at each school and worksite;
3. The identification of each chemical in the inventory that is covered by the OSHA Hazard Communication Standard;
4. Maintenance of a Safety Data Sheet (SDS) for each substance on the chemical inventory list for as long as the District uses the substance, plus thirty (30) years;
5. Labeling of all containers of each chemical identified as required by the Hazard Communication Standard;
6. The development of an employee Hazard Communication Information and Training Program; and
7. The development, implementation and maintenance of a written Hazard Communication Program.

BLOODBORNE PATHOGEN CONTROL

The Superintendent/designee shall develop an Exposure Control Plan to eliminate or minimize District occupational exposure to bloodborne pathogens. The plan shall address:

1. Identification of employees at-risk of occupational exposure and their assigned tasks and procedures which could lead to such exposure;

Health and Safety

BLOODBORNE PATHOGEN CONTROL (CONTINUED)

2. Communication of hazards to employees;
3. Vaccinations of at-risk employees for Hepatitis B at no cost to these employees;
4. Determination of universal precautions to be observed, including adequate engineering controls and housekeeping procedures;
5. Appropriate training of employees;
6. Provision of personal protective equipment including an opportunity provided annually for employees who use medical sharps in performance of their duties to identify, evaluate and select engineering and work practice controls to be implemented by the District, as appropriate;
7. Maintenance of a sharps injury log;
8. Medical follow-up and counseling for employees after a work-site exposure;
9. Maintenance of confidential records of each exposure incident; and
10. A schedule for implementing all provisions required by the OSHA standard.

The Superintendent or designee shall review and update the Exposure Control Plan at least once each year and when needed to reflect new or modified tasks and procedures that affect occupational exposure or new or revised employee positions with occupational exposure. The review and update shall also address:

1. Changes in technology that eliminate or reduce exposure to bloodborne pathogens; and
2. Annual documentation that appropriate, commercially available and effective safer medical devices that are designed to eliminate or minimize occupational exposure have been obtained and are now in use.

LOCKOUT/TAGOUT

The Superintendent/designee shall develop a lockout/tagout program to eliminate or minimize the unexpected startup or release of stored energy in mechanical or electrically powered equipment. The plan shall address:

1. Assignment of a District employee to be responsible for implementation and coordination of the lockout/tagout program;
2. A written program consisting of energy control procedures;
3. Development, documentation and utilization of energy control procedures for the control of potentially hazardous energy when employees are engaged in servicing and maintaining equipment;
4. Periodic review of the lockout/tagout program to assure authorized employees are properly controlling unexpected startup or release of stored energy; and
5. Annual training of employees authorized to use lockout/tagout to emphasize program procedures and retraining whenever a periodic review reveals deficiencies in employee performance.

Health and Safety

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Each year, the Superintendent/designee shall conduct a hazard assessment to determine when and where the use of personal protective equipment (PPE) is necessary. The hazard assessment shall address:

1. Assignment of a District employee responsible for assessing the workplace for hazards;
2. Selection of appropriate PPE to safeguard employees from hazards that cannot be eliminated;
3. A training program to be conducted to educate employees about the need for PPE and when it must be worn;
4. Training of employees on the use and care of PPE, how to recognize deterioration and failure and the need for replacement; and
5. Requiring employees to wear designated PPE, as deemed necessary by the hazard assessment.

REPORTING FATALITIES, AMPUTATIONS, HOSPITALIZATIONS, OR LOSS OF EYE

The District shall make an oral report to the Kentucky [Education and Labor Cabinet](#) for any death of an employee which is a result of a work-related incident, including death resulting from a heart attack. The report shall be made within eight (8) hours from when the death is reported to the District, the District's agent, or another District employee.

The District shall make an oral report to the Kentucky [Education and Labor Cabinet](#) for any work-related incident which results in an amputation suffered by an employee, employee's loss of an eye, or hospitalization of an employee, including hospitalization resulting from a heart attack. The report shall be made within ~~seventy-two (72)~~ twenty-four (24) hours from when the amputation, loss of an eye, or hospitalization is reported to the District, the District's agent, or another District employee.²

ASBESTOS MANAGEMENT

The District shall conduct school inspection and re-inspection activities as required by state and federal law¹ to identify the status of asbestos. The District shall maintain an updated asbestos management plan that shall include, but not be limited to, applicable current and/or future inspection activities, response actions and surveillance activities and a description of steps taken to inform staff and parents about any such activities. Each school shall maintain in its administrative office an updated copy of the management plan for that school. Annual written notice of the availability of the plan shall be provided to parent, teacher, and employee organizations. In the absence of any such organizations, the District shall provide written notice of plan availability to parents, teachers, or employees, as applicable.

Any custodial or maintenance personnel who may work in a building with asbestos-containing building materials (ACBM) shall have a minimum of two (2) hours of asbestos awareness training. New custodial or maintenance staff who may work in the areas above shall be trained within sixty (60) days of hire. Maintenance and custodians who will be involved in activities that will involve a disturbance of ACBM shall receive an additional fourteen (14) hours of asbestos training.

Health and Safety

REFERENCES:

¹ [401 KAR 058:010](#); 40 C.F.R. Part 763

² ~~[803 KAR 002:181](#)~~ [803 KAR 002:181](#)

Kentucky Department for Public Health

Centers for Disease Control and Prevention

Kentucky Labor Cabinet; [803 KAR 002:308](#); [803 KAR 002:404](#)

OSHA 29 C.F.R. 1910

132 PPE Hazard Assessment

147 Lockout/Tagout

1001 Asbestos - ACBM

1200 Hazard Communication

1030 Bloodborne Pathogens

Adopted/Amended: 7/13/2021

Order #: 2021-114

- CERTIFIED PERSONNEL -**Medical Leave**

This policy shall be applied in a manner consistent with policy 03.113 and the Americans with Disabilities Act (ADA), when those provisions are applicable.

UNPAID LEAVE

Unpaid medical leave shall be granted by the Board, upon written request and Board approval when an employee has been advised by a physician that, for medical reasons, the employee will not be able to work for a period reasonably expected to last thirty or more days due to an anticipated a serious health condition of their own, or that of a family member. As used in this policy, “family member” means spouse; child (including biological, adopted, step, or foster child); parent; parent-in-law; sibling; grandparent; grandchild; son-in-law; and daughter-in-law. The written request shall include the “Certification of Health Care Provider” form completed by the attending physician.

A medical leave of absence may be granted for a period of not more than two (2) consecutive years. At the end of the second year, if the employee is unable to return to work, he/she may request renewal. Such renewal is subject to approval by the Board upon recommendation of the Superintendent.

An employee who qualifies for workers compensation lost time payments and is unable to return to work will be placed on a medical leave until the employee reaches maximum medical improvement, as defined by Kentucky law. The employee may receive service credit for the purpose of salary step placement.

Part-time, temporary, Temporary, seasonal, and substitute employees shall not be eligible for medical leave except for those qualifying for workers compensation payments directly resulting from accidents sustained in the course of fulfilling job responsibilities, or as a workplace accommodation under the ADA, the federal Pregnant Workers Fairness Act, or the Kentucky Pregnant Workers Act.^{3,4,5}

Medical Leave shall not be granted on an intermittent basis under the provision.

FMLA

In compliance with the Family and Medical Leave Act of 1993, medical leave shall be granted in accordance with Board Policy 03.12322.

NOTIFICATION OF RETURN

An employee on medical ~~disability~~ leave shall notify the Superintendent/designee in writing of the employee’s intent to return to the school system on or before the date prescribed in Policy 03.123. An employee who fails to notify the Superintendent/designee of their return by the date prescribed in Policy 03.123 cannot be guaranteed employment for the following school year.

VERIFICATION

The Superintendent may require the employee to secure a licensed physician’s verification of ~~a serious health condition~~ disability.

Medical Leave**PLACEMENT UPON RETURN**

Employees taking medical leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed if the leave exceeds ninety (90) days or if the position has been eliminated.

INVOLUNTARY MEDICAL LEAVE

When, in the opinion of the Board, there is evidence that a teacher or the Superintendent is no longer able to perform satisfactorily the assigned duties, the Board may require the employee to provide evidence of ability to perform the essential functions of the position in the form of an examination and report by a physician of the Board's choosing. The Board shall bear the cost of this examination.

The Board may suspend the employee temporarily pending the physician's examination and may grant an involuntary leave of absence and renewals thereof following the physician's examination.

The employee shall have the right to a hearing on such involuntary leave and its renewal or extension in accordance with the provisions for hearing and appeal in [KRS 161.790](#).¹

RETIREMENT DISABILITY

Retirement disability shall be handled in accordance with [KRS 161.662](#).²

REFERENCES:

¹[KRS 161.790](#); [OAG 65-560](#), [KRS 161.770](#)

²[KRS 161.662](#), [OAG 80-151](#)
[OAG 84-43](#)

Consolidated Omnibus Budget Reconciliation Act
Family & Medical Leave Act of 1993

³ [42 U.S.C. § 12101 et seq.](#), the Americans with Disabilities Act of 1990.

⁴ [42 U.S.C. 2000gg-3\(a\)](#), the Pregnant Workers Fairness Act

⁵ [KRS 344.030](#) to 344.110, the Kentucky Pregnant Workers Act

RELATED POLICIES:

03.111
03.113
03.123
03.12322
03.173

Adopted/Amended: 9/2/2025
Order #: 2025-155

- CLASSIFIED PERSONNEL -**Medical Leave**

This policy shall be applied in a manner consistent with policy 03.212 and the Americans with Disabilities Act (ADA), when those provisions are applicable.

UNPAID LEAVE

Unpaid medical leave shall be granted by the Board, upon written request and Board approval, for the remainder of the school year when an employee has been advised by a physician that, for medical reasons, the employee will not be able to work for a period reasonably expected to last thirty or more days due to an anticipated a serious health condition of their own, or that of a family member. As used in this policy, "family member" means spouse; child (including biological, adopted, step, or foster child); parent; parent-in-law; sibling; grandparent; grandchild; son-in-law; and daughter-in-law. The written request shall include the "Certification of Health Care Provider" form completed by the attending physician.

A medical leave of absence may be granted for a period of not more than one (1) year. At the end of the year, if the employee is unable to return to work, he/she may request renewal for one (1) additional year. Such renewal is subject to approval by the Board upon recommendation of the Superintendent.

An employee who qualifies for workers' compensation lost time payments and are unable to return to work will be placed on a medical leave until they reach maximum medical improvement, as defined by Kentucky law. The employee may receive service credit for the purpose of salary step placement.

Part-time ~~classified~~, temporary, seasonal, substitute employees and student workers shall not be eligible for medical leave except for those qualifying for workers compensation payments directly resulting from accidents sustained in the course of fulfilling job responsibilities or as a workplace accommodation under the ADA, the federal Pregnant Workers Fairness Act, or the Kentucky Pregnant Workers Act.^{1, 2, 3}

Medical Leave shall not be granted on an intermittent basis under the provision.

FMLA

In compliance with the Family and Medical Leave Act of 1993, leave shall be granted in accordance with Board Policy 03.22322.

VERIFICATION

The Superintendent may require the employee to secure a licensed physician's verification of a serious health condition ~~disability~~.

NOTIFICATION OF RETURN

Employees on medical leave shall notify the Superintendent/designee in writing of their intent to return to the school system on or before the date prescribed in Policy 03.223. Employees who fail to notify the Superintendent/designee of their return by the date prescribed in Policy 03.223 cannot be guaranteed employment for the following school year.

