

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.

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- CERTIFIED PERSONNEL -

Certified Personnel

DEFINITION

Certified personnel are those employees holding positions for which Kentucky teacher certification is required.¹

BARGAINED CONTRACTS

Personnel provisions of contracts negotiated between the Superintendent, under authority delegated by the Board,² and local employee associations recognized by the Board shall be followed.

REFERENCES:

¹[KRS 161.720](#)

²[KRS 160.370](#)

[KRS 161.020](#)

[KRS 161.030](#)

RELATED POLICIES:

See Board Policy Chapter 11

Adopted/Amended: 3/29/2022

Order #: 2022-53

-CLASSIFIED PERSONNEL-**Classified Personnel****DEFINITION**

Classified personnel are all those employees who hold positions not requiring teacher certification.¹

PROBATIONARY STATUS

New classified employees, and former employees re-employed in classified positions, shall serve an initial ninety (90) day probationary period as specified in the appropriate bargaining agreement or District procedures. The purpose of the initial probationary period is to determine the employee's suitability for the position.

Classified employees reassigned from one (1) job classification to another shall serve a reassignment probationary period of ninety (90) working days. The purpose of the reassignment probation is to determine the employee's capability of performance in the new assignment.

Present classified employees whose work or conduct is unsatisfactory may be placed in disciplinary probation status. The purpose of the disciplinary probation is to determine the employee's capability of continued employment.

BARGAINED CONTRACTS

Personnel provisions of contracts negotiated between the Superintendent, under authority delegated by the Board,² and local employee associations recognized by the Board shall be followed.

REFERENCES:

¹[KRS 161.011](#) (1)

²[KRS 161.370](#)

[KRS 78.510](#)

[KRS 78.615](#)

[702 KAR 001:035](#)

RELATED POLICIES:

See Chapter 11

Adopted/Amended: 2/12/2019

Order #: 2019-24

Paraprofessionals

SUPERINTENDENT MAY EMPLOY

The Superintendent may employ paraprofessionals for supplementary instructional and non-instructional duties in the education program in positions authorized by the Superintendent, under authority delegated by the Board.¹

DEFINITION

As used in this policy and in relation to required training and qualifications for instructional personnel, the term “paraprofessional” is interchangeable with the term “paraeducator,” which means an adult school employee who works under the direction of the professional administrative and teaching staff in performing, within the limitations of training and competency, certain instructional and non-instructional functions in the school program.²

EDUCATIONAL REQUIREMENTS

All paraprofessionals shall satisfy educational requirements specified by federal law.²

NOTICE TO PARENTS OF PARAPROFSSIONAL’S QUALIFICATIONS/CERTIFICATION

If the school receives Title I funds, the District shall notify parents of students attending the school annually that they may request the District to provide information regarding the professional qualifications of their child’s paraprofessionals, if applicable.

SUPERVISION

Instructional assistants, and other paraprofessionals shall be assigned to work under the direct supervision of certified staff in specific instructional and non-instructional areas within the limits set by law.^{1&2} Each paraprofessional shall have a job description that limits assigned duties to the scope of the individual's competencies.

EVALUATION

The Superintendent shall develop and implement procedures for an annual evaluation and professional development of paraprofessionals. Evaluation results shall be a factor in future employment decisions.

REFERENCES:

¹[KRS 161.044](#); [KRS 160.370](#); [OAG 76-555](#); [OAG 86-43](#)

²P. L. 114-95, (Every Student Succeeds Act of 2015); [KRS 161.010](#)

34 C.F.R. 200.58

Kentucky High School Athletic Association (KHSAA)

[KRS 17.160](#); [KRS 17.165](#)

[KRS 156.095](#); [KRS 160.380](#); [KRS 161.180](#)

[OAG 73-206](#)

RELATED POLICIES:

- 03.21 (Hiring)
- 03.232 (Job Description)
- 03.28 (Evaluation)
- 03.6

Adopted/Amended: 8/23/2016
Order #: 2016-144

Temporary and Substitute Employees

Part-time, temporary, seasonal, and substitute staff may be employed in ~~Board-approved~~ positions as determined by the Superintendent, under authority delegated by the Board.¹

Paid leaves of absence and other benefits reserved for full-time regular employees are not applicable to part-time classified, temporary, seasonal and substitute employees.

Seniority and rights to reassignment and/or re-employment shall not accrue as a result of service in any part-time classified, temporary, seasonal or substitute staff assignment.

References are required which will be carefully reviewed as part of the decision to employ or re-employ. References will include former and current supervisors.

REFERENCE:

¹KRS 160.370

Adopted/Amended: 3/29/2022

Order #: 2022-53

- CERTIFIED PERSONNEL -**Hiring****SUPERINTENDENT'S RESPONSIBILITIES**

All appointments, promotions, and transfers of certified personnel for positions ~~authorized by the Board~~ shall be made by the Superintendent under authority delegated by the Board, ¹, who, at the first meeting following such actions, and the Superintendent shall notify the Board of same at the first regular meeting following such action. Such notification shall be recorded in the Board minutes.

The Superintendent shall determine, pursuant to state law, when vacancies exist and shall post such staff vacancies as necessary to recruit applicants for positions.

When a vacancy occurs, the Superintendent shall submit the job posting electronically to the statewide job posting system fifteen (15) days before the position is to be filled. Each job posting for a vacancy shall include the District's policy against discrimination in employment and must include an opening and closing date for each position posted.

When a vacancy needs to be filled in less than fifteen (15) days to prevent disruption of necessary instructional or support services of the District, the Superintendent may seek a waiver of the fifteen (15)-day advance notice requirement from the Commissioner of Education. If the waiver is approved, the appointment shall not be made until the person selected by the Superintendent has been approved by the Commissioner of Education.

EFFECTIVE DATE

A personnel action shall not be effective until the employee receives written notice of such action from the Superintendent. A certified employee may be appointed by the Superintendent for any school year at any time after February 1 preceding the beginning of the next school year.

QUALIFICATIONS

The Superintendent shall employ only individuals who are certified for the positions they will hold and who possess qualifications established by law, regulation, and Board policy, except in the case where no individual applies who is properly certified and/or who meets established qualifications set by Board policy. In all cases, the most qualified candidate shall be hired.

Hiring of certified personnel who have previously retired under TRS shall be in compliance with applicable legal requirements.²³

PRE-EMPLOYMENT INQUIRIES

Pre-employment inquiries may include, but are not limited to, requests for licensure/certification, conviction and criminal history records, references, job attendance data, traffic/accident records, and physical examinations, where applicable. Information obtained from pre-employment inquiries concerning an applicant's conviction and criminal history record, toxicology screens, results of job-related competency/skills assessments and other pre-employment inquiry information shall be confidential to the extent permitted by law, but shall be considered in determining employment status.

CRIMINAL BACKGROUND CHECK AND TESTING

Applicants, employees, and student teachers assigned within the District shall undergo records checks and testing as required by applicable statutes and regulations.¹²

Hiring

CRIMINAL BACKGROUND CHECK AND TESTING (CONTINUED)

Each application form provided by the employer to an applicant for a certified position shall conspicuously state the following:

"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO ADMINISTRATIVE FINDINGS OF CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES."

Employment shall be contingent on receipt of records documenting that the individual:

1. Has not been convicted of an offense that would classify a person as a violent offender under [KRS 439.3401](#), a sex crime defined by [KRS 17.500](#), or a misdemeanor offense under KRS Chapter 510;
2. Is not required to register as a sex, offender; or
3. Has not been convicted of an offense, including a drug offence, determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job.

Employment shall terminate on receipt of a criminal history background check documenting a conviction for an offense listed above, unless the offense is a misdemeanor drug offense over five (5) years ago or a non-support felony offense. An employee shall immediately notify his/her/their supervisor if the employee is arrested for or charged with one of the offenses listed above. The supervisor shall immediately notify employee relations.

Employment shall also be contingent on receipt of a clear CA/N check, defined in [KRS 160.380](#) as "a letter from the Cabinet for Health & Family Services indicating that there are no substantiated findings of child abuse or neglect relating to a specific individual." Employment shall terminate upon receipt of a letter from the Cabinet documenting an administrative finding of child abuse or neglect.

"Administrative finding of child abuse or neglect" means a substantiated finding of child abuse or neglect issued by the Cabinet for Health and Family Services that is:

1. Not appealed through an administrative hearing conducted in accordance with KRS Chapter 13B;
2. Upheld at an administrative hearing conducted in accordance with KRS Chapter 13B and not appealed to a Circuit Court; or
3. Upheld by a Circuit Court in an appeal of the results of an administrative hearing conducted in accordance with KRS Chapter 13B.¹²

The form for requesting a CA/N check is available on the Cabinet for Health and Family Services website.

Hiring

REPORT TO SUPERINTENDENT

An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such ~~a-an administrative substantiated~~ finding or the finding has been upheld upon appeal. Any failure to report this finding shall result in the employee being subject to dismissal or termination.

VACANCIES POSTED

A job register listing vacancies to be filled shall be posted on the District's website.

Vacancies may also be posted and advertised outside the District. All central office administrative positions and all principal positions shall be advertised nationally.

When a vacancy for a teaching position occurs in the District, the Superintendent shall conduct a search to locate minority candidates to be considered for the position.

REVIEW OF APPLICATIONS

Under procedures developed by the Superintendent, each application shall be reviewed. Applications for candidates not employed shall be retained for two (2) years.

References are required on applicants for all positions and will be carefully reviewed as part of the employment decision.

RELATIONSHIPS

All applications shall require a response concerning the relationship as defined in [KRS 160.180](#) and KRS 160.380 of each applicant to the Superintendent, any Principal of the District, any other District employees, or a Board member. The hiring of a relative of the Superintendent, a Board member or principal of the District is subject to the restrictions provided in KRS 160.180 and KRS 160.380.

The Superintendent shall not employ a relative of a member of the Board.

A relative of the Superintendent or any Principal of the District shall not be employed except as provided by [KRS 160.380](#).

A relative of the Superintendent or any principal of the District who is otherwise ineligible for employment may be employed as a substitute for a certified or classified employee if the relative is not:

- A regular full-time or part-time employee of the District;
- Accruing continuing contract status or any other right to continuous employment;
- Receiving fringe benefits other than those provided other substitutes; or
- Receiving preference in employment or assignment over other substitutes.

No employee may use his/her/their employment status to influence the employment in the District of a relative which is defined for the purposes of this paragraph of this policy as the employee's father, mother, brother, sister, husband, wife, son, and daughter.

Hiring

RELATIONSHIPS (CONTINUED)

No employee shall be assigned to a school, office, work group or other unit if the assignment would cause a relative of the employee to be a supervisor of the employee.

For purposes of this paragraph of this policy, a relative is defined as the employee's father, mother, brother, sister, husband, wife, son, and daughter; and a supervisor is defined as a person who has authority to oversee and direct work assignments, assign tasks, schedule hours of work, evaluate work performance, or recommend the hiring, discipline, or termination of an employee. For purposes of this paragraph of this policy, the Principal and each assistant principal of a school shall be considered to be the supervisor of each employee in the school building. This paragraph of this policy shall apply even if the status of relative results from a marriage after an initial assignment, or if the supervision authority results from a promotion, reorganization, or other administrative action after an initial assignment. It is the responsibility of the employees having the relationship to notify the Human Resources Division as soon as an assignment or employment status covered by this paragraph of this policy exists or may exist. Any failure to give such notice shall result in disciplinary action. The Superintendent/designee shall develop procedures to implement this paragraph of this policy for all personnel assignments and shall make a final determination as to the appropriate action to implement this paragraph of this policy.

A relative that is ineligible for employment under this may be employed as a substitute for a certified or classified employee if the relative is not:

1. A regular full-time or part-time employee of the district;
2. Accruing continuing contract status or any other right to continuous employment;
3. Receiving fringe benefits other than those provided other substitutes; or
4. Receiving preference in employment or assignment over other substitutes.

Exception to the above is substitute personnel.

CONTRACT

Except for substitute teachers, all certified personnel shall enter into written contracts with the District.

JOB DESCRIPTION

Each employee shall receive a copy of his/her/their job description and responsibilities.

INTENT

Under procedures developed by the Superintendent/designee, an employee may be requested to indicate his/her/their availability for employment for the next school year.

REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT

Each year each full-time and part-time certified employee shall be notified in writing by the last day of the school year whether the employee has reasonable assurance of continued employment for the following school year.

Hiring**REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT (CONTINUED)**

A certified employee assigned extra duties such as coaching shall be notified in writing by the last day of that assigned duty if the employee has reasonable assurance of continued employment in that or a similar capacity for the following school year.

EMPLOYEES SEEKING A JOB CHANGE

Other than the routine transmission of administrative and personnel files, a District employee is prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that the school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law and the school employee, contractor, or agent does not meet the exceptions outlined in 20 U.S.C. § 7926.

JOB SHARING

A District employee may be permitted to participate in a job-sharing program in accordance with procedures established by the Superintendent/designee. However, initial probationary, temporary, seasonal and substitute employees and student workers are not eligible for the job-sharing program.

EXCHANGE OF TEACHERS

The Superintendent may approve the exchange of teachers with other countries, states, and programs outside the District. All arrangements for such exchanges shall adhere to state laws and regulations.

REFERENCES:

¹[KRS 160.370](#)

¹²[KRS 160.380](#)

²³[KRS 161.605](#); [702 KAR 001:150](#)

³⁴P. L. 114-95, (Every Student Succeeds Act of 2015)

20 U.S.C. § 7926; 42 U.S.C. § 9843a(g)

45 C.F.R. § 1302.90

KRS Chapter 13B

[KRS 17.160](#); [KRS 17.165](#); [KRS 17.500](#) to [KRS 17.580](#)

[KRS 156.106](#); [KRS 160.345](#); [KRS 160.390](#)

[KRS 161.042](#); [KRS 161.611](#); [KRS 161.750](#); [KRS 335B.020](#); [KRS 405.435](#)

[KRS 439.3401](#)

KRS Chapter 510

[016 KAR 009:080](#); [702 KAR 003:320](#); [704 KAR 007:130](#)

[OAG 18-017](#); [OAG 73-333](#); [OAG 91-10](#); [OAG 91-149](#); [OAG 91-206](#)

[OAG 92-1](#); [OAG 92-59](#); [OAG 92-78](#); [OAG 92-131](#); [OAG 97-6](#)

[Records Retention Schedule, Public School District](#)

RELATED POLICIES:

01.11; 02.4244; 03.132

Adopted/Amended: 7/8/2025
Order #: 2025-120

-CERTIFIED PERSONNEL-**Compensation and Benefits****ESTABLISHMENT**

The ~~Superintendent Board~~ shall establish annual salary schedules and employee benefits for all certified personnel under authority delegated to the Superintendent by the Board.¹

Insurance and other fringe benefits shall be provided to employees of the District as recommended by the Superintendent. This may include state and District paid insurance plans, as well as optional employee-paid programs.