Medical Leave**PLACEMENT UPON RETURN**

Employees taking medical leave will, on return, be entitled to a comparable position for which they are qualified. Placement in the same position or same building cannot be guaranteed. Placement upon return shall be determined by the applicable collective bargaining agreement.

INVOLUNTARY MEDICAL LEAVE

When, on advice of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties, the Board may require the employee to provide evidence of ability to perform the essential functions of the position in the form of an examination and report by a physician of the Board's choosing. The Board shall bear the cost of this examination.

REFERENCES:

¹ [42 U.S.C. § 12101 et seq, the Americans with Disabilities Act of 1990](#)

² [42 U.S.C. 2000gg-3\(a\), the Pregnant Workers Fairness Act](#)

³ [KRS 344.030 to 344.110, the Kentucky Pregnant Workers Act](#)

Consolidated Omnibus Budget Reconciliation Act

Family & Medical Leave Act of 1993

~~Americans with Disabilities Act~~

RELATED POLICIES:

03.211

03.212

03.223

03.22322

Adopted/Amended: 9/2/2025

Order #: 2025-155

Certified Oral and Written Language Support

This policy identifies District obligations to provide interpreting and translation services for individuals who need language assistance, including students, parents/guardians, and employees. Individuals who provide these services on behalf of the District shall be trained, tested, and certified as interpreters and translators.

The District shall train staff how to access language support, including face-to-face interpretation, telephone interpretation, video remote interpretation, remote simultaneous interpretation, and document translation. The District shall inform international populations of language support services available to them and how to access those services. All language support services shall be provided by the District at no cost. In accordance with guidance from the Kentucky Department of Education, family members/friends or bilingual employees shall not be used to interpret or translate for formal school or District meetings/documents.

NOTIFICATION OF PROGRAMS, SERVICES, AND ACTIVITIES TO INTERNATIONAL POPULATIONS

When practicable, the District shall notify international populations in their native language of information related to any program, service, or activity provided by the District to all other populations, including the following:

- Registration, application, and enrollment
- Grievance and nondiscrimination procedures
- Language support services
- Calendars and events
- School handbooks
- Report cards
- School choices
- Student discipline procedures
- Gifted and talented programs
- Special education/related services
- Parent/guardian communications
- Requests for parent/guardian permission
- Other communications deemed important by the District

LANGUAGE IDENTIFICATION

The District shall obtain a response to a Survey of Primary and Home Language as provided in Board Policy 08.13452 from parents/guardians to determine languages spoken in the home. That language information shall be entered into the District's student information system. Language proficiency information gathered by District staff shall be used to determine the need for language support for English learners and their parents/guardians. The District shall provide translation of documents into languages other than English for the top five (5) other languages spoken by students and families in the District, as determined by the Survey of Primary and Home Language, as well as any other language requested specifically.

District international populations who need language support are obliged to request translation and interpretation services for school or District-related communications at will.

Certified Oral and Written Language Support**LANGUAGE ACCESS PLAN**

Federal civil rights law requires the District to provide meaningful access to District resources and services for students, employees, and the families of children enrolled in District schools who have limited English proficiency. In order to ensure District compliance with that requirement, the Department of Multilingual Learners shall develop and implement a Language Access Plan that establishes Districtwide practices and resources, including, but not limited to:

1. Providing meaningful access through the use of interpretation services, translation services, language access technologies;
2. Utilizing quality assurance, monitoring, and feedback tools to foster continuous improvement;
3. Communicating to employees, and families regarding the language services available from the District; and
4. Providing employees training and implementation support regarding how to access language services.

The Language Access Plan and any subsequent amendments to the plan shall be submitted to the Board for review.

REFERENCES:

~~“Dear Colleague” letter dated January 7, 2015 from the U.S. Department of Justice Civil Rights Division/U.S. Department of Education Office of Civil Rights~~

Title VI of the Civil Rights Act of 1964

Lau v. Nichols, 414 U.S. 563 (1974)

Castañeda v. Pickard, 648 F.2d 989 (5th Cir. 1981)

67 FR 117 (June 18, 2002) Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons.

Executive Order 13166 Improving Access to Services for Persons with Limited English Proficiency (August 11, 2000).

P.L. 116-260 Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeeds Act (ESSA), Enacted December 27, 2020.

RELATED POLICIES:

08.13452; 09.12

RELATED PROCEDURE:

08.1348 AP.1

Adopted/Amended: 6/8/2021
Order #: 2021-95

Senate Bill 1 (2026 RS) Summary

Board Responsibilities

- Requires the Board to delegate authority over day-to-day operations of the District.
- Requires annual updates to a five-year strategic plan.
- Requires an annual review of three-year projections for revenues and expenditures.
- Requires the Board to oversee by December 1 each year:
 - An annual financial audit and review of key financial performance data; and
 - An annual review of student performance data.
- Authorizes the Board to recruit, hire, negotiate terms of employment, and dismiss the Superintendent.

Superintendent Responsibilities

- Grants authority to the Superintendent over “the district’s day-to-day operations and implementation of the board-approved strategic plan and budget in a manner that promotes the efficient, timely operation of the district, including but not limited to the authority over contracts related to daily operations of the district, pupil transportation, personnel matters, and the organizational structure of administrative staff.”
- Requires the Superintendent to “prepare all rules, regulations, bylaws, and statements of policy for approval and adoption by the board, with approval not to be withheld without a two-thirds (2/3) vote of the board to deny approval or adoption.”
- Requires the Superintendent to provide a quarterly informational report to the Board regarding administrative actions taken to carry out day-to-day operations and implementation of the strategic plan.
- Requires the Superintendent to supervise the general conduct of schools and the district, including but not limited to, instruction, discipline of students, employment matters, and business affairs.
- Grants authority to the Superintendent for all personnel matters, including hiring, terms of employment, discipline, and dismissal of employees, and the organizational chart.
- Grants the Superintendent the authority to approve purchases and contracts up to \$250,000 without board approval
- Grants the Superintendent the authority for line-item transfer up to \$250,000 each quarter within the budget of the District.
- Requires purchases, contracts and transfers approved by the Superintendent to be within the Board-approved budget, aligned to the strategic plan, and reports to the Board.

**Board Policies and Administrative Procedures
Impacted by Senate Bill 1 (2026 RS)**

Priority SB 1 Policies for Review

Chapter 1 Powers and Duties of the Board

- 01.1 Legal Status of the Board
- 01.4 Board Meetings
- 01.5 School Board Policies
- 01.11 General Powers and Duties of the Board
- 01.42 Regular Board Meetings
- 01.45 Board Meeting Agenda

Chapter 2 Administration

- 02.0 Administrative Organization
- 02.12 Duties of Superintendent
- 02.432 Waiver of Board Policies
- 02.4331 School Staffing (SBDM)
- 02.442 Comprehensive School Improvement Plan
- 08.134 AP.1 Quality Magnet Programming

Chapter 4 Fiscal Management

- 04.8 Disposal of School Property

Chapter 8 Curriculum and Instruction

- 08.4 Adult/Community Education
- 08.5 Program Evaluation
- 08.11 Course of Study
- 08.12 Instructional Organization
- 08.31 Student Attendance Day
- 08.32 School Term
- 08.51 Curriculum Development and Implementation
- 08.113 Graduation Requirements
- 08.134 Magnet Education
- 08.1131 Alternative Credit Options

Chapter 10 Community Relations

- 10.2 Citizen Suggestions and Complaints

Legal Status of the Board

CORPORATE POWERS

1. The Jefferson County Public School District shall be made up of the entire geographic area of Jefferson County, Kentucky, with the exception of the area included within the boundaries of the Anchorage Independent School District.
2. Except as provided in KRS 160.370, the District is under the management and control of the Board of Education consisting of five (5) seven (7) members. Each member shall be elected by the voters of the member's respective division on a non-partisan ballot, in a November general election, for a term of four years.
3. The Board shall always act as a body politic and corporate with perpetual succession. A majority of the board shall constitute a quorum for the transaction of business, but a concurring vote by a majority of the board, the number of board members in the quorum notwithstanding, shall be necessary to take any particular action unless otherwise specified by statute,⁴ except the approval or adoption by the Board of any rule, regulation, bylaw, or statement of policy recommended by the Superintendent shall not be withheld without a 2/3 vote by the Board to deny approval or adoption.³~~No individual member and no group comprised of less than the full membership shall act to bind the Board.~~
4. The Board shall be known as the "Board of Education of Jefferson County, Kentucky."
5. The Board may sue and be sued; make contracts; expend funds necessary for liability insurance premiums and for the defense of any civil action brought against an individual Board member in the member's official or individual capacity, or both, on account of an act made in the scope and course of the member's performance of legal duties as a Board member; purchase, receive, hold, and sell property, except that the Board shall delegate to the Superintendent the authority to purchase property if the aggregate amount of the contract does not exceed two hundred fifty thousand dollars (\$250,000);³ issue its bonds to build and construct improvements; and do all things necessary to accomplish the purposes for which it is created.^{1,3}
6. The Board shall delegate authority to the Superintendent over the District's day-to-day operations and implementation of the Board-approved strategic plan in a manner that promotes the efficient, timely operation of the district, including but not limited to:
 - a. The authority over contracts related to daily operations of the district,
 - b. Pupil transportation
 - c. Personnel matters, and
 - a.d. The organizational structure of administrative staff.³

DISTRICT NONDISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex (including sexual orientation or gender identity), gender expression, veteran status, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.²

The District shall comply with all applicable provisions of the Civil Rights Act of 1964; the Equal Educational Opportunities Act of 1974; Title IX of the Education Amendments of 1972; the Individuals with Disabilities Education Act of 1990; Section 504 of the Rehabilitation Act of 1973;

Legal Status of the Board

DISTRICT NONDISCRIMINATION (CONTINUED)

the Americans with Disabilities Act of 1990; and the Age Discrimination Act of 1975, and shall provide annual assurances of compliance to the Kentucky Department of Education.

NOTICE OF CONTACT INFORMATION RELATING TO DISCRIMINATION CONCERNS

Notice of the name, work address and telephone number of the Title IX Coordinator and the Section 504 Coordinator for the District shall be provided to employees, applicants for employment, students, parents/guardians, and other beneficiaries such as participants in activities offered to the public.

WEBSITE ACCESSIBILITY

The District is committed to ensuring accessibility of its website for students, employees, visitors, and members of the community with disabilities. All pages on the District’s website shall conform to Level AA of the Web Content Accessibility Guidelines (WCAG) 2.0 developed by the World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI), or updated equivalents of these guidelines.

Under District developed administrative procedures, students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

REFERENCES:

¹[KRS 160.160](#)

²Americans with Disabilities Act

³[KRS 160.370](#)

⁴[KRS 160.270](#)

KRS Chapter 344

Section 504 of the Rehabilitation Act of 1973

Title VI of the Civil Rights Act of 1964

42 U.S.C. 200e, Civil Rights Act of 1964, Title VII

20 U.S.C. 1681, Education Amendments of 1972, Title IX

Genetic Information Nondiscrimination Act of 2008

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act)

Web Content Accessibility Guidelines

Bostock v. Clayton County, Georgia 140 S. Ct. 1731 (2020)

H.R. 1065 (EH) - Pregnant Workers Fairness Act

RELATED POLICIES:

03.113; 03.212; 09.13; 03.162; 03.262; 09.42811

05.3; 09.3211; 10.5

Adopted/Amended: 10/14/2025

Order #: 2025-175

Board Meetings

The Board, as elected representatives of the people, shall uphold democratic principles which underlie its governance of the public school system. Acknowledging the responsibility conferred upon it by the electorate, the Board shall function in a democratic manner.