COBRA

At the time of initial employment an employee shall be given the first COBRA notification. Second notification and continuation of benefits shall be contingent upon the employee's notifying the district of a qualifying event.⁴²

REFERENCES:

¹[KRS 160.370](#)

²Consolidated Omnibus Budget Reconciliation Act

26 CFR Part 1

[KRS 157.320](#) (12)

[KRS 160.290](#) (1)

[KRS 160.340](#) (2e)

[702 KAR 003:070](#)

Adopted/Amended: 11/25/2013

Order #: 2013-191

- CERTIFIED PERSONNEL -**Health and Safety****SAFETY**

The Superintendent, under authority delegated by the Board,¹ shall provide every employee with safe and healthful working conditions and tools that 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 PLAN

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 Communication Plan;
2. The 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)

3. Communication of hazards to employees;
4. Vaccinations of at-risk employees for Hepatitis B at no cost to these employees;
5. Determination of universal precautions to be observed, including adequate engineering controls and housekeeping procedures;
6. Appropriate training of employees;
7. 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;
8. Maintenance of a sharps injury log;
9. Medical follow-up and counseling for employees after a work-site exposure;
10. Maintenance of confidential records of each exposure incident; and
11. A schedule for implementing all provisions required by the OSHA standard.

The Superintendent/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 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 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) hours from when the amputation, loss of an eye, or hospitalization is reported to the District, the District's agent, or another District employee.²³

ASBESTOS MANAGEMENT

The District shall conduct school inspection and re-inspection activities as required by state and federal law¹² 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 [KRS 160.370](#)

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

²³ [803 KAR 002:181E](#)

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 -**Evaluation**

The Superintendent shall recommend for approval by the Board, approval not to be withheld without a two-thirds (2/3) vote of the Board to deny approval.¹ and the Kentucky Department of Education a personnel evaluation system, developed by an evaluation committee, for all certified employees below the level of District Superintendent, which is in compliance with and which shall be implemented consistent with applicable statute and regulation. The District's certified evaluation plan shall be aligned with the Kentucky Framework for Personnel Evaluation.²

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

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

FREQUENCY OF SUMMATIVE EVALUATIONS

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

REPORTING

Results of evaluations shall not be included in the accountability system under [KRS 158.6455](#).

NOTIFICATION

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

CONFIDENTIALITY

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

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

Evaluation**REVIEW**

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

APPEAL TO PANEL

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

REVISIONS TO PREVIOUSLY APPROVED DISTRICT EVALUATION PLAN

If a revision adding or removing a source of evidence or changing a decision rule or calculation in the summative rating formula in the District's certified evaluation plan is made by the local certified evaluation committee, the revised certified evaluation plan shall be reviewed and approved by the Superintendent, under authority delegated by the Board.¹ If the Superintendent determines that changes do not meet the requirements of [KRS 156.557](#), the certified evaluation plan shall be returned to the certified evaluation committee as defined in [KRS 704 KAR 003:370](#) for revision. The Superintendent shall submit proposed revisions to the evaluation plan to the Board for its review. Upon approval by the Superintendent, all revisions to the plan shall be submitted to the Kentucky Department of Education for approval.

REFERENCES:

¹[KRS 156.370](#)

²[KRS 156.557](#); [704 KAR 003:370](#)

[703 KAR 005:225](#)

[OAG 92-135](#); Thompson v. Board of Educ., Ky., 838 S.W.2d 390 (1992)

RELATED POLICIES:

02.14; 03.15; 03.16

Adopted/Amended: 7/8/2025
Order #: 2025-120

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

The Board expects all employees to participate in meetings or activities designed to increase their skills and competencies or to contribute to their professional growth through utilizing the twenty-four (24) hours of professional development (PD) provided by the District or other opportunities approved by the District.

STAFF ORIENTATION

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

PROFESSIONAL DEVELOPMENT PROGRAM TO BE PROVIDED

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

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

The Kentucky Department of Education (KDE) shall establish, direct, and maintain a statewide program of professional development (PD) to improve instruction in the schools. The KDE shall create a four (4) year recurring PD training schedule that includes the trainings listed below for certified staff. The District shall implement the PD training schedule created by the KDE.

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

- a. How to respond to an active shooter situation training prepared by the Department of Criminal Justice Training in collaboration with the Kentucky Department of Education, the Kentucky Law Enforcement Council, and the Center for School Safety;
- b. Child abuse and neglect prevention, recognition, and reporting training from the list of trainings approved by the KDE.

The Board expects all employees to participate in meetings or activities designed to increase their skills and competencies or to contribute to their professional growth through utilizing the twenty-four (24) hours of professional development (PD) provided by the District or other opportunities approved by the District.

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- CERTIFIED PERSONNEL -**Staff Meetings and Professional Development****PROFESSIONAL DEVELOPMENT PROGRAM TO BE PROVIDED**

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- a. How to respond to an active shooter situation training prepared by the Department of Criminal Justice Training in collaboration with the Kentucky Department of Education, the Kentucky Law Enforcement Council, and the Center for School Safety;
- b. Child abuse and neglect prevention, recognition, and reporting training from the list of trainings approved by the KDE.
- c. Suicide prevention training:
 1. High-quality, evidence-based suicide prevention training, including risk factors, warning signs, protective factors, response procedures, referral, postvention, and the recognition of signs and symptoms of possible mental illness.
 2. Postvention means a series of planned supports and interventions with persons affected by a suicide for the purpose of facilitating the grieving or adjustment process, stabilizing the environment, reducing the risk of negative behaviors, and limiting the risk of further suicides through contagion; and
- d. Self-study review of seizure disorder materials.

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

Staff Meetings and Professional Development

PROFESSIONAL DEVELOPMENT PROGRAM TO BE PROVIDED (CONTINUED)

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

SCHOOL RESPONSIBILITIES

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

DOCUMENTATION

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

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

REFERENCES:

[¹KRS 160.370](#)
[KRS 156.095](#); [KRS 156.492](#); [KRS 156.553](#)
[KRS 158.070](#); [KRS 158.645](#); [KRS 158.6451](#)
[KRS 160.345](#)
[704 KAR 003:035](#); [704 KAR 003:325](#)
 P. L. 114-95 (Every Student Succeeds Act of 2015)

RELATED POLICIES:

03.1911; 09.22

Adopted/Amended: 7/29/2025
Order #: 2025-136

-CLASSIFIED PERSONNEL-**Compensation and Benefits****ESTABLISHMENT**

The Superintendent, under authority delegated by the Board,¹ shall establish annual salary schedules for salaries and employee benefits for all classified personnel.

Insurance and other fringe benefits shall be provided to employees of the District as recommended by the Superintendent. This may include state and District paid insurance plans, as well as optional employee-paid programs.

COBRA

At the time of initial employment an employee shall be given the first COBRA notification. Second notification and continuation of benefits shall be contingent upon the employee's notifying the district of a qualifying event.²

REFERENCES:

¹[KRS 160.270](#)

²Consolidated Omnibus Budget Reconciliation Act

26 CFR Part 1

[KRS 160.290](#) (1)

Adopted/Amended: 11/25/2013

Order #: 2013-191

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

The Superintendent, under authority delegated by the Board,¹ 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,² 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,² 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 [KRS 160.370](#)

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

²³ [803 KAR 002:181](#)~~E~~

⁴ [803 KAR 002:180](#)

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 Examination****NEWLY EMPLOYED PERSONNEL**

All newly employed certified personnel, including substitute teachers, shall present documentation in the form of a medical examination performed by a designated licensed physician, physician assistant (PA), or Advanced Practice Registered Nurse or by a licensed medical practitioner of the employee's choice. Through appropriate personnel documents, such as handbooks and/or job applications, employees shall be notified as to who will pay for medical examinations required for initial employment. Medical examinations performed within a one (1) year period prior to initial employment will be accepted.

REPORT REQUIREMENTS

The medical examination shall be reported on the form required by Kentucky Administrative Regulation or a medical record that includes all of the data equivalent to that on the Medical Examination of School Employees form. A copy of the form or medical record and a statement indicating the employee's medical status must be filed with the Superintendent prior to assuming assigned duties.

TUBERCULOSIS SCREENING/TESTING

Each medical examination shall include a skin test or risk assessment for tuberculosis as required by Kentucky Administrative Regulation. Evidence of such tests shall be kept on file. Individuals identified by that assessment as being high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by [702 KAR 001:160](#). A person who tests positive for TB shall be required to comply with the directives of the [Superintendent, under authority delegated by the](#) Board, local board of health and the Kentucky Department for Public Health, Cabinet for Health and Family Services, for further evaluation and treatment of the tuberculosis infection.^{1&2}

The ~~District Board~~ shall bear the cost of this examination.⁺

SCHOOL TO REPORT

Local school authorities shall report immediately all known or suspected cases of communicable disease to the local health department. Diseases to be reported shall not include those considered confidential, such as HIV/AIDS, as set forth in Kentucky Administrative Regulation.²

MEDICAL CONFIDENTIALITY

Signed consent of the employee designating personnel to be informed shall be required before the Superintendent advises personnel of the employee's medical condition.

The Superintendent shall determine which employees are to have access to medical information. This determination shall be made on a need-to-know basis.

Medical Examination**ALCOHOL/DRUG TESTING**

If a supervisor has reason to believe an employee is under the influence of or impaired by alcohol or drugs in the workplace (e.g. erratic behavior, smell of alcohol/marijuana, and/or other indicators etc.) the supervisor shall contact Labor Management and Employee Relations. Employee Relations may require the employee to undergo a blood and/or urine test administered by a medical facility of the District's choice. An employee suspected to be under the influence of or impaired by alcohol or drugs shall not drive themselves to the medical facility. Transportation shall be provided by the District. Refusal to submit to such testing may be grounds for disciplinary action, including termination of employment. If test results confirm the employee was under the influence of or impaired by alcohol or illegal drugs in the workplace, the employee shall be subject to disciplinary action including termination.

REQUIRED EXAMINATION FOR PRESENT PERSONNEL

When, in the opinion of the Superintendent/designee, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties because of physical or mental health problems or when the employee poses a health threat to students or other employees, the Superintendent/designee shall contact Labor Management and Employee Relations. Consistent with the Americans with Disabilities Act and the Family Medical Leave Act, Labor Management and Employee Relations may require the employee to provide evidence of fitness in the form of an examination and report by a physician, and in the case of mental fitness, in the form of an examination and report by a certified psychologist or psychiatrist, of the District's choosing. The ~~District Board~~ shall bear the cost of this examination.¹

REFERENCES:

¹[KRS 160.370](#)

²[702 KAR 001:160](#); [902 KAR 002:020](#); [KRS 214.181](#); [KRS 214.625](#)
[OAG 65-560](#)

Genetic Information Nondiscrimination Act of 2008

Americans with Disabilities Act

Family and Medical Leave Act of 1993

RELATED POLICIES:

¹03.1234, 03.14

Adopted/Amended: 8/4/2020

Order #: 2020-106

- CERTIFIED PERSONNEL -**Equal Employment Opportunity**

The District shall promote equal opportunities through a vigorous set of policies and practices designed to ensure that all qualified candidates have access to opportunities employment, and that all employees received support for professional growth, advancement, and equitable.

NONDISCRIMINATION

The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. The District shall not discriminate in recruitment, employment, retention, promotion, demotion, transfer, or dismissal 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.²

The District shall comply with all applicable employment 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; the Americans with Disabilities Act of 1990; and the Age Discrimination Act of 1975.

As required by Title IX, the District does not discriminate on the basis of sex regarding admission to the District or in the educational programs or activities operated by the District. Inquiries regarding Title IX Sexual Harassment may be referred to the District Title IX Coordinator (TIXC), the Assistant Secretary for the Office of Civil Rights, or both.¹

INDIVIDUALS WITH DISABILITIES

No qualified person with a disability, as defined by law, shall, on the basis of the disability, be subject to discrimination in employment.³

District employment practices shall be in accordance with the Board-approved policies and administrative procedures addressing requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The policies shall be 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.⁴

No human immunodeficiency virus (HIV) related test shall be required as a condition of hiring, promotion, or continued employment, unless the absence of HIV infection is a bona fide occupational qualification for the job in question as defined in [KRS 207.135](#).

REASONABLE ACCOMMODATION

Employees who have a long-term or permanent disability may request the District supervisor to provide reasonable accommodations necessary for them to perform the essential duties of the position. Medical information obtained as part of an employee request shall be confidential.⁴

Equal Employment Opportunity**REASONABLE ACCOMMODATION (CONTINUED)**

If assistive technology is deemed necessary for an employee, every effort will be made to obtain that technology in a timely fashion.

The District shall engage in a timely, good faith and interactive process to determine reasonable accommodations for an employee's limitations related to pregnancy, childbirth, or related medical conditions. Reasonable accommodation shall be provided as required by law.

ADVISING EMPLOYEES

The Superintendent shall inform all school employees of the provisions of this policy.¹

REFERENCES:

¹34 C.F.R. § 106.8

²[KRS 161.164](#); KRS Chapter 344; 42 U.S.C. 2000e, Civil Rights Act of 1964, Title VII

³29 U.S.C.A. 794

⁴[KRS 160.370](#)

⁴⁵29 U.S.C. section 1630.14

[KRS 207.135](#); 34 C.F.R. 104.3 - 104.14

Americans with Disabilities Act

Kentucky Education Technology System (KETS)

Section 504 of the Rehabilitation Act of 1973

Title IX of the Education Amendments of 1972

Genetic Information Nondiscrimination Act of 2008

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

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

RELATED POLICIES:

03.133; 03.1621; 03.212; 03.2621; 05.11

Adopted/Amended: 10/14/2025

Order #: 2025-175

- CERTIFIED PERSONNEL -**Salaries****SINGLE-SALARY BASIS**

The Superintendent, under authority delegated by the Board,¹ shall ~~establish~~ ~~approve~~ salary schedules for all employees based on job qualifications, duties, and responsibilities for each position.

All salaries for certified personnel shall be based on a single-salary schedule providing, at minimum, for the number of working days required by law and/or any relevant addendums as ~~established~~ ~~adopted~~ by the Superintendent~~Board~~.

A District may provide monetary compensation, in addition to that provided through the single salary schedule, to all classroom teachers employed in a school that is identified by the Kentucky Department of Education as being in targeted or comprehensive support and improvement status as described in [KRS 160.346](#).

Although a school may submit a request for an increment for an extended employment position, extra service, or related adjustments, the Board must set increments in pay for positions requiring services beyond those normally expected of other positions if the duties rendered extend beyond the regular school day or require extended days.

Teachers newly employed by the District shall be placed on the salary schedule in accordance with applicable state statutes, regulations of the Kentucky Board of Education, other applicable state and federal regulations and procedures established by the Superintendent.

QUALIFICATIONS

Employees shall be responsible for providing the Superintendent/designee with all required certificates, health examinations, and verifications of experience prior to beginning work.

DETERMINATION OF EXPERIENCE

Newly employed teachers may receive credit for a maximum of fifteen (15) years teaching experience recognized by the Kentucky Board of Education, including up to two (2) years for active pre-employment military experience. Additional years of experience up to twenty (20) years may be awarded for critical need shortage areas, including instructional coaches or resource teachers, and military years for ROTC teachers, as ~~determined~~ ~~approved~~ by the Superintendent, under authority delegated by the Board.¹

The District shall recognize Rank III + 15 hours and Rank II + 15 hours for advancement on the salary schedule, upon successful completion of appropriate coursework.

Only bona fide college credit as determined by the Education Professional Standards Board shall be recognized in advancing from one salary rank to another. Non-college credit shall not apply to salary rank advancement.

A teacher will be credited for one (1) year of experience when the teacher is employed for at least one hundred forty (140) days of a school year and performs teaching duties for the equivalent of at least seventy (70) full school days during that school year.

Salaries

DETERMINATION OF EXPERIENCE (CONTINUED)

Experience credit shall not be given for the following:

- Substitute teaching
- Summer school teaching
- Nursery/Pre-school teaching (unless teaching certification was required)
- Student teaching

In no event shall more than one (1) year of experience be credited for professional experience during a given school year.

EXTENDED EMPLOYMENT

Compensation for employment contracted beyond the minimum number of working days required by law shall be prorated.

Extended employment positions shall be established in a position job description, funded in the District budget, and specified in an addendum to the employee's contract.

Addition of days to be worked beyond the original contract or additional days of extended employment for a position require prior Board approval before the change goes into effect.

EXTRA SERVICES, AND SUPPLEMENTARY PAY

The Superintendent, under authority delegated by the Board,¹ shall approve a schedule of compensation for extra services.

NATIONAL BOARD CERTIFIED TEACHER (NBCT) SUPPLEMENT

As provided under law, teachers who attain certification from the National Board for Professional Teaching Standards on or before July 1, 2020, shall be given an annual salary supplement of two thousand dollars (\$2,000) for the life of the certificate. A teacher who attains certification after July 1, 2020, shall be given an annual salary supplement for the life of the certificate, in accordance with the amount appropriated for this purpose by the General Assembly. If an annual supplement amount appropriated by the General Assembly is less than two thousand dollars (\$2,000), the Board may provide an additional supplement up to the amount required for the total annual supplement to equal two thousand dollars (\$2,000). Salary supplements for National Board Certified Teachers shall be provided in accordance with the negotiated agreement for teachers.

RANK AND EXPERIENCE

The rank and experience of certified personnel shall be determined at time of hire. The ~~Board shall direct the Superintendent~~ shall validate all experience of professional personnel employed in the District, under authority delegated by the Board.¹

Changes in rank and experience shall be determined on September 15 of each year.

To assist with the budgeting process, candidates for NBCT certification shall notify the Superintendent/designee in writing prior to September 15 that certification is pending in order for the employee to receive any rank-related increase retroactive to the beginning of the school year.

Salaries**SENIORITY**

Seniority shall be computed from the first compensable day of employment as a permanent employee in the District following last break in service, if any.

EXCEPTION

The Superintendent's salary may be established without regard to the above-mentioned schedules.

PAYROLL DISTRIBUTION

Employees shall be paid according to a schedule ~~established approved~~ annually by the Superintendent, under authority delegated by the Board.¹ The District shall furnish the employee with an electronic statement. Employees shall be provided access to a computer and printer for review and printing of their statement.

At the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary prior to the end of the fiscal year. Employees are expected to meet the deadlines designated by the payroll department.

NOTICE OF SALARY

Not later than forty-five (45) days before the first student attendance day of the succeeding school year or June 15, whichever occurs earlier, the Superintendent shall notify all certified personnel of the best estimate of the salary for the coming year.

PAYROLL DEDUCTIONS

The Superintendent, under authority delegated by the Board,¹ shall approve all payroll deductions as specified by KRS 161.158 and Board Policy 03.1211.

REFERENCES:

¹KRS 160.370

KRS 157.075; KRS 157.320; KRS 157.350; KRS 157.360

KRS 157.390; KRS 157.395; KRS 157.397; KRS 157.420

KRS 160.290; KRS 160.291; KRS 160.346

KRS 161.1211; KRS 161.134; KRS 161.168; KRS 161.760

KRS 337.070; KRS 424.120; 016 KAR 001:040; OAG 97-25

702 KAR 003:060; 702 KAR 003:070; 702 KAR 003:100; 702 KAR 003:310

29 C.F.R. Section 541.303; 29 C.F.R. Section 541.602; 29 C.F.R. Section 541.710

RELATED POLICIES:

03.114; 03.1211; 03.4

Adopted/Amended: 12/13/2022

Order #: 2022-211

- CERTIFIED PERSONNEL -**Salaries****SINGLE-SALARY BASIS**

The Superintendent, under authority delegated by the Board,¹ shall ~~establish~~ ~~approve~~ salary schedules for all employees based on job qualifications, duties, and responsibilities for each position.

All salaries for certified personnel shall be based on a single-salary schedule providing, at minimum, for the number of working days required by law and/or any relevant addendums as ~~established~~ ~~adopted~~ by the Superintendent~~Board~~.

A District may provide monetary compensation, in addition to that provided through the single salary schedule, to all classroom teachers employed in a school that is identified by the Kentucky Department of Education as being in targeted or comprehensive support and improvement status as described in [KRS 160.346](#).

Although a school may submit a request for an increment for an extended employment position, extra service, or related adjustments, the Board must set increments in pay for positions requiring services beyond those normally expected of other positions if the duties rendered extend beyond the regular school day or require extended days.

Teachers newly employed by the District shall be placed on the salary schedule in accordance with applicable state statutes, regulations of the Kentucky Board of Education, other applicable state and federal regulations and procedures established by the Superintendent.

QUALIFICATIONS

Employees shall be responsible for providing the Superintendent/designee with all required certificates, health examinations, and verifications of experience prior to beginning work.

DETERMINATION OF EXPERIENCE

Newly employed teachers may receive credit for a maximum of twenty (20) years teaching experience recognized by the Kentucky Board of Education, including up to two (2) years for active pre-employment military experience. Additional years of experience up to twenty-five (25) years may be awarded for critical need shortage areas, including instructional coaches or resource teachers, and military years for ROTC teachers, as ~~determined~~ ~~approved~~ by the Superintendent, under authority delegated by the Board via the Salary Placement Rules and Procedures.¹

The District shall recognize Rank III + 15 hours and Rank II + 15 hours for advancement on the salary schedule, upon successful completion of appropriate coursework.

Only bona fide college credit as determined by the Education Professional Standards Board shall be recognized in advancing from one salary rank to another. Non-college credit shall not apply to salary rank advancement.

A teacher will be credited for one (1) year of experience when the teacher is employed for at least one hundred forty (140) days of a school year and performs teaching duties for the equivalent of at least seventy (70) full school days during that school year.

Salaries**DETERMINATION OF EXPERIENCE (CONTINUED)**

Experience credit shall not be given for the following:

- Substitute teaching
- Summer school teaching
- Nursery/Pre-school teaching (unless teaching certification was required)
- Student teaching

In no event shall more than one (1) year of experience be credited for professional experience during a given school year.

EXTENDED EMPLOYMENT

Compensation for employment contracted beyond the minimum number of working days required by law shall be prorated.

Extended employment positions shall be established in a position job description, funded in the District budget, and specified in an addendum to the employee's contract.

Addition of days to be worked beyond the original contract or additional days of extended employment for a position require prior Board approval before the change goes into effect.

EXTRA SERVICES, AND SUPPLEMENTARY PAY

The Superintendent, under authority delegated by the Board,¹ shall approve a schedule of compensation for extra services.

NATIONAL BOARD CERTIFIED TEACHER (NBCT) SUPPLEMENT

As provided under law, teachers who attain certification from the National Board for Professional Teaching Standards on or before July 1, 2020, shall be given an annual salary supplement of two thousand dollars (\$2,000) for the life of the certificate. A teacher who attains certification after July 1, 2020, shall be given an annual salary supplement for the life of the certificate, in accordance with the amount appropriated for this purpose by the General Assembly. If an annual supplement amount appropriated by the General Assembly is less than two thousand dollars (\$2,000), the Board may provide an additional supplement up to the amount required for the total annual supplement to equal two thousand dollars (\$2,000). Salary supplements for National Board Certified Teachers shall be provided in accordance with the negotiated agreement for teachers.

RANK AND EXPERIENCE

The rank and experience of certified personnel shall be determined at time of hire. The ~~Board shall direct the Superintendent~~ shall to validate all experience of professional personnel employed in the District, under authority delegated by the Board.¹

Changes in rank and experience shall be determined on September 15 of each year.

To assist with the budgeting process, candidates for NBCT certification shall notify the Superintendent/designee in writing prior to September 15 that certification is pending in order for the employee to receive any rank-related increase retroactive to the beginning of the school year.

Salaries**SENIORITY**

Seniority shall be computed from the first compensable day of employment as a permanent employee in the District following last break in service, if any.

EXCEPTION

The Superintendent's salary may be established without regard to the above-mentioned schedules.

PAYROLL DISTRIBUTION

Employees shall be paid according to a schedule ~~established approved~~ annually by the ~~Superintendent, under authority delegated by the~~ Board.¹ The District shall furnish the employee with an electronic statement. Employees shall be provided access to a computer and printer for review and printing of their statement.

At the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary prior to the end of the fiscal year. Employees are expected to meet the deadlines designated by the payroll department.

NOTICE OF SALARY

Not later than forty-five (45) days before the first student attendance day of the succeeding school year or June 15, whichever occurs earlier, the Superintendent shall notify all certified personnel of the best estimate of the salary for the coming year.

PAYROLL DEDUCTIONS

The ~~Superintendent, under authority delegated by the~~ Board,¹ shall approve all payroll deductions as specified by [KRS 161.158](#) and Board Policy 03.1211.

REFERENCES:

¹[KRS 160.370](#)

[KRS 157.075](#); [KRS 157.320](#); [KRS 157.350](#); [KRS 157.360](#)

[KRS 157.390](#); [KRS 157.395](#); [KRS 157.397](#); [KRS 157.420](#)

[KRS 160.290](#); [KRS 160.291](#); [KRS 160.346](#)

[KRS 161.1211](#); [KRS 161.134](#); [KRS 161.168](#); [KRS 161.760](#)

[KRS 337.070](#); [KRS 424.120](#); [016 KAR 001:040](#); [OAG 97-25](#)

[702 KAR 003:060](#); [702 KAR 003:070](#); [702 KAR 003:100](#); [702 KAR 003:310](#)

29 C.F.R. Section 541.303; 29 C.F.R. Section 541.602; 29 C.F.R. Section 541.710

RELATED POLICIES:

03.114; 03.1211; 03.4

Adopted/Amended: 9/2/2025

Order #: 2025-155

-CERTIFIED PERSONNEL -**Holidays and Vacation Leave****HOLIDAYS**

Part-time permanent certified and certified job sharing employees assigned to a working calendar shall be paid for four (4) half holidays. Certified employees job sharing for full days and working half the year shall be paid for two (2) full holidays. All certified employees who work less than 260 days per year shall be paid for four (4) holidays. All certified employees who work 260/261/262 days per year shall be paid for ten (10) holidays. The paid holidays shall be designated annually by the Superintendent, approved by the Board, approval not to be withheld without a two thirds (2/3) vote of the Board,¹ and included in the official school calendar. These holidays are part of the school year required by state law.⁻⁴²

VACATION

Full-time certified employees who work 260/261/262 days per year shall earn paid vacation leave pursuant to the approved procedures. Employees must be in active pay status or on an approved leave during their scheduled work year in order to utilize vacation leave, unless the employee submits documentation to support a leave under Board Policies 03.12322 Family and Medical Leave or 03.1234 Medical Leave. All vacation leave must be approved. The maximum monthly accumulated vacation total cannot exceed more than two (2) times the earned annual rate. Requests for vacation leave must be approved by the employee's supervisor who may deny such leave if the employee's absence will interrupt or impede the work program. At the time an employee is no longer employed in an eligible position, compensation for accrued vacation shall be made at a rate not to exceed the daily salary rate calculated from the employee's last annual compensation.²³

Recognition of annual leave for TRS purposes shall be governed by applicable statutes and regulations. For an individual who became a member of TRS on or after July 1, 2008, payment for annual or compensatory leave shall not be included in determining the member's last annual compensation.

REFERENCES:

¹[KRS 160.370](#)

⁴²[KRS 158.070](#)

²³[KRS 160.291](#)

[KRS 161.220](#)

[KRS 161.540](#)

[KRS 2.110](#)

[KRS 2.190](#)

RELATED POLICIES:

03.12322; 03.1234

Adopted/Amended: 8/15/2023

Order #: 2023-136

- CERTIFIED PERSONNEL -**Insurance****INSURANCE**

The Superintendent, under authority delegated by the Board,¹ shall provide insurance and other fringe benefits to District employees as recommended by the Superintendent.¹ This may include state and District paid insurance plans as well as optional employee-paid programs.

The ~~District Board~~ shall provide unemployment insurance⁴² and workers' compensation²³ insurance for all certified personnel. 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.³⁴ In addition, the State provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation.⁴⁵

WORKERS' COMPENSATION

Employees who qualify for workers' compensation benefits following an assault and injury while performing assigned duties should refer to policy 03.123.

Employees who qualify for Workers' Compensation may be offered the opportunity to participate in an Early Return to Work Program. Transition employment need not be in the same job classification or location, but must comply with the treating physician's restrictions and amendments until the participating employee achieves maximum medical recovery.

REFERENCES:

¹KRS 160.370

²KRS 341.050

²³KRS 342.630

³⁴702 KAR 003:330

⁴⁵702 KAR 001:035

KRS 161.158; OAG 83-151

Consolidated Omnibus Budget Reconciliation Act

Kentucky Constitution (Section 3); KRS 161.155; KRS 342.730(6)

RELATED POLICIES:

01.11; 03.1211; 03.123; 03.12322; 03.1241; 03.14

Adopted/Amended: 7/23/2024

Order #: 2024-097

- CERTIFIED PERSONNEL -**Transfer**

The Superintendent shall establish assignment and transfer procedures for effecting voluntary and involuntary transfer/reassignments which may be applied at the request of the employee or which may be initiated by the District. All voluntary and involuntary transfers/reassignments shall be approved by the Superintendent.

At the first regular meeting following a transfer, the Superintendent shall notify the Board of the action, which shall be recorded in the Board meeting minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

A teacher elected to a school council shall not be involuntarily transferred during his or her term of office.

Transfer or reassignment of certified personnel will be made no later than thirty (30) days before the first student attendance day of the school year except to fill vacancies created by illness, death, or resignations; to reduce or increase personnel because of a shift in school population; to make personnel adjustments after consolidation or merger; or to assign personnel according to their major or minor fields of training.¹

Teachers and administrators seeking a different position of responsibility shall have recent training, preferably a field experience or internship in which the person is given related job experiences. The training shall be designed to prepare the individual to assume a position of authority and responsibility and to provide an opportunity for evaluating the individual's to assume such a position. The Superintendent shall provide for an orientation or workshop before the employee assumes the new responsibilities.