RULES OF ORDER

Robert's Rules of Order, Newly Revised shall be the official authority of the Board on all points of parliamentary procedure, except when changed by statute or regulation of the Board.

The chairperson shall have all privileges and rights of all other members, including the right to make a motion, speak to a motion, and vote.

SUSPENSION OF RULES OF ORDER

Any rule or regulation which the Board has authority to make, or any portion of such rule or regulation, may be amended or suspended at any time by a two thirds (2/3) majority vote of the members of the Board.

QUORUM

At a meeting of the Board, a majority of the members shall constitute a quorum. No action shall be taken unless a quorum is present.¹

MAJORITY VOTE

1. A vote of a two-thirds majority of the full Board is necessary to withhold or deny approval of any rule, regulation, bylaw, or statements of policy recommended by the Superintendent.²

~~1.2.~~ A concurring vote of a majority of the full Board is necessary to take any other particular action, unless otherwise specified by statute.³²

VOTING METHOD

Verbal or hand votes, including those of the chairperson, shall be taken on all motions considered by the Board, and the vote shall be entered in the minutes.

ABSTENTIONS

Once a concurring vote of the majority of the full Board is achieved, members ~~Members~~ of the Board who are present but abstain from voting are considered as acquiescing with the majority.² Abstentions shall be recorded as such.

MINUTES

The minutes of actions taken at every meeting of the Board, setting forth an accurate record of votes and actions at such meetings, shall be promptly recorded, and submitted for approval at the next regularly scheduled meeting, and such records shall be open to public inspection at reasonable times after they have been approved by the Board. Minutes of an executive session shall be an exception to this policy.

Minutes shall be maintained in an official record book designated for said purpose. A copy of the proceedings shall be sent to Board members upon request. Minutes may not be changed to reflect an individual's vote different from that actually cast. Minutes may be changed only to correct errors and to reflect an accurate account of actual conduct of Board meetings.

Board Meetings

MINUTES (CONTINUED)

Recordings of the discussion may be maintained for preparation of the minutes.

REFERENCES:

¹[KRS 160.270](#) (1)

²[KRS 160.370](#)

³[OAG 82-374](#); Payne v. Petrie, Ky., 419 S.W. (2d) 761 (1967)

[OAG 88-35](#)

[OAG 92-77](#)

[OAG 92-136](#)

03-OMD-006

Adopted/Amended: 1/5/2021

Order #: 2021-7

School Board Policies

BOARD POLICY DEVELOPMENT

The Superintendent shall prepare all policies for approval and adoption by the Board, with approval not to be withheld without a two-thirds (2/3) vote of the Board to deny approval or adoption.¹ The legal responsibility for policymaking belongs to the Board. The Superintendent, as executive officer of the Board, shall see that policies are executed as provided by law. As in all matters, the Board's rules and regulations shall conform to law and the rules and regulations of the Kentucky Board of Education.

The Board shall be the legislative body which determines all questions of general policy to be employed in the governance of the public schools based upon the recommendation of the Superintendent, with approval not to be withheld without a two-thirds (2/3) vote of the Board to deny approval or adoption.¹

The ~~formulation and~~ adoption of written policies shall constitute the basic method by which the Board exercises its statutory authority in regard to leadership in the operation of the District. All policies developed by the Superintendent for adoption shall be reviewed by the General Counsel prior to submission to the Board. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board exercises its oversight control over the operation of the District.

The formal adoption of policies shall be recorded in the minutes of the Board. The Board shall adopt only those policies which it believes to be sound and workable. Only those written statements so adopted and so recorded shall be regarded as official Board policy. They shall be set by the Board to clarify relationships with employees; to regulate and give positive direction to employees; and to aid in the evaluation of school services.

To the extent practicable, District employees to be affected by a decision shall have the opportunity to participate or have input into decision making. Appropriate areas for broad participation by District employees shall include, but not be limited to, policy development, development of administrative procedures, budget planning, curriculum development, and textbook and materials selection.

TOPICS

The Board shall file in the Board's office its policies including, but not limited to, the following matters:

1. Transportation of pupils;
2. Discipline and conduct of pupils;
3. Limitations or restrictions on use of school facilities;
4. Conduct of meetings of the Board; including policies on the calling of executive sessions;
5. Personnel policies that apply to:
 - a. Certified employees including duties, fringe benefits, salary schedules, non-classroom duties, professional development, teacher-student ratio, hiring,

School Board Policies

TOPICS (CONTINUED)

- b. assignment, transfer, dismissal, suspension, reinstatement, promotion, and demotion; and
- c. Classified employees addressing terms and conditions of employment; identification and documentation of fringe benefits, employee rights, and procedures for the reduction or laying off of employees; and discipline guidelines and procedures that satisfy due process requirements.³
6. Employment and evaluation of the Superintendent;
7. Identification and statement of District goals and objectives and establishment of criteria to determine District progress;
8. Evaluation of certified and classified employees;
9. Selection of textbooks and instructional materials;
10. Expenditure and accounting for school funds, including all special funds; and
11. Policies dealing with school-based decision making.⁴²

INTENTION

It is intended that these policies shall cover matters within the authority and discretion of the Board and not matters otherwise required by law or regulation.⁴²

REVIEW AND UPDATING

Written policies shall be reviewed regularly and shall be used consistently by the Board as a basis for its actions. Such policies shall be kept up-to-date by filing annual amendments thereto by August 15 and shall be public records.

ENACTMENT OF POLICY

Policies shall be submitted [by the Superintendent](#) to the Board for first reading prior to approval by the Board. [Board approval shall not be withheld without a 2/3 vote of the Board to deny approval or adoption.](#)¹ For good cause, and upon a majority vote of the Board approving a motion to do so, the Board may enact ~~or revise~~ a policy [recommended by the Superintendent](#) in the same meeting that it is initially introduced. [For good cause, and upon a two-thirds \(2/3\) majority vote of the Board approving a motion to do so, the Board may enact a revision to a policy in the same meeting that it is initially introduced.](#)

DISSEMINATION AND IMPLEMENTATION OF POLICY

The Superintendent shall monitor the implementation of Board policies and administrative procedures and shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the procedures needed to put the policies into effect. It shall be the responsibility of each administrator to inform all employees supervised as to the location of Board policies and procedures.

All employees shall be responsible for complying with all Board policies and administrative procedures, the Kentucky Revised Statutes, regulations of the Kentucky Board of Education, contractual agreements, and oral directives of their supervisors which apply to their scope of employment.

School Board Policies**DISSEMINATION AND IMPLEMENTATION OF POLICY (CONTINUED)**

In the absence of a policy relating to the efficient operation of the District, the Superintendent shall be responsible for the development, publication, and dissemination of administrative rules, regulations, directives, and procedures until such time as a policy is adopted by the Board.

POLICIES ARE BINDING

All policies of the Board are binding on employees of the District, schools, students, and on the Board itself.²⁻³ Employees and students who fail to comply with Board policies may be subject to disciplinary action.

Exception: Policy exemptions may apply to a participating school or program of innovation as specified in the District's application for school or program of innovation status as approved by the Kentucky Board of Education.⁴⁵

Exception: In the areas specified by [KRS 160.345](#), councils may adopt school policies that differ from Board policy, to the extent permitted by law.

REFERENCES:

¹[KRS 160.370](#)

⁴²[KRS 160.340](#)

²³[KRS 160.290](#)

³⁴[KRS 161.011](#)

⁴⁻⁵[KRS 156.161](#)

[KRS 160.345](#)

RELATED POLICIES:

01.0; 01.11; 01.6; 01.61

Adopted/Amended: 7/8/2025

Order #: 2025-120

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:

DELEGATION OF AUTHORITY TO THE SUPERINTENDENT

The Board shall delegate authority to the Superintendent over the District's day-to-day operations and implementation of the board-approved strategic plan and budget in a manner that promotes the efficient, timely operation of the district, including but not limited to the authority over contracts related to daily operations of the district, pupil transportation, personnel matters, and the organizational structure of administrative staff.

ESTABLISHMENT OF SCHOOLS

Except as provided in KRS 160.370, 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.¹

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 a Kentucky Revised Statute requiring paperwork to be submitted to the Kentucky Board of Education or the Department of Education as permitted by statute.¹⁶

When approved as a School or program 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 may be granted waivers of certain Board policies. This ~~this~~ may include waivers or exemptions for a school identified for comprehensive support and improvement under KRS 160.346.¹¹

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 Superintendent shall submit ~~Board shall approve~~ the turnaround team to the Board for approval.

SCHOOL FUNDS AND PROPERTY

Except as provided in KRS 160.370, 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.

General Powers and Duties of the Board

ADMINISTRATION

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

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.

MANAGEMENT

The Board shall by December 1 each year, approve a rolling five (5) year strategic plan for the district that outlines student achievement goals, faculty and staff improvement goals, facility and infrastructure improvement, and other key objectives that the superintendent and board believe are in the best interest of student outcomes and the community.¹⁵

Upon the recommendation of the Superintendent, the ~~The~~ Board may adopt ~~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. Board approval shall not be withheld without a 2/3 vote of the Board to deny approval or adoption.¹⁵

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.²

INSURANCE

The Superintendent, under authority delegated by 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 District-Board.³ The Superintendent, under authority delegated by 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.⁴ The Superintendent, under authority delegated by 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.⁹ In accordance with 702 KAR 003:330, 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.¹³

As long as they pay the full cost of premiums required, Board members may choose to participate in any group life insurance¹² or any group medical or dental insurance provided by the District for employees.¹⁰

General Powers and Duties of the Board

FREE SUPPLIES

A child shall not be denied full participation in any educational program due to an inability to purchase necessary instructional resources or pay fees.¹⁴

~~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.⁵

REPORTS

The Board shall delegate to the Superintendent the authority to , 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 on forms prepared by the Commissioner of Education and approved by the Kentucky Board of Education.⁶

The Board shall, by November 1 of each year, oversee and publish for the information of the public:

- a. An annual audit of the financial dealings of the district and the reporting of key financial performance data in order to ensure fair and accurate reporting to the board; and
- b. An annual review of student performance in the district and the reporting of key student performance data to ensure compliance with state and federal law and accurate reporting to the board.¹⁵

~~It may prepare and publish for the information of the public a report on the progress of its schools.~~⁶

APPROVAL OF BUDGET AND LEVY OF TAX RATES

The Board shall approve an annual budget recommended by the Superintendent, which shall include any budgetary decisions relevant to the District's ability to obtain necessary revenue, including tax revenue, in accordance with the requirements of state law and regulation.¹⁵

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.⁷

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.

General Powers and Duties of the Board

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.⁸ Debt limitations imposed by law shall be scrupulously observed.

PURCHASES NOT EXCEEDING \$250,000

The Board shall authorize the Superintendent to approve purchases, in accordance with small purchase procedures adopted by the Board, for any contract for which a determination is made that the aggregate amount of the contract does not exceed two hundred fifty thousand dollars (\$250,000). Any purchase completed pursuant to this subsection shall be within the approved budget of the district, aligned to the strategic plan of the District, and reported to the board at the next regularly scheduled Board meeting.¹⁵

LINE ITEMS TRANSFERS

The Board shall authorize the Superintendent to approve a line-item transfer within its annual budget as she or he deems necessary, provided that the aggregate amount of all transfers do not exceed two hundred fifty thousand dollars (\$250,000) per quarter. The Superintendent shall provide a quarterly report to the board on any purchases made under this subsection. Any transfer completed pursuant to this subsection shall be within the approved budget of the District, aligned to the strategic plan of the District, and reported to the Board at the next regularly scheduled Board meeting.¹⁵

CONTRACTS WITH CONSULTANTS

The Board shall delegate authority to the Superintendent, who may contract for consulting services to provide specialized advice or assistance to the school system concerning educational, management, or administrative matters in accordance with this subsection.⁴

Professional service contracts for two hundred fifty thousand dollars (\$250,000) ~~\$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.¹³ Any contract completed pursuant to this subsection shall:

1. Be within the approved budget of the district, aligned to the strategic plan of the district, and reported to the Board at the next regularly scheduled Board meeting;¹⁵ and
2. Be subject to the provisions Board Policy 04.32 Model Procurement Code Purchasing and Administrative Procedures 04.32 AP.11 Contracts and Purchases Using Noncompetitive Negotiation and 04.32 AP.111 Professional Services Contract Process and Return of Investment Review.