EMPLOYEE REQUESTS

A District employee may request and be considered for transfer within the same job classification from one work location to another and for reassignment from one position/job classification to another at the same salary grade having an equivalent level of responsibility. A reassignment may be an intra-school or an intra-system action. The employee shall request a reassignment or transfer in writing. Such a request shall be deemed to have been made on a voluntary basis and once a reassignment or transfer has been made there shall be no appeal. The employee shall meet the minimum qualifications of the position/job classification to which the employee is reassigned or transferred.

TEMPORARY DUTY

Any employee may be temporarily appointed or assigned by the Superintendent to duties other than the employee's regular duties. The Superintendent shall notify the Board at the first regular meeting following a transfer subject to the notification of the Board following a temporary appointment or assignment. There shall be no change in compensation or benefits during the temporary appointment or assignment unless authorized by the Superintendent.

TRANSFER OF EMPLOYEES CHARGED WITH A FELONY

Notwithstanding any other policy provision, the Superintendent may transfer an employee charged with a felony offense as permitted under [KRS 160.380](#).

Transfer

REFERENCES:

- ¹[KRS 161.760; OAG 78-266](#)
- [KRS 160.380](#)
- [KRS 160.390](#)
- [KRS 161.720](#)
- [OAG 76-360](#)
- [OAG 91-149](#)
- [OAG 92-1](#)
- [OAG 91-115](#)
- [OAG 92-135](#)
- [OAG 92-78](#)

RELATED POLICY:

02.4244

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

- CERTIFIED PERSONNEL -**Assignment**

The assignment of all certified personnel shall be made by the Superintendent and shall be made in accordance with state law, Kentucky Administrative Regulations, and/or other legal agreements.¹ The Superintendent shall make all appointments, promotions, and transfers of certified personnel for positions authorized by the Superintendent under authority delegated by the Board.¹ ~~The Superintendent and, at the first meeting following the actions,~~ shall notify the Board of same at the first regular meeting following the actions. Such notification shall be recorded in the Board minutes. The Superintendent may designate the Human Resources Division to provide notice of assignment. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

The Superintendent shall assign personnel who are certified for the positions they will hold and who possess qualifications established by Board policy, except in the case where no individual applies who is properly certified and/or who meets qualifications set by Board policy.

The Superintendent shall not assign the relative of a school Principal to the school where the Principal is assigned.¹²

No employee shall be assigned to a school, office, work group or other unit if the assignment would:

1. Cause a relative of such employee to be a supervisor of such employee; or
2. Cause such employee to supervise, or be supervised by, a person with whom such employee is in a dating relationship, as defined in Board Policy 01.0.

For purposes of this policy, a relative is defined as the employee's father, mother, brother, sister, husband, wife, son, daughter, grandparent, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, mother-in-law, father-in-law, sister-in-law, or brother-in-law. For purposes of this policy, a supervisor is defined as a person who has authority to oversee and direct work assignments, assign tasks, schedule hours of work, evaluate work performance, or recommend the hiring, discipline, or termination of an employee. This policy shall apply even if the status of relative results from a marriage after an initial assignment, or if the supervision authority results from a promotion, reorganization, or other administrative action after an initial assignment. It is the responsibility of the employees having the status of relative or the dating relationship to notify the Human Resources Division Department as soon as an assignment or employment status covered by this policy exists or may exist. Any failure to give such notice may result in disciplinary action. The Superintendent shall develop procedures to implement this policy of all personnel assignments and shall make a final determination as to the appropriate action to implement this policy.

The Superintendent shall provide for an orientation and/or workshop before the employee assumes the new responsibilities.

All assignments of employees shall be made in accordance with state law, Kentucky Administrative Regulations, and any relevant legal agreements.

Note: The text above is found in the classified policy relating to assignment. Added here for consistency.

Assignment

The Superintendent shall not assign a certified employee to an alternative education program as defined in [KRS 160.380](#) as part of any disciplinary action pursuant to [KRS 161.790](#) or as part of a corrective action plan established pursuant to the District's evaluation plan.

REFERENCES:

- ¹[KRS 160.370](#)
- ²[KRS 160.380](#)
- [KRS 156.095](#); [KRS 158.060](#)
- [KRS 160.345](#); [KRS 160.390](#)
- [KRS 161.760](#); [KRS 161.790](#)
- [OAG 78-266](#); [OAG 91-28](#); [OAG 91-149](#); [OAG 92-1](#); [OAG 92-135](#); [OAG 11-001](#)

RELATED POLICIES:

01.0; 02.4244

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

- CERTIFIED PERSONNEL -**Duties**

Each employee of the District shall carry out the duties and responsibilities under such standards as will assure ethical performance of duty. As public employees working for the District, all employees are expected, to the best of their ability, to perform their duties honestly and faithfully. Employees shall not place themselves in positions that will cause them to act in any manner other than in the best interest of the public and the District.

All employees are expected to use sound judgment in the performance of their duties and to take reasonable measures to protect the health, safety, and well-being of others, as well as District property.

JOB DESCRIPTION

The Superintendent, under authority delegated by the Board,¹ shall establish such positions as necessary for the efficient and orderly operation of the school system and shall prescribe the duties for all employees by approving job descriptions and organizational charts.¹ The Superintendent, under authority delegated by the Board,¹ shall approve classifications of employees for compensation purposes.

Prior to the authorization of any personnel position in the District budget, the Superintendent, under authority delegated by the Board,¹ collaborating with other District authorities with personnel assignment responsibilities, shall develop, for Board ~~review~~approval, a job description which establishes all essential functions of the position. There shall be a written job description for each employees of the District.

Job descriptions shall include:

- A descriptive title;
- Qualifications and competencies;
- A detailed explanation of performance responsibilities;
- Assignment to a ~~Board adopted~~ salary schedule established by the Superintendent under authority delegated by the Board¹ and the number of days to be worked each year;
- Physical demands;
- Fair Labor Standards Act (FLSA) status - exempt or non-exempt;
- The immediate links to the chain of command, a statement identifying the supervisor and a statement identifying all the positions supervised by the employee holding the position or that the employee has no supervisees;
- A description of the alignment to staff appraisal instruments that reflect the competencies and responsibilities of the written job descriptions. The job description and related appraisal instruments should include the responsibility for the implementation of Board policies and District strategic priorities, as well as the relationship of the position to professional development and teaching and learning in the District. All job descriptions and related appraisal instruments should detail precise duties (performance and products) and expectations against which the employee will be evaluated and the time frame(s) when formal evaluations will be conducted.

Note: This phrase is found in the classified Duties policy. Added here for consistency.

Duties**JOB DESCRIPTION (CONTINUED)**

- The ratio~~n~~ of teachers to students shall be determined with consideration of flexible depending upon grade levels, course offerings, accrediting standards, ~~other~~ applicable state laws and regulations,² and provisions of negotiated agreements; and
- The date approved or most recently revised.

Under authority delegated by the Board,¹ the ~~The~~ Superintendent shall conduct a periodic review of job descriptions to be sure they are accurate, complete, and consistent with the table of organization and include accountability for both the design and delivery of aligned written, taught, and test curricula. The Superintendent shall submit ~~recommend~~ revisions to the Board for review~~approval~~.

Any person who is designated to be an acting administrator in the absence of the administrative head shall be identified in the job description or by written memorandum. In case of extended absences of the unit administrator, the Superintendent shall notify the Board of the action taken.

School employees, within the limitations of training and competency, may be assigned by the immediate supervisor/Principal to such non-classroom duties as deemed necessary for the proper functioning of the schools by the District or its administrative staff.

INVESTIGATIONS

All employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. Failure to comply may be considered insubordination.

ACCOMMODATION

Reasonable accommodation shall be provided each qualifying employee with a disability or limitations related to pregnancy, childbirth, or related medical conditions to comply with the requirements of law and regulation.⁺²

REFERENCES:

¹[KRS 160.370](#)

²Americans With Disabilities Act (ADA); Rehabilitation Act of 1973; KRS Chapter 344
[KRS 158.645](#), [KRS 158.6451](#), [OAG 91-10](#)
P. L. 93-12 Sec. 504; P. L. 101-336

RELATED POLICIES:

03.113; 09.221

Adopted/Amended: 8/6/2019
Order #: 2019-840

- CLASSIFIED PERSONNEL -**Equal Employment Opportunity**

The District shall promote equal opportunities through a vigorous set of policies and practices designed to ensure that all qualified candidates have equal access to opportunities for employment, and receive support for professional growth, advancement, and equitable treatment.

NONDISCRIMINATION

The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. The District shall not discriminate in recruitment, employment, retention, promotion, demotion, transfer, or dismissal 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, religion, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions.²

As required by Title IX, the District does not discriminate on the basis of sex regarding admission to the District or in the educational programs or activities operated by the District. Inquiries regarding Title IX Sexual Harassment may be referred to the District Title IX Coordinator (TIXC), the Assistant Secretary for the Office of Civil Rights, or both.¹

The District shall comply with all applicable employment 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; the Americans with Disabilities Act of 1990; and the Age Discrimination Act of 1975.

INDIVIDUALS WITH DISABILITIES

No qualified person with a disability, as defined by law, shall, on the basis of the disability, be subject to discrimination in employment.³

District employment practices shall be in accordance with the Board-approved policies and administrative procedures addressing requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The policies shall be 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.⁴

No human immunodeficiency virus (HIV) related test shall be required as a condition of hiring, promotion, or continued employment, unless the absence of HIV infection is a bona fide occupational qualification for the job in question as defined in [KRS 207.135](#).

REASONABLE ACCOMMODATION

Employees who have a long-term or permanent disability may request the District supervisor to provide reasonable accommodations necessary for them to perform the essential duties of the position. If assistive technology is deemed necessary for an employee, every effort will be made to obtain that technology in a timely fashion. Medical information obtained as part of an employee request shall be confidential.⁴⁵

The District shall engage in a timely, good faith and interactive process to determine reasonable accommodations for an employee's limitations related to pregnancy, childbirth, or related medical conditions. Reasonable accommodation shall be provided as required by law.

Equal Employment Opportunity

ADVISING EMPLOYEES

The Superintendent shall inform all school employees of the provisions of this policy.¹

REFERENCES:

¹34 C.F.R. § 106.8

²[KRS 161.164](#); KRS Chapter 344; 42 U.S.C. 2000e, Civil Rights Act of 1964, Title VII

³29 U.S.C.A. 794

⁴ [KRS 160.370](#)

⁴⁵29 U.S.C. section 1630.14

[KRS 207.135](#)

34 C.F.R. 104.3 - 104.14

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

Kentucky Education Technology System (KETS)

Title IX of the Education Amendments of 1972

Genetic Information Nondiscrimination Act of 2008

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

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

RELATED POLICIES:

03.113; 03.1621; 03.233; 03.2621; 05.11

Adopted/Amended: 10/14/2025

Order #: 2025-175

- CLASSIFIED PERSONNEL -**Salaries**

The Superintendent, under authority delegated by the Board¹ shall approve salary schedules for all employees based on job qualifications, duties, and responsibilities for each position.

HOURLY OR SALARY BASIS

All regular and substitute classified personnel shall be paid on an hourly or salary basis as established by the Superintendent, under authority delegated by the Board¹.

WORK DAY/WORK WEEK

The length of the work day shall be established for each position by the Superintendent, under authority delegated by the Board¹. The work week for hourly (non-exempt) employees shall be Saturday - Friday and shall not exceed forty (40) hours per week, unless overtime is authorized as provided by this policy.

QUALIFICATIONS

An employee shall be responsible for providing the Superintendent with all required certificates, other credentials, health examinations, and verifications of experience prior to beginning work.

DETERMINATION OF EXPERIENCE

Upon initial employment or transfer of a classified employee, the Superintendent shall determine experience credit to be granted from any previous employment consistent with applicable salary schedules ~~adopted~~ by the Superintendent Board and in compliance with the Salary Placement Procedures.

PAYROLL DISTRIBUTION

An employee shall be paid according to a schedule approved annually by the Superintendent, under authority delegated by the Board¹. The District shall furnish the employee with either a paper or electronic statement. If statements are provided electronically, the employee shall be provided access to a computer and printer for review and printing of his/her/their statement.

At the close of the school year, an employee who has completed all responsibilities and duties may request to be paid the employee's remaining salary prior to the end of the fiscal year.

PAYROLL DEDUCTION

The Superintendent, under authority delegated by the Board¹ shall approve all payroll deductions as specified by [KRS 161.158](#) and Board Policy 03.2211.

EXTRA SERVICES AND SUPPLEMENTARY PAY

The Superintendent, under authority delegated by the Board¹ shall approve a schedule of compensation for extra services.

SENIORITY

Seniority shall be computed from the first compensable day of employment as a permanent employee in the District following the last break in service, if any.

Salaries**OVERTIME**

Approved overtime for an hourly employee who works over forty (40) hours in a work week shall be paid at one and one-half (1½) times the normal hourly rate of pay as authorized, except as provided in this section. To fulfill an essential purpose, including, but limited to, ensuring the safety and security of people attending a major District-sponsored public event, the Superintendent may authorize overtime pay at a rate higher than one and one-half (1 ½) times the normal hourly rate.

REFERENCES:

¹[KRS 160.370](#)

[KRS 78.615](#); [KRS 160.291](#); [KRS 161.011](#)

[KRS 337.070](#); [KRS 337.285](#); [KRS 424.120](#)

[702 KAR 003:320](#); [803 KAR 001:060](#); [803 KAR 001:070](#)

Fair Labor Standards Act

[Garcia v. San Antonio Metropolitan Transit Authority](#), 105 S.Ct. 1005 (1985)

RELATED POLICY:

03.2211

Adopted/Amended: 5/7/2024

Order #: 2024-68

- CLASSIFIED PERSONNEL -**Holidays and Vacation Leave****HOLIDAYS**

All full-time classified employees who work 208/209/210 days per year (4 days per week/10 hours per day) shall be paid for seven (7) holidays. All other full-time classified employees who work less than 260 days per year shall be paid for four (4) holidays. All classified employees who work 260/261/262 days per year shall be paid for ten (10) holidays. These holidays shall be designated annually by the Superintendent, approved by the Board, approval not to be withheld without a two thirds (2/3) vote of the Board.¹ and included in the official school calendar.¹² These holidays are part of the school year required by state law.²³

VACATION

Full-time classified employees who work 260/261/262 days per year and permanent full-time classified employees who work 208/209/210 days per year (4 days per week/10 hours per day) shall earn paid vacation leave pursuant to the approved vacation leave procedures. Employees must be in active pay status or on an approved leave during their scheduled work year in order to utilize vacation leave, unless the employee submits documentation to support a leave under Board Policies 03.22322 Family and Medical Leave or 03.2234 Medical Leave. All vacation leave must be approved. The maximum monthly accumulated vacation total cannot exceed more than two (2) times the earned annual rate. Requests for vacation leave must be approved by the employee's supervisor who may deny such leave if the employee's absence will interrupt or impeded the work program. At the time an employee is no longer employed in an eligible position, compensation for accrued vacation shall be made at a rate not to exceed the daily salary rate calculated from the employee's last annual compensation.²

Recognition of annual leave for TRS purposes shall be governed by applicable statutes and regulations. For an individual who became a member of TRS on or after July 2, 2008, payment for annual or compensatory leave shall not be included in determining the member's last annual compensation.

EXCEPTION

The Superintendent may require, for security or other reasons, certain classified personnel to work on holidays. In this case, the employee shall be granted extra or overtime pay.

CONTRACTED DAYS

Employees shall work the days specified in their contracts. Use of noncontracted days must be approved in advance by the Superintendent or the Superintendent's designee. Noncontracted days shall not accumulate.

REFERENCES:

¹[KRS 158.070](#)

¹²[702 KAR 007:140](#)

²³[KRS 158.070](#)

[KRS 160.291](#); [KRS 161.154](#); [KRS 2.110](#); [KRS 2.190](#)

PERSONNEL

03.222
(CONTINUED)

- CLASSIFIED PERSONNEL -

Holidays and Vacation Leave

RELATED POLICIES:

03.22322; 03.2324

Adopted/Amended: 8/15/2023
Order #: 2023-136

- CLASSIFIED PERSONNEL -**Insurance****INSURANCE**

The Superintendent, under authority delegated by the Board,¹ shall provide insurance and other fringe benefits to District employees ~~as recommended by the Superintendent.~~ This may include state and District paid insurance plans as well as optional employee-paid programs.

The ~~District Board~~ shall provide unemployment insurance,¹² workers' compensation,²³ and liability insurance for all classified personnel. In addition, the State provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation.³⁴

WORKERS' COMPENSATION

Employees who qualify for workers' compensation benefits following an assault and injury, while performing assigned duties, should refer to policy 03.223.

Employees who qualify for Workers' Compensation may be offered the opportunity to participate in an Early Return to Work Program. Transition employment need not be in the same job classification or location, but must comply with the treating physician's restrictions and amendments until the participating employee achieves maximum medical recovery.

REFERENCES:

¹[KRS 160.370](#)

¹²[KRS 341.050](#)

²³[KRS 342.630](#)

³⁴[702 KAR 001:035](#)

[KRS 161.158](#)

Consolidated Omnibus Budget Reconciliation Act

Kentucky Constitution (Section 3); [KRS 161.155](#); [KRS 342.730](#)(6)

RELATED POLICIES:

03.2211, 03.223, 03.22322, 03.2241, 03.24

Adopted/Amended: 11/25/2013

Order #: 2013-191

- CLASSIFIED PERSONNEL -**Assignment**

The assignment of all classified personnel shall be made by the Superintendent and shall be made in accordance with state law, Kentucky Administrative Regulations, and/or other legal agreements.¹ The Superintendent shall make all appointments, promotions, and transfers of classified personnel for positions authorized by the Superintendent, under authority delegated by the Board.² ~~The Superintendent and, at the first meeting following the actions,~~ shall notify the Board of same at the first regular meeting following the actions. Such notification shall be recorded in the Board minutes. The Superintendent may designate Human Resources to provide notice of assignment. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

The Superintendent shall assign personnel only in positions for which they are qualified.

The Superintendent shall not assign the relative of a school Principal to the school where the Principal is assigned.¹

No employee shall be assigned to a school, office, work group or other unit if the assignment would:

1. Cause a relative of such employee to be a supervisor of such employee; or
2. Cause such employee to supervise, or be supervised by, a person with whom such employee is in a dating relationship, as defined in Board Policy 01.0.

For purposes of this policy, a relative is defined as the employee's father, mother, brother, sister, husband, wife, son, daughter, grandparent, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, mother-in-law, father-in-law, sister-in-law, or brother-in-law. For purposes of this policy, a supervisor is defined as a person who has authority to oversee and direct work assignments, assign tasks, schedule hours of work, evaluate work performance, or recommend the hiring, discipline, or termination of an employee. This policy shall apply even if the status of relative results from a marriage after an initial assignment, or if the supervision authority results from a promotion, reorganization, or other administrative action after an initial assignment. It is the responsibility of the employees having the status of relative or the dating relationship to notify the Human Resources Division Department as soon as an assignment or employment status covered by this policy exists or may exist. Any failure to give such notice may result in disciplinary action. The Superintendent shall develop procedures to implement this policy of all personnel assignments and shall make a final determination as to the appropriate action to implement this policy.

The Superintendent shall provide for an orientation and/or workshop before the employee assumes the new responsibilities.

All assignments of employees shall be made in accordance with state law, Kentucky Administrative Regulations, and any relevant ~~/or other~~ legal agreements.

Assignment

The Superintendent shall not assign a classified employee to an alternative education program as defined in [KRS 160.380](#) as part of any disciplinary action pursuant to [KRS 161.011](#) or as part of a corrective action plan established pursuant to the District's evaluation plan.

REFERENCES:

¹[KRS 160.380](#)

²[KRS 160.370](#)

[KRS 160.390](#); [KRS 161.011](#); [OAG 91-28](#); [OAG 92-1](#); [OAG 92-135](#)

RELATED POLICIES:

01.0; 02.4244

Adopted/Amended: 10/25/2022

Order #: 2022-182

- CLASSIFIED PERSONNEL -**Duties**

Each employee of the District shall carry out the duties and responsibilities under such standards as will assure ethical performance of duty. As public employees working for the District, all employees are expected, to the best of their ability, to perform their duties honestly and faithfully. Employees shall not place themselves in positions that will cause them to act in any manner other than in the best interest of the public and the District.

All employees are expected to use sound judgment in the performance of their duties and take reasonable measures to protect the health, safety, and well-being of others, as well as District property.

JOB DESCRIPTION

The Superintendent, under authority delegated by the Board,¹ shall establish such positions as necessary for the efficient and orderly operation of the school system and shall prescribe the duties for all employees by approving job descriptions and organizational charts. The Superintendent, under authority delegated by the Board,¹ shall approve classifications of employees for compensation purposes.

Prior to the authorization of any personnel position in the District budget, the Superintendent, under authority delegated by the Board,¹ collaborating with other District authorities with personnel assignment responsibilities, shall develop, for Board ~~review approval~~, a job description which establishes all essential functions of the position. There shall be a written job description for each employee of the District. Job descriptions shall include:

- A descriptive title;
- Qualifications and competencies;
- A detailed explanation of performance responsibilities,
- Assignment to a ~~Board-adopted~~ salary schedule established by the Superintendent under authority delegated by the Board¹ and the number of days to be worked each year;
- Physical demands.
- Fair Labor Standards Act (FLSA) status – exempt or non-exempt;
- The immediate links to the chain of command, a statement identifying the supervisor and a statement identifying all the positions supervised by the employee holding the position or that the employee has no supervisees;
- A description of the alignment to staff appraisal instruments that reflect the competencies and responsibilities of the written job descriptions. The job description and related appraisal instruments should include the responsibility for the implementation of Board policies and District strategic priorities, as well as the relationship of the position to professional development and teaching and learning in the District. All job descriptions and related appraisal instruments should detail precise duties (performance and products) and expectations against which the employee will be evaluated and the time frame(s) when formal evaluations will be conducted.
- The ratio of teachers to students shall be determined with consideration of flexible depending upon grade levels, course offerings, accrediting standards, other applicable state laws and regulations and provisions of negotiated agreements; and

Duties**JOB DESCRIPTION (CONTINUED)**

- The date approved or most recently revised.

Under authority delegated by the Board,¹ the ~~The~~ Superintendent shall conduct a periodic review of job descriptions to be sure they are accurate, complete, and consistent with the table of organization and include accountability for both the design and delivery of aligned written, taught, and test curricula. The Superintendent shall ~~recommend-submit~~ revisions to the Board for ~~review~~approval.

Any person who is designated to be an acting administrator in the absence of the administrative head shall be identified in the job description or by written memorandum. In case of extended absences of the unit administrator, the Superintendent shall notify the Board of the action taken.

School employees, within the limitations of training and competency, may be assigned by the immediate supervisor/Principal to such non-classroom duties as deemed necessary by the District or its administrative staff for the proper functioning of the schools.

INVESTIGATIONS

All employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. Failure to comply may be considered insubordination.

ACCOMMODATION

Reasonable accommodation shall be provided each qualifying employee with a disability or limitations related to pregnancy, childbirth, or related medical conditions to comply with the requirements of law and regulation.⁻¹²

REFERENCES:

¹[KRS 160.370](#)

¹²Americans With Disabilities Act (ADA); Rehabilitation Act of 1973; KRS Chapter 344

[KRS 158.645](#), [KRS 158.6451](#), [OAG 91-10](#)

P. L. 93-12 Sec. 504; P. L. 101-336

RELATED POLICY:

03.113

Adopted/Amended: 8/6/2019

Order #: 2019-840

- CLASSIFIED PERSONNEL -**Retirement****DEFINITION**

Retirement means retirement as determined by the County Employees' Retirement System or the Teachers' Retirement System guidelines.

NOTICE

An employee retiring should give the Superintendent notice as far in advance as possible, but not less than four (4) weeks prior to retirement.

RESPONSIBILITY

Retirement benefits shall be solely a matter of contract between the employee and the County Employees' Retirement System or the Teachers' Retirement System and shall not be the responsibility of the Board except that the Board shall deduct and send to the County Employees' Retirement System or the Teachers' Retirement System in the manner prescribed, those amounts required under law.

UNUSED SICK DAYS

The Superintendent, under authority delegated by the Board,¹ shall compensate a classified employee only upon initial retirement from the District for each unused sick day at the rate of thirty percent (30%) of the daily salary. An employee hired before July 1, 2008, shall be compensated for all unused sick days. This calculation shall be based on the employee's last annual salary. For an employee who began employment on or after July 1, 2008, unused sick leave days to be recognized in calculating reimbursement under KRS 161.155 shall not exceed three hundred (300) days.⁺²

The District shall provide compensation for unused sick leave days at the rate of thirty percent (30%) of the employee's daily rate when the employee provides proof they qualify he/she/they qualifies as an annuitant who will receive a retirement or disability allowance from the County Employees' Retirement System or the Teachers' Retirement System.

ESCROW ACCOUNT

The Superintendent, under authority delegated by the Board,¹ shall create an escrow account to maintain the funds necessary to reimburse teachers or employees who qualify for the retirement benefit.

REFERENCES:

¹KRS 160.370

⁺²KRS 161.155

29 U.S.C. 631

KRS 61.545

KRS 78.610; KRS 78.616; KRS 157.420

OAG 81-72

OAG 83-191

OAG 97-28

Adopted/Amended: 5/23/2023

Order #: 2023-78

-CERTIFIED PERSONNEL-**Salary Deductions****MANDATORY DEDUCTIONS**

Mandatory payroll deductions made by the Superintendent under authority delegated by the Board,¹ shall include:

1. State and federal income taxes;
2. Occupational tax, when applicable;
3. The Teachers' Retirement System of the State of Kentucky;
4. Any deductions required as a result of judicial process, e.g., salary attachments, etc.; and
5. Medicare (FICA), for an employee newly hired after 3/31/86.

OPTIONAL DEDUCTIONS

Pursuant to the provisions of KRS 161.158, the following optional payroll deductions are authorized by the Superintendent under authority delegated by the Board¹ for an employee who chooses to participate:

1. ~~Board approved~~ Tax Sheltered Annuity program;
2. ~~Board approved~~ Mutual Funds program;
3. ~~Board approved voluntary~~ Voluntary insurance plans;
4. Class Act Federal Credit Union;
5. State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans;
6. Membership dues for professional teachers' organizations, professional associations, or Unions in accordance with and for the remainder of any joint wage agreement or collective bargaining contract;
7. Charitable contributions for Metro United Way, Fund for the Arts, Minor Daniels Scholarship Fund, Evolve502 Scholarship Fund, or Crusade for Children and
8. Charitable contributions ~~Contributions~~ for the JCPS Employee-Sponsored Scholarship Fund.

SIGNED REQUEST REQUIRED

No optional payroll deduction, authorized by the Superintendent under authority delegated by the Board,¹ shall be deducted from an individual employee's salary without a signed request or electronic authorization from that employee affirmatively requesting the optional deduction. The Superintendent shall develop the manner and time for filing such requests.

CHANGES IN DEDUCTIONS

Designated payroll deductions shall remain in effect for the scheduled deduction period until a change or cancellation notice is received in the payroll department. Upon receipt of such notice, the payroll officer will put into effect such changes on the next appropriate scheduled pay date, unless contrary to state or federal regulations.

PERSONNEL

03.1211
(CONTINUED)

-CERTIFIED PERSONNEL-

Salary Deductions

REFERENCES:

¹KRS 160.370
KRS 18A.230; KRS 160.291; KRS 161.158; KRS 336.134
702 KAR 001:035; OAG 72-802

Adopted/Amended: 6/25/2024
Order #: 2024-92

- CERTIFIED PERSONNEL -

Cafeteria Plan

Certified personnel shall be eligible to participate in a cafeteria plan of benefits.

Under authority delegated by the Board,¹ the ~~The~~ Superintendent shall develop and make available to employees a list of benefits and procedures consistent with the regulations as listed in 26 C.F.R., Part I, 1.125.1. This listing, or any amendments thereto, shall be submitted by the Superintendent ~~subject to the Board for review and final approval by the Board.~~

REFERENCE:

¹KRS 160.370
26 C.F.R., Part I, 1.125.1

Adopted/Amended: 11/25/2013
Order #: 2013-191

- 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 [Superintendent, under authority delegated by the Board,](#)¹ upon written request and ~~Superintendent/designee 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 FOR EMPLOYEES

When, in the opinion of the Superintendent Board, there is evidence that a certified teacher or the Superintendent is no longer able to perform satisfactorily the assigned duties, the Superintendent, under authority delegated by the Board,¹ 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 District's Board's choosing. The District Board shall bear the cost of this examination.

The Superintendent 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 161.790.⁴²

RETIREMENT DISABILITY

Retirement disability shall be handled in accordance with KRS 161.662.²³

REFERENCES:

¹KRS 160.370

⁴²KRS 161.790; OAG 65-560, KRS 161.770

²³KRS 161.662, OAG 80-151

OAG 84-43

Consolidated Omnibus Budget Reconciliation Act

Family & Medical Leave Act of 1993

³42 U.S.C. § 12101 et seq, the Americans with Disabilities Act of 1990:

⁴42 U.S.C. 2000gg-3(a), the Pregnant Workers Fairness Act

⁵KRS 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 [Superintendent, under authority delegated by the Board,](#)¹ upon written request and [Superintendent/designee 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.](#)^{2, 3, 4} ~~or the ADA.~~

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.

PLACEMENT UPON RETURN

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

Medical Leave**INVOLUNTARY MEDICAL LEAVE**

When, ~~in the opinion on advice~~ of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties, the ~~Superintendent, under authority delegated by the~~ Board,¹ 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[KRS 160.370](#)

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

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

⁴[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 PERSONNEL -**Political Activities**

Employees of the District shall not promote, organize, or engage in political activities during school/office hours. At no time shall school equipment be used for political purposes by employees. Promoting, organizing, or engaging in political activities shall include, but not be limited to, the following:

1. Encouraging students to adopt or support a particular political position, party, or candidate; or
2. Using school property or materials to advance the support of a particular political position, party, or candidate.