A list of all professional service contracts (regardless of dollar amount) shall be presented to the Board on a monthly basis.

The ~~Where appropriate, the~~ Board shall delegate to the Superintendent the authority to ~~may~~ require bids for consulting services to be sought, when appropriate.¹⁵

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

General Powers and Duties of the Board

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.

Except as specifically permitted by law: ~~all~~

~~1. All grant applications that require a contract or the commitment of District funds, time or resources of two hundred fifty thousand dollars (\$250,000) or less shall be submitted to the Superintendent 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 of two hundred fifty thousand dollars (\$250,000) or less shall be submitted to the Board for review approval.~~¹⁵

~~2. All grant applications that require a contract or the commitment of District funds, time or resources more than two hundred fifty thousand dollars (\$250,000) shall be submitted to the Board for prior approval. When an application deadline for such an application prevents Board consideration, the Superintendent is authorized to approve submission of the grant. All grants awarded and all grant agreements of more than two hundred fifty thousand dollars (\$250,000) shall be submitted to the Board for approval. All grants awarded and all grant agreements of more than two hundred fifty thousand dollars (\$250,000) shall be submitted to the Board for approval.~~¹⁵

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. Per [KRS 158.195](#), the display may take the form of, but is not limited to, a plaque or student artwork.¹⁵

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.¹⁵

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:

General Powers and Duties of the Board

RESPONSIBILITIES OF THE BOARD (CONTINUED)

1. To promote and support the instructional program to the highest quality possible within the means of the tax structure;
2. To recruit and hire the Superintendent and negotiate the terms of employment and compensation of a prospective Superintendent~~To appoint a Superintendent of schools;~~¹⁵
3. To complete an annual review of the Superintendent's performance with regard to the duties assigned in KRS 160.370(1) and (2)(b);¹⁵
4. To oversee the administration of the schools in accordance with the Kentucky Revised Statutes and the policies of the Board, as permitted by law, delegating authority to the superintendent over the district's day-to-day operations and implementation of the board-approved strategic plan and budget in a manner that promotes the efficient, timely operation of the district, including but not limited to the authority over contracts related to daily operations of the district, pupil transportation, personnel matters, and the organizational structure of administrative staff;¹⁵
- ~~4.5.~~ To review and approve a rolling three (3) year projection of expenses and revenues;¹⁴
- ~~5.6.~~ To set the general tax rates within the limits of its taxing power;
7. To examine and approve the District's annual budget which shall include any budgetary decisions relevant to the district's ability to obtain necessary revenue, including tax revenue, in accordance with the requirements of state law and regulation;¹⁵
8. To oversee by December 1 each year:
 - a. An annual audit of the financial dealings of the district and the reporting of key financial performance data in order to ensure fair and accurate reporting to the board; and
 - b. An annual review of student performance in the district and the reporting of key student performance data to ensure compliance with state and federal law and accurate reporting to the board;¹⁵
9. To consider and pass upon the recommendations of the Superintendent, within the limits provided by the Kentucky Revised Statutes and federal law. Approval of the Superintendent's recommendations regarding all rules, regulations, bylaws, and statements of policy shall not be withheld without a two-thirds (2/3) vote of the Board to deny approval;¹⁵
- ~~6.10.~~ To receive from the Superintendent reports on the progress of the educational program;
- ~~7.11.~~ 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 for any contract whose aggregate amount is two hundred fifty thousand dollars (\$250,000) or more;¹⁵
- ~~8.12.~~ Upon the recommendation of the Superintendent, approve ~~To formulate and cause to be executed~~ policies for the efficient operation of the District and all schools, with approval not to be withheld without a two-thirds (2/3) vote of the Board to deny approval or adoption;¹⁵ and

General Powers and Duties of the Board

RESPONSIBILITIES OF THE BOARD (CONTINUED)

~~9~~.13. To perform all other duties prescribed by the Kentucky Revised Statutes.

REFERENCES:

¹[KRS 160.290, KRS 160.370](#)

²[KRS 160.300](#)

³[KRS 160.310](#)

⁴[KRS 160.160, KRS 160.370](#)

⁵[KRS 160.330](#)

⁶[KRS 160.340, KRS 160.370](#)

⁷[KRS 160.470](#)

⁸[KRS 160.540](#)

⁹[KRS 160.345](#)

¹⁰[KRS 160.280](#)

¹¹[KRS 160.346; 701 KAR 005:140](#)

¹²[KRS 18A.205; KRS 18A.210](#)

¹³[702 KAR 003:330; KRS 160.370](#)

¹⁴[704 KAR 003:455](#)

⁴⁴¹⁵[KRS 160.370](#)

⁴⁵¹⁶[KRS 158.195](#)

⁴⁶¹⁷[KRS 156.161](#)

[KRS 116.200; KRS 156.072; KRS 156.160;](#)

[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 003:220; 702 KAR 004:160](#)

RELATED POLICIES:

01.41; 01.5; 01.7

03.124; 03.224; 04.92

Adopted/Amended: 7/29/2025

Order #: 2025-136

Regular Board Meetings

TIME AND PLACE

The Board shall conduct an organizational meeting at its first meeting in January. The dates, times, and places of regular meetings shall be approved each year by the Board and entered in its minutes. The schedule of regular meetings shall be made available to the public.² Rescheduled regular meetings shall be noticed and held as special meetings.^{1 & 5}

Notice to Board members of regular meetings shall be given by adoption of scheduled meeting dates, times, and places.

The Board may, at its discretion, conduct its meetings at places and dates other than those approved, provided that Board members and the general public receive timely notice in keeping with statutory requirements for special called meetings.

The Board shall hold at least one (1) regular meeting each month.

TYPES OF REGULAR MEETINGS

There are two (2) types of regular meetings of the Board:

1. Board Business Meetings; and
2. Board Work Session Meetings.

The agenda formats for Board Business Meetings and Board Work Session Meetings are established in Board Policy 01.45.

All meetings of the Board, and any committees or subcommittees thereof, shall be held at specified times and places which are convenient to the public.

Note: Additional notice requirements applicable to regular meetings held for purposes of adopting the school calendar are located in [KRS 158.070](#) and are covered in Board Policy 08.3.

OPEN MEETINGS

All meetings of a quorum of the members of the Board at which any public business is discussed or at which any action is taken are to be public meetings, open to the public at all times, except as provided in [KRS 61.810](#).³

PUBLIC COMMENT PERIOD

Each regular meeting shall include a public comment period of at least fifteen (15) minutes. Any Board rules and policies regarding conduct during school board meetings shall apply during the public comment period.¹

VIDEO TELECONFERENCES

The Board may conduct ~~a its~~ meeting by video teleconference (including closed sessions). Notice of a video teleconference meeting shall comply with the requirements of [KRS 61.820](#) or [KRS 61.823](#) as appropriate. The notice shall clearly state that the meeting will be a video teleconference; provide specific information on how any member of the public or media organization may view the meeting electronically; and in any case where the Board has elected to provide a physical location, or in any circumstance where two (2) or more members of the Board are attending a video teleconference meeting from the same physical location, precisely identify a primary physical location of the video teleconference where all members can be seen and heard and the public may attend in accordance with [KRS 61.840](#).

Regular Board Meetings

The same procedures with regard to participation, distribution of materials and other matters shall apply in all video teleconference locations. Members of the Board who participate in a video teleconference shall remain visible on camera at all times that business is being discussed.

Any interruption in the video or audio broadcast of a video teleconference at any location shall result in the suspension of the video teleconference until the broadcast is restored.

If a regular meeting is changed to a video conference, the meeting shall remain a regular meeting if the meeting occurs on the same date and time as originally scheduled and the Board follows the provisions of [KRS 61.823](#) to provide a notice that meets these requirements.⁴

REFERENCES:

¹[KRS 160.270](#);

²[KRS 61.820](#); [OAG 78-274](#); [OAG 78-614](#)

³[KRS 61.810](#)

⁴[KRS 61.823](#); [KRS 61.826](#)

⁵92-OMD-1677; 04-OMD-056

[KRS 61.840](#); [KRS 158.070](#)

17-OMD-148

RELATED POLICIES:

01.421; 01.43; 01.44; 08.3; 08.31

Adopted/Amended: 10/25/2022

Order #: 2022-182

Board Meeting Agenda

AGENDA PREPARATION AND DISSEMINATION

The Superintendent shall consult with the Board Chairperson to ensure that an agenda is prepared for all regular and special meetings of the Board. For special meetings, the Board shall consider only those matters that are listed on the agenda.

There are two types of regular meetings of the Board:

3. Board Business Meetings; and
4. Board Work Session Meetings.

The Board Business Meeting format includes agenda items necessary for the Board to conduct the regular business of the District, including action items, information items, and a consent calendar. The Board Work Session Meeting format is designed to permit the Board to receive information and have in-depth discussions regarding key issues confronting the District, to better inform subsequent decisions and actions, and also includes a consent calendar for items necessary for the Board to conduct the regular business of the District.

Board members may review and offer suggestions for future Board meeting agendas during the Board Planning Calendar portion of regular Board Business meetings. Board members may also suggest topics for inclusion via e-mail to the Board Chairperson, with copy to the Superintendent. Board input is considered and coordinated as the Superintendent and Board leadership develop subsequent Board Planning Calendars and Board Meeting Agendas. In some instances, the Board Chairperson and Superintendent may determine that a requested topic is best addressed through a written report to Board members rather than through inclusion on the Board Meeting Agenda.

Agenda Items and related presentations and supporting or background material [for regular Board meetings](#) shall be provided to the Board members [at least twelve \(12\) days prior to the meeting date, on or before the Tuesday seven \(7\) days preceding the regular meeting](#) except if significant extenuating circumstances preclude it. Any Item added to the Agenda after that date shall note the necessity for immediate action in the rationale for that Item.

Items may be placed on a proposed special called meeting agenda at the direction of the Chairperson and shall be placed on the proposed agenda if requested in writing by three (3) or more Board members.

The agenda of a regular meeting may be amended at the meeting upon affirmative vote of at least four (4) members. However, once the agenda for a special called meeting is posted and delivered to Board members and requesting media, it may only be amended when a new notice and reposting of the agenda, as amended, is completed prior to the twenty-four (24) hour period before the meeting as required by statute.

Board Meeting Agenda**AGENDA PREPARATION AND DISSEMINATION (CONTINUED)**

To reflect the Board's focus on advancing student achievement, the agenda for regular meetings shall be developed in accordance with the following requirements:

1. The agenda may include a student presentation, performance, or other demonstration of student learning.
2. The Board may shall recognize the achievements and contributions of students, staff, schools/councils, or community members.
3. The Board shall receive communications from citizens and representatives of schools/councils who have signed up to speak.
4. Each meeting shall contain opportunities for dialogue among Board members and Superintendent concerning student achievement issues, including the impact of student learning and support services and an analysis of progress indicators and data.
5. Each Board Business meeting shall contain an opportunity for Board members to report on noteworthy events pertaining to the work of schools and the District. Reports are expected to be brief, and other opportunities for sharing information with fellow Board members and the public will be made available to Board members for more extensive communications.
6. The agenda for Board Business meetings shall reflect a regular schedule of reports to the Board on the status of District finances, programs, and services.
7. To the extent practicable, standard and/or recurring business shall be organized under the Consent Calendar.