Any employee engaging in political activity during school/office hours shall be subject to disciplinary action, including termination.

"Political positions" shall not be defined to include communications allowed in collective bargaining agreements and those approved by the Superintendent to be distributed to parents or the community concerning District needs or proposed actions by the Board or the Superintendent, under authority delegated by the Board.¹ Examples of such communications may include, but not be limited to, those addressing the District's legislative priorities and District facility and financial needs.

Employees shall not be prohibited from renting school property for use at appropriate times for political purposes.

SCHOOL BOARD ELECTIONS

The Superintendent shall inform all District employees of the provisions of [KRS 161.164](#).

REFERENCES:

¹[KRS 160.370](#)
[KRS 161.164](#); [KRS 161.990](#)
[OAG 72-700](#); [OAG 63-572](#)
[OAG 92-145](#)

RELATED POLICY:

03.113

Adopted/Amended: 2/1/2022
Order #: 2022-28

- CERTIFIED PERSONNEL -**Educational/Professional Leave****EDUCATIONAL/PROFESSIONAL PURPOSE**

Long-term educational/professional leave may be granted to employees of the District for educational or professional purposes for a period of not more than three (3) consecutive years. The employee may request a renewal. Such a renewal is subject to approval by Superintendent under authority delegated by the Board ~~upon recommendation of the Superintendent.~~¹

When the leave is requested, the intended educational and/or professional purpose of the leave shall be included with the request. Evidence of such educational/professional work must be presented upon return from leave. Time spent on educational/professional leave shall not count toward continuing contract status.

Leave may be granted for full-time attendance at universities or other training or professional activities when those activities are related to the employee's job or to other jobs an employee might hold in the school system. Leave will not be granted for part-time educational activities.

~~EMPLOYMENT WITH A CHARTER SCHOOL~~

~~The Board shall grant a two (2) year leave of absence (without pay) to a teacher under a continuing service contract who has been offered employment with a charter school. A teacher who submits a timely request for return to a teaching position in the District within the two (2) years of leave, shall be allowed to do so at the appropriate salary for their experience and educational level. After two (2) years on leave, the relationship between the teacher and the Board shall be determined by the Board and the Board shall notify the teacher of the decision.~~

~~CONVERSION CHARTER SCHOOL~~

~~A teacher with continuing status who is employed by a conversion charter school shall notify the District of the teacher's intent to work in the converted charter school or to return to employment with the District the next school year by April 15 of each school year of the granted leave.~~

STAFF VISITATIONS AND CONFERENCES

District employees may apply for and be granted a leave of absence by the Superintendent/designee for the purpose of attending professional meetings, conferences and workshops outside the District which are adjudged to be in the interest of the District. Administrative procedures may cover assignment, payment of expenses, waiving of salary deductions and other relevant matters.

Payment of allowable expenses of individuals attending such meetings and the cost of necessary substitutes may be made upon approval of the appropriate authority.

LIMITATIONS

Part-time certified, temporary, seasonal and substitute employees are not eligible for educational/professional leave unless approved by the Superintendent/designee.

Educational/Professional Leave**NOTIFICATION OF RETURN**

Employees on educational/professional leave, including those on professional leave serving in charter schools, shall notify the Superintendent/designee in writing of their intent to return to the school system on or before the date prescribed in Policy 03.123 ~~or April 15 in the case of employees serving in conversion charter schools. Teachers working in charter schools during a second year of leave shall provide written notice by the applicable date to the Superintendent and the Board Chairperson.~~ Employees who fail 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.

PLACEMENT UPON RETURN

Employees taking an educational/professional 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.

REFERENCES:

[¹KRS 160.370](#)
[KRS 158.782](#); ~~[KRS 160.1592](#)~~; [KRS 161.770](#)
[701 KAR 008:040](#)
[OAG 79-106](#); [OAG 84-43](#); [OAG 91-134](#)

RELATED POLICY:

03.123

Adopted/Amended: 10/15/2019
Order #: 2019-183

- CERTIFIED PERSONNEL -**Military/Disaster Services Leave**

Military leave shall be granted to any employee of the District pursuant to KRS 61.371- [KRS 61.379](#) and [KRS 61.394](#).

Employees who are members of the National Guard or of any reserve component of the Armed Forces of the United States, or the reserve corps of the United States Public Health Service shall be entitled to military leave, without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits to which they are entitled. In any one (1) federal fiscal year, employees, while on military leave, shall be paid their salaries or compensations for a period or periods not exceeding twenty-one (21) calendar days (no more than 15 work days). Any unused military leave in a federal fiscal year shall be carried over to the next year. Any unused military leave shall expire two (2) years after it has accrued. Determination of the period of military leave to be granted shall be made according to statutory requirements.

The employee is responsible for notifying his or her immediate supervisor as soon as the employee is notified of an impending military-related absence.¹

The [Superintendent, under authority delegated by the Board](#),² may grant disaster services leave to requesting eligible employees. An “eligible employee” means one who is a certified disaster services volunteer of the American Red Cross. Disaster services leave shall be with pay and shall not exceed thirty (30) work days in any twelve (12)-month period.²³

REFERENCES:

¹[KRS 61.373](#), [KRS 61.375](#), [KRS 61.377](#), [KRS 61.394](#), [KRS 61.396](#)

²[KRS 160.370](#)

³[KRS 61.395](#)

[KRS 161.168](#)

[KRS 161.740](#) (3)

[702 KAR 003:070](#)

[OAG 76-316](#)

[OAG 74-258](#)

[OAG 82-305](#)

Adopted/Amended: 2/1/2022

Order #: 2022-28

- CERTIFIED PERSONNEL -

Leave for Political Activities

~~The~~ ~~Upon the recommendation of the~~ Superintendent, under authority granted by the Board,¹ ~~of Education~~ may grant any employee, upon written request, an unpaid leave for the purpose of engaging in political activities.

REFERENCES:

¹KRS 160.370

KRS 160.291

KRS 161.164

KRS 161.990

Adopted/Amended: 2/1/2022

Order #: 2022-28

- CERTIFIED PERSONNEL -**Use of School-District Property**

All personnel shall be responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. An employee shall report any damaged, lost, stolen, or vandalized property to the employee's immediate supervisor, who shall report it to the Superintendent/designee once it is confirmed that the item cannot be recovered.

An employee shall not perform personal services for themselves or for others for pay or profit during work time, nor shall they use District property, resources, or facilities for unauthorized purposes. Violations shall be reported to the employee's immediate supervisor.

OUTSIDE WORK

An employee shall not use any District facility, vehicle, electronic communication system, equipment, or materials in performing outside employment. These items (including security codes and electronic records, such as E-mail) are property of the District and shall not be used for outside employment.

RESOURCES DEVELOPED AT DISTRICT EXPENSE

Royalties and profits derived from the sale or use of articles, writings, publications, presentations, audio-visual aids, and other materials developed at District expense for school use or as a result of officially assigned duties shall accrue to the District's general fund.

Residuals shall not be paid to any person who, while employed by the District, produced or participated in the development of such materials at District expense.

ACCEPTABLE USE OF DISTRICT TECHNOLOGY DEVICES, NETWORKS, AND RESOURCES

Employees shall comply with the District technology Employee Acceptable Use Agreement in administrative procedure 05.51 AP.21.

USE OF BOARD-OWNED VEHICLES

The Superintendent/designee shall issue operational and management administrative procedures for all Board-owned vehicles used by District employees.

An employee who has occasion to drive any Board-owned vehicle or transport students shall annually provide the Superintendent with a copy of their driving record from the Kentucky Transportation Cabinet. Any traffic citation received by an employee during the year shall be reported to the Superintendent prior to the employee driving a Board-owned vehicle or transporting students.

USE OF ASSIGNED TELECOMMUNICATION DEVICES

The Superintendent, under authority delegated by the Board,¹ may authorize ~~authorizes~~ the purchase and employee use of District-owned telecommunication devices, as deemed appropriate ~~by the Superintendent/designee~~. These devices shall include, but are not limited to, two-way radios and mobile phones. A uniform and controlled system shall be established for monitoring use and appropriate reimbursement to the District, based on itemized billing statements for each device.

Telecommunication devices may be assigned or made available on a temporary or on-going basis when it is determined that:

1. Assignment of a device to an employee is a prudent use of District resources.

Use of ~~School~~ District Property**USE OF ASSIGNED TELECOMMUNICATION DEVICES (CONTINUED)**

2. The employee's job responsibilities require the ability to communicate frequently and access to a District telephone is not readily available; or
3. The employee's job involves situations where immediate communication is necessary to ensure the security of District property or safety of students, staff, or others while on District property or engaged in District-sponsored activities.

RESPONSIBILITY FOR DAMAGES

An employee shall reimburse the District for repair or replacement of District property lost, stolen, damaged or vandalized while under their care. An employee who defaces a District or otherwise makes unauthorized changes to a District web site shall be subject to disciplinary action, up to and including termination.

REFERENCES:

[¹KRS 160.370](#)
[KRS 160.290](#)
[KRS 189.292](#); [KRS 189.294](#)
[KRS 281A.205](#)
[702 KAR 005:080](#)
15-ORD-190

RELATED POLICY:

03.1721

Adopted/Amended: 12/13/2022
Order #: 2022-211

- CERTIFIED PERSONNEL -**Use of Tobacco, Alternative Nicotine, or Vapor Products****USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS PROHIBITED**

The use of any tobacco product, alternative nicotine product, or vapor product as defined in [KRS 438.305](#) is prohibited for all persons and at all times on or in all property, including any vehicle, that is ~~purchased-owned~~, operated, leased, or contracted for use by the Superintendent, under the authority delegated by the Board,¹ and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.²

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth by the Board.

REFERENCES:

¹[KRS 160.370](#)

²[KRS 158.149](#)

[KRS 160.290](#); [KRS 160.340](#)

[KRS 438.050](#); [KRS 438.305](#)

[OAG 81-295](#)

[OAG 91-137](#)

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

RELATED POLICIES:

03.2327; 05.31; 06.221; 09.4232; 10.5

Adopted/Amended: 8/6/2019

Order #: 2019-840

- CERTIFIED PERSONNEL -**Outside Employment or Activities****OUTSIDE EMPLOYMENT**

Employees shall not perform any duties related to an outside job during their regular working hours. In addition, employees shall refrain from outside employment or activities that interfere with the proper discharge of their duties and obligations to the District, including daily job responsibilities and/or attendance at any job-related meetings or events.

Employees shall not engage in gainful employment while taking leave under the following Board Policies:

- 03.1232 Sick Leave
- 03.12322 Family Medical Leave
- 03.1234 Medical Leave

PROFESSIONAL RESEARCH AND PUBLISHING

An employee must receive authorization from the Superintendent/designee to have access to or to utilize any school related information, school system records, or data from the school system in professional research or publishing. Such research and publishing shall maintain the confidentiality of student education records and staff information of a personal nature.

CONSULTING ACTIVITIES

Employees of the District may not serve as consultants to outside public or private agencies on District time. Paid consultant work shall be done on the employee's own time or on vacation or personal leave days.

TUTORING FOR PAY

Unless it is approved in advance by the Superintendent, under authority delegated by the Board,¹ as part of a ~~Board-approved~~ program 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 no teacher shall:

- Receive compensation for tutoring a student currently enrolled in that teacher's class; or
- Tutor a student for pay on school property and/or utilize school materials in tutoring a student for pay.

USE OF DISTRICT PROGRAMS AND/OR MATERIALS

Programs and/or materials developed by the District, for use in the District or as part of an employee's job duties, shall not be used in outside employment or in a consulting capacity unless approved by the Superintendent.

EXCEPTION

While performing service or undergoing training, employees who are members of the National Guard, any reserve component of the U.S. armed forces, or reserve corps of the U.S. Public Health Service shall be entitled to leave of absence from their respective duties.⁺²

Violation of this policy may result in disciplinary action, including termination.

Outside Employment or Activities

REFERENCES:

¹[KRS 160.370](#)

²⁺[KRS 61.394](#), [KRS 61.396](#)

[KRS 160.290](#); [KRS 160.291](#) (4)

RELATED POLICIES:

01.6, 03.122; 03.1232; 03.12322; 03.1234
03.1238, 09.14

Adopted/Amended: 5/12/2020

Order #: 2020-56

- CERTIFIED PERSONNEL -**Conflict of Interests**

No employee of the District shall violate any of the standards of ethical conduct applicable to such employee, as stated in the Procurement Regulations issued by the Board.

No employee of the District with decision-making authority over the financial position of the District shall have any pecuniary interest, directly or indirectly, in an amount exceeding twenty-five dollars (\$25.00) per year, in supplying to the District any books, stationery or other goods, services, property, or merchandise for which school funds are expended, except personal services that are in addition to those required by such employee's contract for employment. Nor shall any employee receive directly or indirectly any gift, reward, or promise of reward for such employee's influence in recommending or procuring the use by the District any goods, services, property, or merchandise of any kind for which school funds are expended.

No employee of the District with procurement authority shall participate in any proceeding or application, request for ruling or determination, claim or controversy, or other matter pertaining to any existing ~~Board~~-contract approved by the Board or the Superintendent, under authority delegated by the Board,¹ or any solicitation or proposal for any proposed ~~Board~~-contract, if (1) he or she or any member of his or her immediate family has or will have a financial interest in such contract; (2) a business or organization in which he or she or any member of his or her immediate family has a financial interest in or will be a party to such contract; or (3) any other person, business or organization with whom he or she or any member of his or her immediate family is negotiating or has an arrangement concerning prospective employment is or will be a party to such contract.

No employee of the District shall solicit students, parents, or other employees of the District during the school day or during an after school event, if such employee has a pecuniary interest, directly or indirectly, in the proceeds from such solicitation.

Unless a prior written agreement is made with the Superintendent, under authority delegated by the Board,¹ any device, design, writing, composition, artwork, or any other work that is developed by a District employee during such employee's paid time that may be the subject of a patent, copyright, trademark, or trade secret shall be District property.

No District employee shall obtain a profit, directly or indirectly, from the use of confidential information gained in the course of or by reason of such employee's position of employment with the District.

RESTRICTIONS ON INSTRUCTIONAL MATERIALS

A superintendent, teacher, or other official or employee of any institution supported wholly or in part by public funds shall not act, directly or indirectly, as agent for any person whose instructional materials are identified on the state-approved list.⁺²

REFERENCES:

¹KRS 160.370
⁺²KRS 156.460
KRS 156.480
KRS 45A.455
OAG 77-228
OAG 71-474

Adopted/Amended: 7/8/2025
 Order #: 2025-120

- CLASSIFIED PERSONNEL -**Salary Deductions****MANDATORY DEDUCTIONS**

Mandatory payroll deductions made by the Superintendent, under authority delegated by the Board,¹ shall include:

1. State and federal income taxes;
2. Occupational taxes, when applicable;
3. The County Employees' Retirement System or the Kentucky Teachers' Retirement System;
4. Any deductions required as a result of judicial process, e.g., salary attachments, etc.; and
5. Medicare (FICA) - applicable to an employee enrolled in the Kentucky Teachers' Retirement System newly hired after 3/31/86; and an employee enrolled in the County Employees' Retirement System.