BOARD BUSINESS MEETING AGENDA FORMAT

- I. Moment of Silence
- II. Pledge of Allegiance
- III. Recognitions and Resolutions
- IV. Approval of Meeting Agenda
- V. Minutes
- VI. Superintendent's Report
- VII. Persons Requesting to Address the Board on Action Items, or Consent Calendar Items to be voted upon separately at Board member request
- VIII. Action Items
- IX. Information Items
- X. Consent Calendar
- XI. Board Planning Calendar
- XII. Committee Reports
- XIII. Board Reports

Board Meeting Agenda**BOARD BUSINESS MEETING AGENDA FORMAT (CONTINUED)**

- XIV. Persons Requesting to Address the Board (if necessary)
- XV. Executive Session (if necessary)
- XVI. Action Item (if necessary)
- XVII. Adjournment

As applicable, the policy, statute or regulation that authorizes each business item and a short synopsis of each item shall appear on the agenda.

Members of the public shall be given the opportunity to share opinions or express concerns at every Board Business meeting, either through comments addressed to the Board under Agenda Items VII and XIV, or through written comments shared with Board members and the public. The Superintendent/designee shall establish administrative procedures for the process to submit written comments. The procedures shall be made available to the public on the District website.

If necessary to permit the Board to conduct its business in an orderly and efficient manner, the Board Chair may, prior to publication of the meeting notice required under [KRS 61.823](#), remove Agenda Item VII and/or XIV permitting persons to address the Board.

PERSONS ADDRESSING THE BOARD AT A BOARD BUSINESS MEETING

The following shall apply regarding persons addressing the Board at a Board Business Meeting:

1. Persons addressing the Board shall comply with provisions of Board Policy 01.421.
2. All persons who wish to address the Board regarding items on the Board Agenda shall be permitted to speak prior to persons wishing to speak regarding non-agenda items.
3. Current District students wishing to address the Board shall be placed at the front of the lists of speakers under Agenda Items VII and XIV.
4. A maximum of forty-five (45) minutes shall be allocated for Agenda Item VII for people to address the Board regarding Action Items, or Consent Calendar Items to be voted on separately at Board member request.
5. A maximum of forty-five (45) minutes shall be allocated for Agenda Item XIV for:
 - a. Speakers unable to be accommodated under Agenda Item VII due to the time limitation, who shall be permitted to speak first; and
 - b. Speakers on non-agenda items.

BOARD WORK SESSION MEETING AGENDA FORMAT

- I. Approval of Meeting Agenda
- II. Minutes
- III. Work Sessions
- IV. Persons Requesting to Address the Board on Consent Calendar Items to be voted upon separately at Board member request

Board Meeting Agenda**BOARD WORK SESSION MEETING AGENDA FORMAT (CONTINUED)**

- V. Consent Calendar
- VI. Persons Requesting to Address the Board (if necessary)
- VII. Adjournment

As applicable, the policy, statute or regulation that authorizes each business item and a short synopsis of each item shall appear on the agenda.

Members of the public shall be given the opportunity to share opinions or express concerns at every Board Work Session meeting, either through comments addressed to the Board under Agenda Item IV and VI, or through written comments shared with Board members and the public. The Superintendent/designee shall establish administrative procedures for the process to submit written comments. The procedures shall be made available to the public on the District website.

If necessary to permit the Board to conduct its business in an orderly and efficient manner, the Board Chair may, prior to publication of the meeting notice required under [KRS 61.823](#), remove the Agenda Item IV and/or VI permitting persons to address the Board.

PERSONS ADDRESSING THE BOARD AT A BOARD WORK SESSION MEETING

The following shall apply regarding persons addressing the Board at a Board Work Session Meeting:

1. Persons addressing the Board shall comply with provisions of Board Policy 01.421.
2. All persons who wish to address the Board regarding items on the Board Agenda shall be permitted to speak prior to persons wishing to speak regarding non-agenda items.
3. Current District students wishing to address the Board shall be placed at the front of the lists of speakers under Agenda Items IV and VI.
4. A maximum of forty-five (45) minutes shall be allocated for Agenda Item IV for people to address the Board regarding Consent Calendar Items to be voted on separately at Board member request.
5. A maximum of forty-five (45) minutes shall be allocated for Agenda Item VI for:
 - a. Speakers unable to be accommodated under Agenda Item IV due to the time limitation, who shall be permitted to speak first; and
 - b. Speakers on non-agenda items.

CONSENT CALENDAR ITEMS

Routine matters and recommendations of the Superintendent that the Board has had an opportunity to review and about which no opposition is expected will be voted on as a single item in a Consent Calendar. Any Board member may request an agenda item to be removed from the Consent Calendar for consideration as a separate item. To assist in the conduct of orderly and effective Board meetings, the Board member should make every effort to submit the request prior to the meeting via e-mail to the Board Chairperson, copying the Superintendent.

Board Meeting Agenda**CONSENT CALENDAR ITEMS (CONTINUED)**

Depending on the reason for the request and whether Board action is time-sensitive, the Board Chairperson may:

1. Remove the item from the agenda entirely, and add it to the agenda of the next regularly scheduled Board meeting as an Action Item; or
2. Remove the item from the Consent Calendar so the Board may consider it as a separate item during the current Board meeting.

BOARD MEMBER REQUESTS FOR INFORMATION REGARDING AGENDA ITEMS

To assist in the conduct of orderly and effective Board meetings, to the degree possible, questions by Board members regarding Board agenda items and clarification of recommendations to the Board should be dealt with prior to the meeting. Board members should submit requests for information regarding Board agenda items to the Superintendent as early as possible to allow the Superintendent and staff adequate time to prepare a response prior to the Board meeting.

PUBLIC COMMENT PERIOD

Each regular meeting shall include a public comment period of at least fifteen (15) minutes. Any Board rules and policies regarding conduct during school board meetings shall apply during the public comment period.¹

DISTRICT EMPLOYEES/MEMBERS OF THE PUBLIC

District employees and members of the public may address the Board during the period set aside by the Board without submitting an item for the agenda. No action shall be taken during this portion of the meeting on issues raised by employees or the public unless deemed an emergency by the Board.

Employees' concerns dealing with a grievance/communication issue must first be addressed in keeping with the Board's established policies and procedures.

REFERENCE:

¹[KRS 160.270](#)
[KRS 160.290](#)

RELATED POLICIES:

01.42; 01.421; 01.44; 01.5
03.16; 03.26

Adopted/Amended: 10/25/2022
Order #: 2022-182

Administrative Organization

The Board shall delegate the authority to the Superintendent to determine the organizational structure of the District.¹ The administrative organization of the District shall be based upon an analysis of the functions necessary to meet the needs of the school system. Modifications in the organization plan shall be submitted to the Board for review-approval.

REFERENCES

¹KRS 160.370

Adopted/Amended: 1/5/2021
Order #: 2021-7

Duties of Superintendent

EXECUTIVE OFFICER

The administration of the school system in all of its aspects shall be delegated by the Board to the Superintendent, who shall carry out his/her administrative functions in accordance with the policies adopted by the Board. The execution of all decisions made by the Board concerning the internal operation of the school system shall be delegated to the Superintendent.

SPECIFIC DUTIES

The Superintendent shall:

1. Serve as chief executive officer of the Board, attend all meetings, act as secretary, and make recommendations to the Board;
2. See that the laws relating to the schools, the administrative regulations of the Kentucky Board of Education, and the policies of the Board are carried into effect;¹
3. Prepare, under the direction of the Board, all rules, bylaws, and statements of policy for review, approval ~~and~~/or adoption by the Board, with approval not to be withheld without a two-thirds (2/3) vote of the Board to deny approval or adoption;¹
4. Provide a quarterly, informational report to the board on the administrative actions taken by the Superintendent to carry out the District's daily operations and implementation of the strategic plan as well as a budget-to-actual financial update;²
- ~~4.5.~~Administer the planning, development, coordination, and evaluation of the total operation of the system;
- ~~5.6.~~Assume general supervision over the school system, including but not limited to the general conduct of schools, the course of instruction, employment matters of all employees and contractors, and the management of business affairs of the District ~~and over all personnel~~ as provided by the Kentucky Revised Statutes;²
- ~~6.7.~~Develop and implement programs to support and achieve the goals and objectives of the District in alignment with the Board-approved strategic plan and budget~~for adoption by the Board;~~²
8. Be responsible for the hiring, employment terms, dismissal, and organizational structure of all personnel in the district in compliance with all laws and in a manner that best serves the students of the District;²
- ~~7.9.~~Exercise general supervision of the schools, examine their condition and progress, and keep informed of the progress in other Districts;²³
- ~~8.10.~~Determine which curriculum, textbooks, instructional materials, and student support services shall be provided in schools after consulting with the Board, school principals, and school councils and after a reasonable review and response period for stakeholders in accordance with Board policy.^{3 3}
- ~~9.11.~~Approve the principal elected by a majority vote of a School-Based Decision-Making Council. If the Superintendent does not approve the principal selected by the council, the Superintendent may select the principal.^{3 3}
- ~~10.12.~~Delegate responsibility for various administrative functions to Division Chiefs, Executive Officers, Assistant Superintendents or other administrators, but be responsible to the Board for the results produced;

Duties of Superintendent

SPECIFIC DUTIES (CONTINUED)

- ~~11.13.~~ Prepare the annual budget for the District, which shall include any budgetary decisions relevant to the District's ability to obtain necessary revenue, including tax revenue, in accordance with the Kentucky Revised Statutes and regulations of the Kentucky Board of Education;²
- ~~12.14.~~ Assume responsibility for the hiring and dismissal of all personnel in the District;
- ~~13.15.~~ Continually assess the professional training needs of the administrative staff of the District and provide professional staff development programs;
- ~~14.16.~~ Keep the Board and the general public informed on the progress and activities of the educational program;
- ~~15.17.~~ When, in the judgment of the Superintendent, an emergency exists, close the schools or reduce the hours of the school day as appropriate in the interest of the health and safety of the students or when weather or other emergency conditions would make operating the school bus fleet unsafe; and devise a system for notifying parents, pupils, teachers and other employees when it is necessary to close schools due to emergency conditions;
- ~~16.18.~~ Notwithstanding any law that assigns an administrative duty, responsibility, or authority to a board of education, or other law to the contrary, be responsible for any administrative duty not explicitly granted to the Board under KRS160.370(2)(a).²
- ~~17.19.~~ Work to foster a culture within the District that values and promotes authentic and forthright communication among employees, administrators, and Board members to better meet the needs of students, promote fairness, and improve organizational efficiency and performance; and
- ~~18.~~ Perform other duties assigned by the Board.

In the absence of a policy relating to the efficient operation of the District, the Superintendent shall be responsible for the development, publication, and dissemination of administrative rules, regulations, directives, and procedures until such time as a policy is adopted by the Board.

The Superintendent or designee may direct staff to implement state or federal rules and/or regulations which may violate Board policy while reviewing and preparing new policy to be considered by the Board.