OPTIONAL DEDUCTIONS

Pursuant to the provisions of KRS 161.158, the following optional payroll deductions are authorized by the Superintendent under authority delegated by the Board,¹ for an employee who chooses to participate:

1. ~~Board approved~~ Tax Sheltered Annuity programs;
2. ~~Board approved~~ Mutual Fund programs;
3. ~~Board approved voluntary~~ Voluntary insurance plans;
4. Class Act Federal Credit Union;
5. State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans;
6. Optional Membership dues for professional organizations, professional associations, or Unions in accordance with and for the remainder of any joint wage agreement or collective bargaining contract;
7. Charitable contributions for Metro United Way, Fund for the Arts, Minor Daniels Scholarship Fund, Evolve502 Scholarship Fund, or Crusade for Children; and
8. Charitable contributions ~~Contributions~~ for the JCPS Employee-Sponsored Scholarship Fund.

~~No optional payroll deduction, authorized by the Board, shall be deducted from an employee's salary without a signed request from that employee affirmatively requesting the optional deduction. Such request must be filed on forms to be developed by the Superintendent. The Superintendent shall develop the manner and time for filing such requests.~~

Note: Deleted because it is duplicate to language later in the policy.

Salary Deductions**SIGNED REQUEST REQUIRED**

No optional payroll deduction, authorized by the Superintendent under authority delegated by the Board,¹ shall be deducted from an employee's salary without a signed request from that employee affirmatively requesting the optional deduction. Such request must be filed on forms to be developed by the Superintendent. The Superintendent shall develop the manner and time for filing such requests.

CHANGES IN DEDUCTIONS

Designated payroll deductions shall remain in effect for the scheduled deduction period until a change or cancellation notice is received in the payroll department. Upon receipt of such notice, the payroll officer will put into effect such changes on the next appropriate scheduled pay date, unless contrary to state or federal regulations.

REFERENCES:

¹KRS 160.370
KRS 18A.230
KRS 160.291
KRS 161.158
KRS 336.134
702 KAR 001:035
OAG 72-802

Adopted/Amended: 6/25/2024
Order #: 2024-92

- CLASSIFIED PERSONNEL -**Cafeteria Plan**

Classified personnel shall be eligible to participate in a cafeteria plan of benefits.

Under authority delegated by the Board,¹ the Superintendent shall develop and make available to employees a list of benefits and procedures consistent with the regulations as listed in 26 C.F.R., Part I, 1.125.1. This listing, or any amendments thereto, shall be submitted by the Superintendent subject to the Board for review and final approval by the Board.

REFERENCE:

¹KRS 160.370
26 C.F.R. Part I, 1.125.1

Adopted/Amended: 12/9/2013
Order #: 2013-201

- CLASSIFIED PERSONNEL -**Educational/Professional Leave****EDUCATIONAL/PROFESSIONAL LEAVE**

Long-term educational/professional leave may be granted to employees of the District for educational or professional purposes for a period of not more than two (2) consecutive years. The employee may request a renewal. Such a renewal is subject to approval by the ~~Board upon recommendation of the Superintendent~~, under authority delegated by the Board.¹

When the leave is requested, the intended educational and/or professional purpose of the leave shall be included with the request. Evidence of such educational/professional work must be presented upon return from leave.

Initial probationary, part-time classified, temporary, seasonal and substitute employees and student workers are not eligible for staff development leave.

Leave may be granted for full-time attendance at universities or other training or professional activities when those activities are related to the employee's job or to other jobs an employee might hold in the school system. Leave will not be granted for part-time educational activities..

STAFF VISITATIONS AND CONFERENCES

District employees may apply for and be granted a leave of absence by the Superintendent/designee for the purpose of attending professional meetings, conferences and workshops outside the District which are adjudged to be in the interest of the District. Administrative procedures may cover assignment, payment of expenses, waiving of salary deductions and other relevant matters.

Payment of allowable expenses of individuals attending such meetings and the cost of necessary substitutes may be made upon approval of the appropriate authority.

LIMITATIONS

Initial probationary, part-time classified, temporary, seasonal and substitute employees and student workers are not eligible for educational/professional leave unless approved by the Superintendent/designee.

NOTIFICATION OF RETURN

Employees on educational/professional 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.

PLACEMENT UPON RETURN

Employees taking an educational/professional 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.

REFERENCE:

¹KRS 160.370
OAG 84-43

Adopted/Amended: 5/26/2020

Order #: 2020-67

- CLASSIFIED PERSONNEL -

Leave for Political Activities

~~The~~ ~~Upon the recommendation of the~~ Superintendent, ~~under authority delegated by~~ the Board,¹ ~~of Education~~ may grant any employee, upon written request, an unpaid leave for the purpose of engaging in political activities.

REFERENCES:

¹[KRS 160.370](#)

[KRS 160.291](#)

[KRS 161.164](#)

[KRS 161.990](#)

Adopted/Amended: 2/1/2022

Order #: 2022-28

- CLASSIFIED PERSONNEL -**Promotion**

A position established by the Superintendent, under authority delegated by the Board,¹ that requires administrative or supervisory responsibilities may be deemed as a promotional opportunity. A promotional opportunity shall also include an administrative position/job classification that is paid at a higher salary range than the one to which currently assigned.

The promotion of a classified employee shall be made by the Superintendent who, at the first meeting following the promotion, shall notify the Board of the action, which shall be recorded in the Board meeting minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

After all administrative personnel in active status are assigned, vacancies shall be advertised and staffed, in accordance with state and federal laws regarding equal employment opportunity.

The promotion of personnel shall be based on qualifications, success in past assignments, and potential for success in the new position. In addition, attendance data shall be considered in the promotion of employees. References and job attendance data are required of all applicants and will be carefully considered in making decisions on promotions.

The Superintendent shall not promote a personal relative or the relative of a Board member who continues employment in the District under the provisions of KRS 160.380.

REFERENCES:

¹KRS 160.370
KRS 160.380
OAG 92-1

Adopted/Amended: 10/14/2025
Order #: 2025-175

- CLASSIFIED PERSONNEL -**Use of District School Property**

All personnel shall be responsible for ~~District school~~ equipment, supplies, books, furniture, and apparatus under their care and use. An employee shall report any damaged, lost, stolen, or vandalized property to the employee's immediate supervisor, who shall then report it to the Superintendent/designee once it is confirmed that the item cannot be recovered.

An employee shall not perform personal services for themselves or for others for pay or profit during work time, nor shall they use District property, resources, or facilities. Violations shall be reported to the employee's immediate supervisor.

OUTSIDE WORK

An employee shall not use any District facility, vehicle, electronic communication system, equipment, or materials in performing outside employment. These items (including security codes and electronic records, such as E-mail) are property of the District and shall not be used solely for outside employment.

RESOURCES DEVELOPED AT DISTRICT EXPENSE

Royalties and profits derived from the sale or use of articles, writings, publications, presentations, audio-visual aids, and other materials developed at District expense for school use or as a result of officially assigned duties shall accrue to the District's general fund.

Residuals shall not be paid to any person who, while employed by the District, produced or participated in the development of such materials at District expense.

ACCEPTABLE USE OF DISTRICT TECHNOLOGY DEVICES, NETWORKS, AND RESOURCES

Employees shall comply with the District technology Employee Acceptable Use Agreement in Administrative Procedure 05.51 AP.21.

USE OF BOARD-OWNED VEHICLES

The Superintendent/designee shall issue operational and management administrative procedures for all Board-owned vehicles used by employees of the District.

An employee who has occasion to drive a Board-owned vehicle or to transport students shall annually provide the Superintendent with a copy of their driving records from the Kentucky Transportation Cabinet. Any traffic citation received during the year shall be reported to the Superintendent prior to the employee driving a Board-owned vehicle or transporting students.

USE OF ASSIGNED TELECOMMUNICATION DEVICES

The ~~Superintendent, under authority delegated by the Board,~~¹ ~~may authorize authorizes~~ the purchase and employee use of District-owned telecommunication devices, ~~as deemed appropriate by the Superintendent~~. These devices shall include, but are not limited to, two-way radios and mobile cell phones.

Telecommunication devices may be assigned or made available on a temporary or on-going basis when it is determined that:

1. Assignment of a device to an employee is a prudent use of District resources.
2. The employee's job responsibilities require the ability to communicate frequently and access to a District telephone is not readily available; or

Use of ~~District School~~ Property**USE OF ASSIGNED TELECOMMUNICATION DEVICES (CONTINUED)**

3. The employee's job involves situations where immediate communication is necessary to ensure the security of District property or safety of students, staff, or others while on District property or engaged in District-sponsored activities.

RESPONSIBILITY FOR DAMAGES

An employee shall reimburse the District for repair or replacement of District property lost, stolen, damaged or vandalized while under their care. An employee who defaces or otherwise makes unauthorized changes to a District web site shall be subject to disciplinary action, up to and including termination.

REFERENCES:

[¹KRS 160.370](#)
[KRS 160.290](#)
[KRS 189.292](#)
[KRS 189.294](#)
[KRS 281A.205](#)
[702 KAR 005:080](#)
15-ORD-190

RELATED POLICY:

03.2721

Adopted/Amended: 12/13/2022
Order #: 2022-211

- CLASSIFIED PERSONNEL -**Political Activities**

Employees of the District shall not promote, organize, or engage in political activities during school/office hours. At no time shall school equipment be used for political purposes by employees. Promoting, organizing, or engaging in political activities shall include, but not be limited to, the following:

1. Encouraging students to adopt or support a particular political position, party, or candidate; or
2. Using school property or materials to advance the support of a particular political position, party, or candidate.

Any employee engaging in political activity during school/office hours shall be subject to disciplinary action, including termination.

"Political positions" shall not be defined to include communications allowed in collective bargaining agreements and those approved by the Superintendent to be distributed to parents or the community concerning District needs or proposed actions by the Board or the Superintendent, under authority delegated by the Board.¹ Examples of such communications may include, but not be limited to, those addressing the District's legislative priorities and District facility and financial needs.

Employees shall not be prohibited from renting school property for use at appropriate times for political purposes.

SCHOOL BOARD ELECTIONS

The Superintendent shall inform all District employees of the provisions of [KRS 161.164](#).

REFERENCES:

¹[KRS 160.370](#)
[KRS 161.164](#); [KRS 161.990](#)
[OAG 72-700](#); [OAG 63-572](#)
[OAG 92-145](#)

RELATED POLICY:

03.212

Adopted/Amended: 2/1/2022

Order #: 2022-28

- CLASSIFIED PERSONNEL -**Use of Tobacco, Alternative Nicotine, or Vapor Products****USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS PROHIBITED**

The use of any tobacco product, alternative nicotine product, or vapor product as defined in [KRS 438.305](#) is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted by the Superintendent for use by the District, under the authority delegated by the Board,¹ and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.¹²

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the District Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth in by the Board policies and administrative procedures.

References:

¹[KRS 160.370](#)

¹²[KRS 158.149](#)

[KRS 160.290](#); [KRS 160.340](#)

[KRS 438.050](#); [KRS 438.305](#)

[OAG 81-295](#); [OAG 91-137](#)

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

RELATED POLICIES:

03.1327; 05.31; 06.221; 09.4232; 10.5

Adopted/Amended: 8/6/2019

Order #: 2019-840

- CLASSIFIED PERSONNEL -**Outside Employment or Activities****OUTSIDE EMPLOYMENT**

Employees shall not perform any duties related to an outside job during their regular working hours. In addition, employees shall refrain from outside employment or activities that interfere with the proper discharge of their duties and obligations to the District, including daily job responsibilities and/or attendance at any job-related meetings or events.

Employees shall not engage in gainful employment while taking leave under the following Board Policies:

- 03.2232 Sick Leave
- 03.22322 Family Medical Leave
- 03.2233 Child Rearing/Adoption Leave
- 03.2234 Medical Leave
- 03.2235 Educational/Professional Leave

PROFESSIONAL RESEARCH AND PUBLISHING

An employee must receive authorization from the Superintendent/designee to have access to or to utilize any school related information, school system records, or data from the school system in professional research or publishing. Such research and publishing shall maintain the confidentiality of student education records and staff information of a personal nature.

CONSULTING ACTIVITIES

Employees of the District may not serve as consultants to outside public or private agencies on District time. Paid consultant work shall be done on the employee's own time or on vacation or personal leave days.

TUTORING FOR PAY

Unless it is approved in advance by the Superintendent, under authority delegated by the Board,¹ as part of a Board-approved program 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 no teacher shall:

- Receive compensation for tutoring a student currently enrolled in that teacher's class; or
- Tutor a student for pay on school property and/or utilize school materials in tutoring a student for pay.

USE OF DISTRICT PROGRAMS AND/OR MATERIALS

Programs and/or materials developed by the District, for use in the District or as part of an employee's job duties, shall not be used in outside employment or in a consulting capacity unless approved by the Superintendent.

EXCEPTION

While performing service or undergoing training, employees who are members of the National Guard, any reserve component of the U.S. armed forces, or reserve corps of the U.S. Public Health Service shall be entitled to leave of absence from their respective duties.⁻¹²

Violation of this policy may result in disciplinary action, including termination.

Outside Employment or Activities

REFERENCES:

- [¹KRS 160.370](#)
- [¹²KRS 61.394, KRS 61.396](#)
- [KRS 160.290](#)
- [KRS 160.291](#) (4)

RELATED POLICIES:

01.6; 03.222; 03.2232; 03.22322; 03.2233; 03.2234; 03.2235; 03.2238

Adopted/Amended: 5/12/2020

Order #: 2020-56

- CLASSIFIED PERSONNEL -**Conflict of Interests**

No employee of the District shall violate any of the standards of ethical conduct applicable to such employee, as stated in the Procurement Regulations issued by the Board.

No employee of the District with decision-making authority over the financial position of the District shall have any pecuniary interest, directly or indirectly, in an amount exceeding twenty-five (\$25.00) per year, in supplying to the District any books, stationery or other goods, services, property, or merchandise for which school funds are expended, except personal services that are in addition to those required by such employee's contract for employment. Nor shall any employee receive directly or indirectly any gift, reward, or promise of reward for such employee's influence in recommending or procuring the use by the District any goods, services, property, or merchandise of any kind for which school funds are expended.

No employee of the District with procurement authority shall participate in any proceeding or application, request for ruling or determination, claim or controversy, or other matter pertaining to any existing ~~Board~~ contract approved by the Board or approved by the Superintendent, under authority delegated by the Board,¹ or any solicitation or proposal for any proposed Board contract, if (1) he or she or any member of his or her immediate family has or will have a financial interest in such contract; (2) a business or organization in which he or she or any member of his or her immediate family has a financial interest in or will be a party to such contract; or (3) any other person, business or organization with whom he or she or any member of his or her immediate family is negotiating or has an arrangement concerning prospective employment is or will be a party to such contract.

No employee of the District shall solicit students, parents, or other employees of the District during the school day or during an after school event, if such employee has a pecuniary interest, directly or indirectly, in the proceeds from such solicitation.