ADMINISTRATIVE REPORTS AND INFORMATION REQUESTS

The Superintendent shall establish and periodically review procedures for preparation of administrative reports submitted for approval to the Superintendent. The procedure shall include, but not be restricted to, the channels for involvement in the development, review, and approval of reports.

Recommendations sent to the Board for approval and reports sent to the Board for information only shall be submitted by the Superintendent.

Requests by the Board or by outside agencies for the development of reports shall be submitted to the Superintendent. Individual Board members may request routine or urgent information necessary for the effective execution of the governance and oversight duties of the Board via email

Duties of Superintendent**ADMINISTRATIVE REPORTS AND INFORMATION REQUESTS (CONTINUED)**

to the Superintendent, with copy to the Assistant Secretary to the Board who shall log all such requests and keep record of all responses. In general, information shared with one Board member shall be shared with all.

If the Superintendent determines that a Board member request, as submitted, would require significant staff time, [the Superintendent](#) ~~he or she~~ may contact the requesting Board member to determine whether the request may be altered to be responsive to the needs of the Board member, while reducing the amount of staff time needed to produce the response. If the Superintendent determines that an information request is unreasonable, he or she may ask the Board member to submit the request to the Board Chairperson for inclusion as an agenda item for consideration by the full Board.

Reports which become administrative directives shall be distributed using an established distribution system.

REFERENCES:

¹[KRS 160.370](#); [OAG 78-274](#); [OAG 82-604](#)

²[KRS 160.370](#)

²³[KRS 160.390](#)

[KRS 160.380](#); [KRS 156.111](#); [704 KAR 003:406](#)

[KRS 15.257](#); [KRS 160.395](#)

Adopted/Amended: 12/9/2025

Order #: 2025-196

Waiver of Board Policies

PROCESS

A school council may submit a request to the Superintendent for waiver of a Board policy for areas outside the authority of the council. It shall not be necessary to request a waiver when the council has authority for a policy area, as authorized by [KRS 160.345](#).

The Superintendent shall present the request to the Board within thirty (30) calendar days of receipt of the request, along with a recommendation to approve or deny the request. The council shall have the opportunity to address the Board directly to support the request.

Within thirty (30) calendar days from the date on which the Superintendent presents the waiver request to the Board, the Board approve or deny the request, [with the Superintendent's recommendation not to be withheld without a two-thirds \(2/3\) vote of the Board to deny approval.](#)¹ When the request for waiver is denied, the grounds for denial shall be recorded in the Board minutes and transmitted to the local school council.

CRITERIA

The decision to approve or deny the request shall include, but not be limited to, a consideration of the following:

1. Violation of state and/or federal laws and regulations;
2. Concerns for health and safety;
3. Concerns for liability;
4. Financial resources available;
5. Contractual obligations to personnel and other providers of goods and services;
6. The authority delegated to the council by the Board within the statutes.
7. Whether District goals will be advanced by the waiver;
8. Whether student outcomes will be promoted;
9. Whether the requirements set forth in Board policy relating to equal opportunity, educational equity, and protection from harassment or discrimination will be maintained;
10. Whether District uniformity is required in the circumstances under consideration; and/or
11. Whether the larger interests of the public will be served.

REFERENCES:

[¹KRS 160.370](#)

[KRS 158.645](#)

[KRS 158.6451](#)

Adopted/Amended: 8/31/2021

Order #: 2021-147

School Staffing (SBDM)

BOARD ALLOCATION NOTICES

In accordance with [702 KAR 003:246](#), the Board shall [delegate to the Superintendent the authority to provide each council with both a tentative and a final/updated allocation for school staffing for the next fiscal year.](#)¹ The notifications shall include the ~~Board-approved~~ [guidelines recommended for approval to the Board by the Superintendent, with approval not to be withheld without a two-thirds \(2/3\) vote of the Board to deny approval,](#)¹ used in determining the allocations and the formulas utilized in calculating numbers of positions. Allocations, at a minimum, shall budget funds sufficient for the council to meet the following staffing needs of the school:

- A. Certified Staff:
1. Statutory class size caps based on projected student enrollment;
 2. Pupil contact hours as required by law; and
 3. All other certified staff positions generated by District guidelines approved annually by the Board, excluding fringe benefits, categorical programs, exceptional children services, itinerant, extra duty and extended employment positions, and positions allocated that are not required by statutory cap size requirements.

The ratio of teachers to students shall be flexible depending upon grade levels, course offerings, accrediting standards, other applicable state laws and regulations and provisions of negotiated agreements.

- B. Classified Staff:
1. All school-based positions approved annually by the Board in non-categorical programs.
- C. All Positions:
1. To provide salaries including adjustments for any salary changes made by the Board; and
 2. To budget for vacant positions at 100% of the average District salary for the job classification.

Any revisions made to the District's policy/guidelines (whichever contains specific formula information) for the next school year shall be forwarded to the Kentucky Department of Education by May 1 of each year.

METHOD OF ALLOCATION

Subject to state regulations for allocating funds to schools with school-based decision making (SBDM) councils, the ~~Superintendent Board~~ shall allocate general fund monies to individual schools (excluding special needs schools defined below) using the following method.¹

Each school shall receive a basic allocation composed of the following:

- ~~An an~~-allocation for professional staff development;
- ~~An an~~-allocation for both certified and classified staff based on the ~~District Board~~ standards [as determined by the Superintendent;](#)¹
- ~~A a~~-per-pupil allocation for all students to cover instructional salaries, supplies, equipment, and other instructional items;
- ~~Gap gap~~-students.

School Staffing (SBDM)**METHOD OF ALLOCATION (CONTINUED)**

(The basic allocation is designed to provide sufficient funds to meet state guidelines regarding class size.)

In addition, schools classified as special needs schools shall receive an allocation of funds. Such schools are classified as special needs schools because their programs are so unique that funding them using the basic allocation method described above would be inadequate and inappropriate. In these schools, the number of students may vary significantly during the year, or the class size may necessarily be lower than at other schools. Consequently, such schools are funded based upon a plan submitted by them to the Superintendent and Board. The Superintendent, under authority delegated by the Board, ¹ shall then allocate ~~allocates~~ funds taking into account their special student needs.

The Superintendent, under authority delegated by the Board shall allocate ~~also allocates~~ funds to the District office to cover the administrative cost of the District. Included in this District allocation is a reserve required by state law which shall ~~cannot~~ be less than two (2) percent of the overall general fund budget.

COUNCIL AUTHORITY

After receiving notification of the final financial allocation for the school from the Superintendent Board, the council shall determine, within the funds allocated, the number of persons to be employed at the school in each school level job classification. The council shall not have the authority to recommend transfers or dismissals. The council shall not alter the staffing of District instructional services provided to all schools, including exceptional children teachers and itinerant teachers.

For existing school level vacancies, the council may choose to reassign funds from one District established Board approved school level job classification to another, or to use these funds for other purposes consistent with its responsibilities. Funds remaining from the school's staffing allocation at the end of the year shall revert to the District's general fund, unless the council receives Board approval to escrow the funds to be used at a future date for an approved project.

COUNCIL TO REPORT

By the date specified by the Superintendent/designee, the council shall report to the Superintendent Board the number of persons to be employed at the school in each job classification.

ADJUSTMENTS

Adjustments to the final staffing allocation may be made due to increases in salary schedules, salary adjustments or changes in enrollment. However, any such adjustments shall be made by September 15 and the council notified if the adjustment represents a change.

School Staffing (SBDM)**IMPACT ON DISTRICT BUDGET**

The funding allocation to a school in future District budgets shall not be altered by council action.

In assigning funding of vacant positions to alternate Board-approved job classifications, a council may choose to spend more than the amount allocated by the Board and provide the difference from discretionary council funds. However, the Superintendent Board shall not be obligated to increase allocations in future District budgets to cover this increased expenditure.

REFERENCES:

[¹KRS 160.370](#)
[KRS 157.360; KRS 160.345](#)
[702 KAR 003:246](#)
[OAG 96-38](#)

RELATED POLICIES:

02.4242; 02.4244
03.11; 03.21
04.1

Adopted/Amended: 8/11/2014
Order #: 2014-125

Comprehensive School Improvement Plan

RESPONSIBILITY

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

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

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

The primary purposes of the CSIP shall be:

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

FORM

Unless the school planning committee requests and is granted a waiver [by the Superintendent under authority delegated](#) by the Board¹, the school committee shall use the platform provided by the Kentucky Department of Education. The CSIP structure shall include the components set out in [703 KAR 005:225](#), Every Student Succeeds Act of 2015 (ESSA), and the elements required by [KRS 158.649](#).

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

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

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

PUBLIC REVIEW

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

Comprehensive School Improvement Plan

SCHOOL REPORT CARDS

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

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

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

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

Each school shall send to parents a school report card containing information about school performance as outlined in [KRS 158.6453](#) and [703 KAR 005:140](#), and information on electronic access to a summary of the results for the district shall be published in the newspaper with the largest circulation in the county.

SUMMATIVE ASSESSMENT RESULTS

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

- Proficient and Distinguished in Reading; and
- Proficient and Distinguished in Mathematics.

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

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

BOARD REVIEW

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

Comprehensive School Improvement Plan

REFERENCES:

[¹ KRS 160.370ⁱ](#)
[KRS 158.645](#); [KRS 158.6451](#); [KRS 158.6453](#); [KRS 158.649](#)
[KRS 160.290](#); [KRS 160.345](#); [KRS 160.463](#)
[703 KAR 005:140](#); [703 KAR 005:225](#); [703 KAR 005:280](#); 2024 Budget Bill
P. L. 114-95 (Every Student Succeeds Act of 2015)

RELATED POLICIES:

01.111; 02.432

Adopted/Amended: 7/23/2024
Order #: 2024-097

Quality Magnet Programming

MAGNET EDUCATION STRATEGIC IMPLEMENTATION PLAN

A strategic implementation plan for magnet education in the District shall be created by a cross-divisional team led by the Superintendent/ designee. The plan shall be reviewed and revised at least once every five (5) years. The Magnet Education Strategic Implementation Plan shall include, but not be limited to, the following:

- Creation of new magnet schools or programs;
- Improvements to existing magnet schools or programs;
- Redesign of existing magnet schools and programs as new magnet schools;
- Support for all magnet schools, magnet programs, and optional programs; and
- Clear goals of the District's magnet offerings, including but not limited to, national certification.

QUALITY MAGNET PROGRAMMING

The District shall utilize the District Magnet Program Standards based on nationally recognized magnet education standards to provide magnet-specific quality feedback and support for magnet schools and programs meet the mission of Magnet Education as set forth in Board Policy 08.134. Use of the Magnet Program Standards shall complement and support other District initiatives.

CENTRAL OFFICE SUPPORT

The Office of School Choice shall be resourced to provide appropriate support for the District's magnet schools, magnet programs, and optional programs. Support provided shall, at a minimum, consist of professional development, continuous improvement planning, and resourcing to support implementation of each magnet theme.

CONTINUOUS IMPROVEMENT PROCESSES

Magnet schools, magnet programs, and optional programs shall be reviewed annually using a set of metrics determined by the Office of School Choice that are aligned with the District Magnet Program Standards, the magnet education strategic implementation plan, and the mission for Magnet Education. The Office of School Choice shall provide feedback and support to magnet schools, magnet programs, and optional programs as part of the review process. Each school or program shall work with the Office of School Choice to establish goals consistent with the feedback provided.

NON-MAGNETIC MAGNET SCHOOLS AND PROGRAMS

The Office of School Choice may, as result of the annual review process, identify non-magnetic magnets. A non-magnetic magnet is defined as a magnet school, magnet program or optional program in which the programming or implementation no longer aligns with the District Magnet Program Standards or the mission for Magnet Education. A non-magnetic magnet shall be considered either for structural improvements, elimination, or redesign as a new magnet school or magnet program, after consultation with the principal, SBDM, and Assistant Superintendent. A recommendation for the elimination or redesign of a magnet school, magnet program or optional program shall be forwarded to the Board by the Superintendent for consideration and final action.

Quality Magnet Programming**NON-MAGNETIC MAGNET SCHOOLS AND PROGRAMS (CONTINUED)**

Approval of the Superintendent's recommendation shall not to be withheld without a two thirds (2/3) vote of the Board to deny approval.¹ A non-magnetic magnet slated to be redesigned as a new magnet school or magnet program shall follow the process outlined in New Magnet School or Magnet Program Design Process 08.134 AP.11.

REFERENCE:

¹KRS 160.370

Review/Revised:6/1/2022

Disposal of School Property

BIDS OR AUCTION

Upon receiving the report from the Superintendent, the Board,¹ may, at such time as it deems proper and after compliance with applicable state⁴² or federal regulations, authorize the disposal of school properties through closed sealed bids, public auction, or sale for at least the fair market value established by certified appraisal. The Board reserves the right to reject any and all bids.

DISPOSITION PROCESS

Real property for disposal shall be declared surplus to the educational needs of the District by the Board. Real property may include a transitional center and property not included in the District facility plan. The Board shall request approval from the Kentucky Department of Education (KDE) to dispose of real property by sale, lease, or easement and shall submit the request and required documentation electronically through the Facilities Planning and Construction System (FACPAC). All documentation required by [702 KAR 004:090](#) shall be reviewed by the Board's legal counsel, and if applicable, the District's insurance carrier and fiscal agent or bond counsel prior to being presented to the Board and submitted to the KDE.

Disposal of property purchased or improved using federal funds that is no longer needed for the originally authorized purpose shall comply with state and federal requirements.

The KDE shall review and provide the applicable contingent approval, final approval, closeout approval, or disapproval, to the District within thirty (30) business days of receipt of a completed documentation

The District shall follow the requirements specified in [702 KAR 004:090](#) for property disposal.

CONFLICT OF INTEREST

If the [Superintendent, under authority delegated by the](#) Board,¹ uses a third party to dispose of or lease property, the third party shall not have any financial interest in the transaction or adjacent property beyond a standard commission approved by the [Superintendent, under authority delegated by the](#) Board.¹ If the third party has any financial interest in the transaction or adjacent property beyond a standard commission, the third party shall publicly disclose his or her conflict of interest to the [Superintendent and the](#) Board and shall be documented in the Board's meeting minutes. The Board shall provide the minutes of any such meeting to the KDE when requesting approval.²³

REFURBISHED SURPLUS TECHNOLOGY

If the District receives a written determination that surplus technology does not meet Kentucky Education Technology System standards, it may choose to distribute the refurbished surplus property to eligible low-income students.

First priority shall be given to eligible students in the free or reduced lunch program, and they or their parent/guardian must request the property in writing. The District shall document to whom the technology is distributed.

Efforts will be made to involve local businesses and organizations to participate in refurbishing efforts with career and technical programs and student organizations.

The Superintendent shall develop and implement procedures to carry out this policy.

Disposal of School Property

REFERENCES:

¹[KRS 160.370](#)

¹²[KRS 160.290](#)

²³[702 KAR 004:090](#); [KRS 160.335](#); [KRS 45A.425](#)

[704 KAR 003:455](#)

[OAG 76-291](#); [OAG 91-85](#)

34 CFR 80.32

Adopted/Amended: 7/8/2025

Order #: 2025-120

Adult/Community Education

The ~~District Board through the District's Adult Education Department~~ shall provide programs and classes including basic education and occupational education for adults of the community through the Adult Education Department.

Programs and classes shall be offered to provide for special interests and to meet the needs of adults in the community using tuition and funds from grants and awards to cover the cost. The classes shall be offered at appropriate times and locations to meet the needs of the adult population of Jefferson County.

VIRTUAL HIGH SCHOOL COMPLETION PROGRAMS

The Board, upon the recommendation of the Superintendent, may approve the establishment of ~~establish~~ a high school completion program consistent with KRS 158.100, approval not to be withheld without a two thirds (2/3) vote of the Board to deny approval.^{1&2}

SCHOOL FACILITIES AND RESOURCES

The Superintendent, under authority delegated by the Board,¹ may authorize ~~authorizes~~ the use of school facilities and resources for conducting these programs and may accept ~~further authorizes~~ ~~the acceptance of~~ other agency funds for their operation.

REFERENCES:

¹KRS 160.370

^{1&2}KRS 158.100

KRS 160.155; KRS 160.156; KRS 160.157; KRS 164.0064
013 KAR 003:010; 013 KAR 003:050

RELATED POLICIES:

08.113; 09.1223; 09.124

Adopted/Amended: 7/21/2020

Order #: 2020-101

Program Evaluation

Focusing primarily on measurable student achievement data, the Superintendent/designee shall develop procedures to evaluate instructional programs annually, as they relate to [goals approved by the Board upon the recommendation of the Superintendent, approval not to be withheld without a two thirds \(2/3\) vote of the Board to deny approval goals.](#)¹ Procedures shall include both objective and subjective measures of student outcomes in relation to District educational objectives developed [by the Superintendent, under authority delegated by the Board.](#)¹ approved by the Board. The results of the evaluation shall be presented to the Board.

REVIEW OF NEW PROGRAMS

Prior to implementation, the Superintendent/designee shall review proposals to offer new school and District programs not addressed by [Kentucky Academic Standards](#) and make recommendations to the Board. The recommendations to the Board shall contain data supporting the need for the program, an explanation of how the program is expected to improve student achievement, and a schedule for updating the Board on student progress resulting from the new program. [Board approval of the Superintendent's recommendation shall not to be withheld without a two thirds \(2/3\) vote of the Board to deny approval.](#)¹

REFERENCES:

[¹KRS 160.370](#)
[KRS 158.645](#); [KRS 158.6451](#); [KRS 158.6453](#)
[703 KAR 005:230](#)

RELATED POLICIES:

01.111; 01.42
02.44; 02.441; 02.442
04.1; 08.222

Adopted/Amended: 11/7/2017

Order #: 2017-321

Course of Study

DEVELOPMENT

The Superintendent/designee shall develop a District curriculum framework that establishes course descriptions and reflects statutory and regulatory requirements¹. This curriculum framework shall support and reflect the District's curriculum documents and shall be submitted to the Board for approval, [approval not to be withheld without a two thirds \(2/3\) vote of the Board to deny approval.](#)²

ASSESSMENT OF STUDENT WORK / NONDISCRIMINATION

Consistent with District policies addressing assessment of student progress and grading as well as council and school policies relating to the implementation of the curriculum selected by the Superintendent³³ and assignments, instructional staff are expected to issue grades or assessments of student assignments, including in the classroom, based on responsiveness to the assigned task(s), accuracy, and quality of work, utilizing sound pedagogical judgment and providing modifications for students with disabilities as required by law, free from discrimination or penalty based on constitutionally protected expressions of religious or political views in otherwise responsive student submissions.

IMPLEMENTATION

Each teacher shall implement the course of study prescribed for the assigned grade and subject area.²

CURRICULUM FRAMEWORK

The Superintendent/designee shall develop a curriculum framework and make it available to schools. The framework shall translate state learning goals and academic expectations into a curriculum framework useful to teachers and accessible to parents while supporting the curriculum mapping system. The framework, course descriptions, curriculum maps, ancillary materials and textbooks shall support the curriculum to be used by schools and school-based decision making councils in the development of local instructional decisions.

CURRICULUM DESIGN

The Superintendent shall provide the schools with the curriculum framework and curriculum maps, and support through professional development, to ensure that all students receive a challenging curriculum in reading/language arts, mathematics, science, social studies, arts and humanities, practical living, and vocational studies.

INSTRUCTIONAL PROGRAM

A basic instructional program shall be designed and implemented to meet the needs of students in P1-12 and preschool as required by law. This program shall include, but not be limited to, instruction in the foundation skills of reading/language arts, mathematics, science, social studies, arts and humanities, and practical living and vocational studies.

SYLLABUS

Teachers at all levels (preschool through adult education) shall develop a syllabus for each course, grade/level or subject (single and/or interdisciplinary area) they teach to communicate to students and parents the following information:

1. Prerequisites for the course;
2. Standards to be learned;

Course of Study**SYLLABUS (CONTINUED)**

3. Order of material to be utilized for learning;
4. Resources to be used for learning;
5. Ongoing formative and summative assessments as outlined in the District assessment system; [and](#)
6. Performance standards and expectations.

Each year teachers shall distribute a current syllabus to their students and the students' parents/guardians as directed by the Superintendent/designee.

The Principal/designee shall make pertinent student achievement data available to each teacher and, in keeping with policies set by the council, monitor the process of reviewing and updating syllabi in response to such data.

REFERENCES:

¹[704 KAR 003:303](#)

²[KRS 160.370](#)

³[KRS 160.345](#)

⁴[KRS 161.170](#)

[KRS 156.160](#); [KRS 158.100](#); [KRS 158.183](#)

[KRS 158.645](#); [KRS 158.6451](#)

[KRS 160.345](#)

[702 KAR 007:125](#)

[704 KAR 003:305](#)

Adopted/Amended: 9/2/2025

Order #: 2025-155

Instructional Organization

PHYSICAL ORGANIZATION

The District shall maintain a pattern of primary and intermediate grades for elementary schools, grades 6-8 for middle schools, grades 9-12 for high schools, and preschool programs required by state law. Alternative education programs, provision of services to state agency schools, and special school centers deviating from this pattern shall require Board approval upon the recommendation of the Superintendent, approval not to be withheld without a two thirds (2/3) vote of the Board to deny approval.¹

CURRICULAR ORGANIZATION

For curricular purposes, grades kindergarten through five (K-5) shall be considered elementary education; grades six through eight (6-8), middle education; and grades nine through twelve (9-12), secondary education.

REFERENCES:

[¹KRS 160.370](#)
[KRS 157.3175](#)
[KRS 157.320](#)
[KRS 158.030](#)
[KRS 158.110](#)
505 KAR 001.080
704 KAR 19.002

Adopted/Amended: 3/29/2022
Order #: 2022-53

Student Attendance Day

The length of the student attendance day ~~approved designated~~ by the Board upon the recommendation of the Superintendent, approval not to be withheld without a two thirds (2/3) vote of the Board to deny approval,¹ shall provide students with no less than the minimum number of student attendance days/hours required by law. The Superintendent, under authority delegated by the Board,¹ may request approval of an alternative school calendar based on procedures set out in Kentucky Administrative Regulation.

If the District participates in the Federal School Breakfast Program, the Superintendent may authorize up to fifteen (15) minutes of the student attendance day to provide the opportunity for children to eat breakfast during instructional time.²³

EXCEPTIONS

Kindergarten (entry level of the primary program) shall be provided no less than the equivalent of one-half (1/2) day, five (5) days a week for a full school year for each kindergarten student. An exception also may be made for preschool classes and classes for students with disabilities, or alternatives approved by the Board and Kentucky Department of Education.⁴²

MASTER SCHEDULE

An up-to-date master (bell) schedule shall be on file in each school and up-to-date master (bell) schedules for each school shall be on file in the District's central office.

REFERENCES:

¹[KRS 160.370](#)
⁴²[KRS 158.060](#)
²³[KRS 158.070](#)
[KRS 157.320](#)
[KRS 157.360](#)
[KRS 158.030](#)
[702 KAR 007:125](#)

RELATED POLICIES:

01.42; 06.31; 08.3

Adopted/Amended: 6/28/2022

Order #: 2022-116

School Term

The school term shall include at least four (4) days to be used for professional development and collegial planning activities for the professional staff as directed by statute, regulations, and policy. Additional days permitted by statute and authorized by the Board [upon the recommendation of the Superintendent, approval not to be withheld without a two thirds \(2/3\) vote of the Board to deny approval,](#)¹ may be used for professional development and planning activities for the professional staff. Four (4) days may be used for holidays, and two (2) days may be used for planning activities.

If schools are scheduled to operate during days designated for statewide professional meetings, the District shall permit employees who are delegates to attend in keeping with statutory requirements.⁴²

REFERENCES:

[¹KRS 160.370](#)

[⁴²KRS 158.070](#)

[KRS 2.110; KRS 156.095](#)

[702 KAR 007:125; 702 KAR 007:140; 704 KAR 003:035](#)

[OAG 97-25](#)

Adopted/Amended: 2/2/2021

Order #: 2021-28

Curriculum Development and Implementation

An effective school system consistently uses data from a variety of sources to develop or evaluate strategies to address impediments to student learning. The Board shall hold the Superintendent responsible for District-wide program development and implementation to improve student results [as a component of the Superintendent's annual evaluation.](#)^{1 2}

I. DEVELOPMENT

New or pilot District-wide programs shall be [recommended by the Superintendent submitted](#) to the Board for approval, [approval not to be withheld without a two thirds \(2/3\) vote of the Board to deny approval.](#)¹ The Board shall review each pilot program annually until it is approved [or not approved for continuing support](#). The Superintendent or designee shall present the following information, to the extent applicable, prior to approval of a new or pilot District-wide program:

A. Goals and Objectives/Program Rationale:

1. documents a system need;
2. utilizes solid research base;
3. clearly defines the purpose of the program;
4. states the desired outcomes, including the intended impact on student achievement;
5. explains why this approach best fits the identified need, including a cost/benefit analysis, to the extent possible;
6. identifies how the program helps implement the strategic plan;
7. documents the involvement of the affected stakeholders; and
8. has a clearly defined set of educational goals.

B. Program Plan:

1. includes a description of the program;
2. considers student, staff, parent, and community expectations or needs;
3. aligns with established District curriculum, priorities, and student learning goals;
4. assigns responsibility to program leaders;
5. establishes a detailed implementation plan with timelines;
6. provides for appropriate professional development;
7. provides a long-range budget identifying needed human and material resources;
8. identifies sources of fiscal support for current and future years; and
9. outlines a communication plan.

II. IMPLEMENTATION

The Superintendent/designee shall implement District-wide educational programs, including but not limited to:

1. training the staff in the delivery of the program;
2. monitoring the delivery of the program;
3. managing human and material resources; and
4. providing equitable access to the program.

Curriculum Development and Implementation

REFERENCES:

[¹KRS 160.370](#)

[²KRS 156.557](#)

Adopted/Amended: 1/13/2014

Order #: 2014-004

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 and all other state and local requirements in order to graduate from high school in the District.

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 003:305](#).

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.

ADVANCED COURSEWORK

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

Graduation Requirements

CIVICS 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 [Superintendent under authorization delegated by the Board](#).¹ 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.

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.⁴⁵

FINANCIAL LITERACY REQUIREMENT

For a student 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.

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

Graduation Requirements

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 focus on career exploration and related postsecondary education and training needs.⁵⁶

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 003:305](#), upon the recommendation of the Superintendent, the Board may ~~approve impose~~ other requirements for graduation from high school, approval not to be withheld without a two thirds (2/3) vote of the Board to deny approval.¹ 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 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.²³

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.³⁴

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.

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.

Graduation Requirements**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.⁴²

REFERENCES:

¹[KRS 160.370](#)

⁴²[KRS 40.010](#); [KRS 158.140](#); [704 KAR 007:140](#)

²³[KRS 158.622](#)

³⁴[KRS 156.160](#); 20 U.S.C. § 1414

⁴⁵[KRS 158.141](#)

⁵⁶[704 KAR 003:305](#)

⁶⁷[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](#)

[013 KAR 002:020](#); [702 KAR 007:125](#)

[704 KAR 003:535](#); [704 KAR 007:090](#)

704 KAR Chapter 8

[OAG 78-348](#); [OAG 82-386](#)

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

Adopted/Amended: 7/29/2025

Order #: 2025-136

Magnet Education

MISSION OF MAGNET EDUCATION

Upon the recommendation of the Superintendent, the Board shall review and approve magnet schools, magnet programs, and optional programs which shall reflect the goals and philosophy of the District, approval not to be withheld without a two thirds (2/3) vote of the Board to deny approval.¹

The Mission of magnet education in the District is to provide specialized educational options that attract a diverse population of students to cohesive, theme-based learning environments that promote excellence in student learning.

The Superintendent/designee shall develop and implement equitable criteria, processes, and procedures that support the magnet education mission and support District expectations of all schools. These shall include, but not be limited to, procedures and processes to:

1. Develop, resource, and improve quality magnet education programming; and
2. Design, develop, and approve new magnet schools or programs.

Magnet education is an intentional strategy within the District School Choice Plan. As such, magnet programming shall align with the mission of magnet education for the District. Schools shall participate in the quality magnet education programming development and improvement process established and led by the Office of School Choice.

MAGNET EDUCATION STRATEGIC IMPLEMENTATION PLAN

A magnet education strategic implementation plan that takes into account nationally recognized magnet education standards and best practices shall be created by a cross-divisional team led by the Superintendent/designee and presented to the Board for review. The plan shall be aligned with the District strategic plan and shall include clear goals and metrics for the success of the District's magnet offerings. The magnet education strategic implementation plan shall be assessed based on those goals and metrics and revised to improve magnet education performance and outcomes at least once every five (5) years. The Superintendent/designee shall make regular reports to the Board, as determined by the Board Chair and Superintendent, regarding implementation of the magnet education strategic implementation plan.

RACIAL EDUCATIONAL EQUITY

Implementation of the magnet education strategic implementation plan and the review and evaluation process for the plan shall conform to Board Policy 09.131 District Commitment to Racial Equity, which calls for strategies to eliminate or alter procedures and practices that create systemic disparities in educational opportunities and outcomes. Changes to the magnet education strategic implementation plan shall undergo a review using the Racial Education Analysis Protocol (REAP) required under Board policy 09.131.

REFERENCES:

¹[KRS 160.370](#)

RELATED POLICIES:

09.11; 09.131

Adopted/Amended: 6/7/2022
Order #: 2022-101

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 [Superintendent, under authority delegated by the Board](#).¹ Credit from an online course may be earned only in the following circumstances:

1. The student is enrolled in ~~an a-Board-approved~~ online alternative education program as defined in [KRS 160.380](#) and in accordance with 704 KAR 19.002 [that is recommended by the Superintendent and approved by the Board, approval not to be withheld without a two thirds \(2/3\) vote of the Board to deny approval](#); ¹
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 ~~District 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 approve, under authority delegated by the Board,¹ 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, a student 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 shall address the following:

1. Conditions under which each high school may grant performance-based credits and the related performance descriptors and assessments;
2. Objective grading and reporting procedures;
3. Content standards established in [704 KAR 003:303](#) and 704 KAR Chapter 8;
4. The extent to which state-provided assessments will be used;
5. The ability for students to demonstrate proficiency and earn credit for learning acquired outside of school or in prior learning; and
6. 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:

[¹KRS 160.370](#)
[KRS 158.622](#)
[KRS 164.786](#)
[704 KAR 003:303](#); [704 KAR 003:305](#); 704 KAR Chapter 8

RELATED POLICIES:

08.113; 08.11311; 08.2323; 09.1221; 09.3

Adopted/Amended: 7/25/2023
Order #: 2023-127

Citizen Suggestions and Complaints

The Board recognizes the right of individuals and groups to present complaints concerning the curriculum, instructional materials, school services and school facilities. The Board acknowledges citizens' rights to request and receive explanations regarding their concerns.

SUGGESTIONS

The Board believes that a continuing two-way dialogue between the schools and the public is necessary. It shall be the policy of the Board to give consideration to suggestions posed to the Board by citizens of the District. Citizens wishing to make suggestions should submit them in writing to the appropriate school administrator or the Superintendent or chairman of the Board.

ADVISORY COMMITTEES TO THE BOARD

1. From time to time, the Superintendent, under authority delegated by the Board,¹ may appoint committees composed of citizens to advise the Superintendent and the Board on specific matters.

The Superintendent shall appoint District employees to serve on these committees as necessary. Such committees shall be ad hoc in nature and will serve at the pleasure of the Superintendent, under authority delegated by the Board.¹

In the event an advisory committee is appointed by the Superintendent Board to advise the Superintendent and the Board, the following principles shall prevail:

~~1.2.~~ The Superintendent Board shall appoint membership which is broadly representative of the community.

~~2.3.~~ The duties, operational guidelines, and expectations of the committee shall be outlined at the time of formation of the committee.

~~3.4.~~ The Superintendent Board shall appoint the Chairperson and Coe-Chairperson.

~~4.5.~~ Recommendations of the committee shall be based on appropriate research and facts.

~~5.6.~~ All recommendations shall be submitted to the Superintendent and the Board.

~~6.7.~~ The committee shall be automatically dissolved when its final report has been made, or it can be terminated at any time by the Superintendent, under authority delegated by a majority vote of the Board.¹

Committees appointed by Superintendent, under authority delegated by the Board,¹ shall comply with requirements of the Open Meetings Law.

PUBLIC HEARINGS

The Superintendent or the Board ~~may will~~ arrange for public hearings when the consideration of important issues requires a public forum. These shall be for the dual purpose of informing the public about the issue(s) and for receiving information from the public about the issue(s). The Board shall give prior notice for public hearings.

Citizen Suggestions and Complaints**COMPLAINTS**

The Board welcomes constructive criticism when such is motivated by a sincere desire to improve the effectiveness of the schools. The following standards shall be observed:

1. At a public board meeting no person may orally initiate charges or complaints against individual District employees.
2. When a complaint is brought to the attention of the school district, every effort shall be made to resolve it at the local school level.
3. If the complaint cannot be resolved at the local school level, the appropriate [Principal Supervisor](#), [Regional Assistant Superintendent/designee](#), and then the Superintendent/designee shall confer with the complainant.
4. In the event no resolution can be made at the local school, with the [Principal Supervisor/designee](#), [Regional Assistant Superintendent/designee](#) or Superintendent/designee, it may be appealed to the Board, which may conduct a hearing.

The Superintendent/designee shall establish procedures to handle all complaints fairly and expeditiously.

APPEALS

Complaints appealed to the [Superintendent, under authority delegated by the Board](#),¹ must be in writing and must contain a detailed description of the problem and the redress desired. The [Superintendent Board](#) reserves the right to defer and redirect complaints that have not been explored to the appropriate administrative level.

REFERENCES:

¹[KRS 160.370](#)
[KRS 61.800](#); [KRS 61.805](#); [KRS 61.810](#); [KRS 61.815](#); [KRS 61.820](#); [KRS 61.823](#)
[KRS 61.826](#); [KRS 61.835](#); [KRS 61.840](#); [KRS 61.846](#); [KRS 61.848](#); [KRS 61.850](#)
[OAG 75-3](#)

RELATED POLICY:

01.421

Adopted/Amended: 7/8/2013
 Order #: 2013-124