Unless a prior written agreement is made with the Superintendent , under authority delegated by the Board,¹ any device, design, writing, composition, artwork, or any other work that is developed by a District employee during such employee's paid time that may be the subject of a patent, copyright, trademark, or trade secret shall be District property.

No District employee shall obtain a profit, directly or indirectly, from the use of confidential information gained in the course of or by reason of such employee's position of employment with the District.

Conflict of Interests

RESTRICTIONS ON INSTRUCTIONAL MATERIALS

A superintendent, teacher, or other official or employee of any institution supported wholly or in part by public funds shall not act, directly or indirectly, as agent for any person whose instructional materials are identified on the state-approved list.²³

REFERENCES:

- ¹[KRS 160.370](#)
- ²³[KRS 156.460](#)
- ¹[KRS 156.480](#)
- [KRS 45A.455](#)
- [OAG 77-228](#)
- [OAG 71-474](#)

Adopted/Amended: 7/8/2025
Order #: 2025-120

- CLASSIFIED PERSONNEL -

Drug-Free/Alcohol-Free Schools

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

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

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

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

DEFINITIONS

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

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

Prohibited substances include:

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

AUTHORIZED DRUGS

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

Drug-Free/Alcohol-Free Schools

WORKPLACE DEFINED

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

SUSPENSION/TERMINATION/NON-RENEWAL

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

ALTERNATIVE

As an alternative, the Superintendent may choose that an employee who violates the terms of the District's drug-free/alcohol-free workplace policies shall satisfactorily participate in a ~~Board approved~~ drug/alcohol abuse assistance or rehabilitation program approved by the Superintendent, under authority delegated by the Board.¹ If the employee fails to satisfactorily participate in such a program, the employee may be suspended, non-renewed or terminated.

REPORTING

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

AWARENESS AND PREVENTION PROGRAM

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

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

Drug-Free/Alcohol-Free Schools

REFERENCES:

[¹KRS160.370](#)
[KRS 158.155](#); [KRS 160.290](#); [KRS 217.900](#)
[KRS 218A.1430](#); [KRS 218A.1447](#); [KRS 218B.045](#)
34 C.F.R. Part 85

RELATED POLICIES:

03.2325; 03.271
08.1345; 09.2211; 09.2241

Adopted/Amended: 6/24/2025
Order #: 2025-103

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

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

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

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

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

DEFINITIONS

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

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

Prohibited substances include:

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

AUTHORIZED DRUGS

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

Drug-Free/Alcohol-Free Schools

WORKPLACE DEFINED

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

SUSPENSION/TERMINATION/NON-RENEWAL

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

ALTERNATIVE

As an alternative, the Superintendent may choose that an employee who violates the terms of the District's drug-free/alcohol-free workplace policies shall satisfactorily participate in a ~~Board approved~~ drug/alcohol abuse assistance or rehabilitation program approved by the Superintendent, under authority delegated by the Board.¹ If the employee fails to satisfactorily participate in such a program, the employee may be suspended, non-renewed or terminated.

REPORTING

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

POST-DISCIPLINE DRUG TESTING

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

AWARENESS AND PREVENTION PROGRAM

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

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

Drug-Free/Alcohol-Free Schools

AWARENESS AND PREVENTION PROGRAM (CONTINUED)

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

REFERENCES:

¹[KRS160.370](#)

[KRS 158.155](#); [KRS 160.290](#); [KRS 160.380](#); [KRS 161.120](#); [KRS 161.175](#)
[KRS 161.790](#); [KRS 217.900](#); [KRS 218A.1430](#); [KRS 218A.1447](#); [KRS 218B.045](#)
[016 KAR 001:030](#); [701 KAR 005:130](#); 34 C.F.R Part 85

RELATED POLICIES:

03.1325
03.17
08.1345
09.2211
09.2241

Adopted/Amended: 6/24/2025
Order #: 2025-103

-CERTIFIED PERSONNEL-**Retirement****DEFINITION**

Retirement means retirement as determined by Teachers' Retirement System (TRS) guidelines.

NOTICE

An employee who is retiring should give the Superintendent notice as far in advance as possible, but not less than four (4) weeks prior to retirement.

RESPONSIBILITY

Retirement benefits shall be solely a matter of contract between the employee and the TRS and shall not be the responsibility of the Board except that the Board shall deduct and send to the TRS in the manner prescribed, those amounts required under law.

UNUSED SICK DAYS

The Superintendent, under authority delegated by the Board,¹ shall compensate certified employees only upon initial retirement from the District for each unused sick day at the rate of thirty percent (30%) of the daily salary. An employee hired before July 1, 2008, shall be compensated for all unused sick days. This calculation shall be based on the employee's last annual salary. For an employee who began employment on or after July 1, 2008, unused sick leave days to be recognized in calculating reimbursement under KRS 161.155 shall not exceed three hundred (300) days. For an employee who became a member of the TRS on or after January 1, 2022, payment for unused sick leave days shall not be incorporated into the annual compensation used to calculate the retirement allowance in the foundational benefit but may be deposited into the member's supplemental benefit component.⁴²

The District shall provide compensation for unused sick leave days at the rate of thirty percent (30%) of the employee's daily rate when the employee provides proof he/she/they qualifies as an annuitant who will receive a retirement or disability allowance from the TRS.

UNUSED SICK DAYS AND ACTUARIAL COSTS

Actuarial costs to TRS for the inclusion of payment for unused sick leave days that are eligible for compensation shall be funded as follows:

1. The state shall pay actuarial costs for the compensation attributable to the actual unused sick leave accrued as of June 30, 2025, plus annual adjustments to the sick leave balance of each fiscal year thereafter, based upon the sick leave accrued or used by the teacher or employee, not exceed thirteen (13) additional days per year. Unused sick leave payable by the state shall not include any annual leave described in KRS 161.540(1)(f) or the cost of unused sick days for employees retiring from agencies listed in KRS 161.220 (4)(d) and (f).
2. The last employer who is compensating the unused sick day shall pay the actuarial costs of compensation for unused sick leave days not paid by the state (as described above). Upon the teacher's or employee's retirement, the TRS shall bill the last employer for the cost of the unused sick days, and the employer shall pay the costs within fifteen (15) days after receiving notification of the cost from the system.

Retirement

UNUSED SICK DAYS AND ACTUARIAL COSTS (CONTINUED)

- 3. The actuarial costs of the unused sick days shall be the amount payable for unused sick days after the fixed statutory employee and employer contributions have been paid as provided in [KRS 161.540](#) and 161.550(1) and that is necessary to fund the benefit.

ESCROW ACCOUNT

The ~~District Board~~ shall create an escrow account to maintain the funds necessary to reimburse teachers or employees who qualify for the retirement benefit.

REFERENCES:

- ¹[KRS 160.370](#)
- ²[KRS 161.155](#)
- [KRS 157.420](#); [KRS 161.220](#)
- [KRS 161.540](#); [KRS 161.545](#)
- [KRS 161.550](#); [KRS 161.560](#); [KRS 161.600](#)
- [KRS 161.633](#); [KRS 161.635](#)
- [OAG 81-1](#); [OAG 83-191](#); [OAG 97-28](#)
- 29 U.S.C. 631

RELATED POLICY:

03.1232

Adopted/Amended: 7/8/2025
Order #: 2025-120

Fiscal Management

The Board ~~recognizes~~ and the Superintendent, under the authority delegated by the Board,¹ recognize the importance of adequate financing and efficient use of funds in the operation of the District under its management and control and shall utilize all available financial resources to support the schools. Policies shall be clearly defined in order to assure proper management of funds. Every effort shall be made to keep the public informed of the District's financial and budgetary condition. Reports developed for this purpose shall be organized and presented with as much clarity and completeness as the complexity of the system's fiscal management will allow.

FINANCE OFFICER QUALIFICATIONS

All finance officers shall meet the qualifications of and be in compliance with the certification requirements noted in [702 KAR 003:320](#).

REFERENCES:

[¹KRS 160.370](#)
[KRS 160.431](#)
[702 KAR 003:320](#)

Adopted/Amended: 12/13/2022
Order #: 2022-211

Budget Planning and Adoption

ANNUAL OPERATING BUDGET

The annual operating budget of the District is a plan that defines the allocation of resources to support costs of the program of public education approved by the Board.

No later than the second board meeting in September, the Superintendent shall ~~approve present for Board approval~~ the planning/budgeting checklist/calendar for the next fiscal year, under authority delegated by the Board.¹ Members of the Board shall have an opportunity to review the recommended budget during its development.

The Superintendent shall present an educational plan outlining the programs necessary to achieve the broad objectives established by the Board. This plan shall lead to successful implementation of curriculum-based budgeting and shall describe each program, give the estimated cost, the timeline for implementation, and the methods that will be used for evaluation.

Based upon this plan, the Superintendent shall have the annual budget prepared and presented to the Board for review and adoption. The preparation of the budget shall be delegated to the Financial Services Division under the supervision of the ~~Chief Financial~~ Executive Officer Finance, who will coordinate the compilation of the total budget in order to meet the objectives and policies of the Board within the limits of available resources.

Each year, school councils shall review the budgets for all categorical programs and, as appropriate, provide comments to the Board, through submissions to the ~~Chief Financial~~ Executive Officer Finance, prior to the adoption of the budgets.

The fiscal year shall begin on July 1 and end on June 30.

TIMELINE

On or before January 31, the Board shall formally and publicly examine a detailed estimate of revenues and proposed expenditures by line item for the following fiscal year. A budget known as the "Tentative Working Budget", must be approved by the Board on or before May 30, to include no less than a minimum reserve of two percent (2%) of the total budget.

The Superintendent shall submit a "Working Budget" for Board approval no later than the last board meeting in September. The Working Budget shall then be submitted to the Kentucky Board of Education by September 30.

After the Working Budget is approved by the Board, an item submitted to the Board for approval that requires a new budget allocation beyond that which was approved in the Working Budget shall specify the amount of the additional budget allocation required. The item shall also specify whether the new budget allocation is a one-time or an annually recurring allocation.

PROJECTION OF EXPENSES AND REVENUES

The Board shall review and approve a rolling three (3) year projection of expenses and revenues.

BUDGET CONTROL RESPONSIBILITY

Budgeted funds will be expended to meet the Board's goals and objectives. Appropriate and adequate budget controls shall be devised and implemented and deviations promptly reported, together with plans for correction, to the appropriate cost center head.

Budget Planning and Adoption**BUDGET CONTROL RESPONSIBILITY (CONTINUED)**

Responsibility for control of the annual budget shall be delegated to the appropriate cabinet ~~members member~~ and school principals with additional responsibility for controlling the total budget to the ~~Chief Financial-Executive~~ Officer Finance.

PUBLICATION

At the same time that copies of the budget of the District are filed with the clerk of the tax levying authority for the District, as provided in [KRS 160.470](#), the Board shall cause the budget to be advertised in a newspaper and on the district's website.

REFERENCES:

[¹KRS 160.370](#)

[KRS 156.160](#); [KRS 157.330](#); [KRS 157.350](#); [KRS 157.360](#)

[KRS 157.440](#); [KRS 160.370](#); [KRS 160.390](#)

[KRS 160.460](#); [KRS 160.470](#); [KRS 160.530](#); [KRS 424.145](#); [KRS 424.250](#)

[702 KAR 003:100](#); [702 KAR 003:110](#); [702 KAR 003:246](#); [OAG 67-510](#)

RELATED POLICIES:

01.11; 02.4242; 02.4331; 04.91

Adopted/Amended: 12/9/2025

Order #: 2025-196

Depositories

SELECTION

The depository(ies) for all District funds, including school activity accounts, shall be designated by the Superintendent, under authority delegated by the Board,¹ every two (2) years.

The Superintendent, under authority delegated by the Board,¹ may issue an invitation to bid banking services prior to selection of depositories.

The Superintendent, under authority delegated by the Board,¹ may designate up to six (6) banks or trust companies to serve as the depositories for District funds under procedures specified by Kentucky Revised Statutes.

The depository(ies) so selected shall be accessible, capable of handling short-term investments, capable of providing those services necessary for the efficient operation of the schools, and subject to the requirements of [KRS 160.570](#).

Written agreement(s) with the depository(ies) shall designate types of interest bearing accounts available and how the rate(s) of interest on deposits will be determined.

COLLATERAL

In accordance with [KRS 41.240](#) and Kentucky Board of Education administrative regulations, each depository selected shall, before entering upon its duties, provide collateral to be approved by the Board and by the Commissioner of Education.

REFERENCES:

¹[KRS 160.370](#)

[KRS 41.240](#)

[KRS 160.570](#)

[702 KAR 003:090](#)

Accounting Procedures for Kentucky School Activity Funds

Adopted/Amended: 12/13/2022

Order #: 2022-211

District Issuance of Checks

AUTHORIZATION

The treasurer shall prepare, in accordance with the state mandated District Administration Software, "Orders of the Treasurer" to be approved by the Superintendent, under authority delegated by the Board,¹ and acted upon at each regular Board meeting where they are presented to the Board for review on the consent agenda at each regular Board meeting. ~~Except for situations requiring subsequent Board approval, before~~ Before checks are issued, the treasurer shall have received the approved "Orders", which shall include signatures of the chairperson, treasurer, and secretary of the Board.

All checks in the amount of \$10,000 or over shall carry the manual signatures of two (2) of the four (4) persons authorized to sign checks. Checks for less than \$10,000 shall carry one (1) manual signature or facsimile.

PAYMENT OF CLAIMS

Invoices for just and proper claims against the District for services, supplies, and equipment shall be processed efficiently and paid promptly according to approved procedures and policies. In keeping with prudent and sound business practices, the Superintendent or designee shall establish adequate internal controls for all purchases and disbursements.

With the exception of recurring monthly payments such as utilities and fixed charges, payments to vendors shall require the following supportive information:

1. A purchase order signed by the Superintendent or designee, or payment voucher, or travel reimbursement form;
2. An invoice as to goods or services shipped/received; and
3. Confirmation that invoiced materials or services were shipped/received in accurate quantity and in acceptable condition.

BOARD MINUTES

The original copy of warrants or "Orders" shall be maintained on file as a part of the official Board minutes.

SUBSEQUENT APPROVAL

The Superintendent, under authority delegated by the Board,¹ shall give subsequent approval to all budgeted disbursements made between meetings of the Board. Payments made between regular Board meetings where "Orders of the Treasurer" are presented on the consent agenda for Board review shall be confined to the following:

1. Contracts (including legal matters, renovations, and new construction),
2. Salaries,
3. Debt service,
4. Preapproved contract schedules,
5. Employee travel and expense reimbursements,
6. Purchase Orders,
7. Payment Vouchers,

District Issuance of Checks**SUBSEQUENT APPROVAL (CONTINUED)**

8. Recurring payments,
9. Payments to take advantage of discounts, prevent penalties, avoid disruption of services, and make necessary interfund transfers, and
10. Payments for purchases made in accordance with District policy and procedures to avoid invoices being more than thirty (30) days past due as of the invoice date.

DIRECT DEPOSIT

Employees shall participate in the program to receive net pay and travel/expense reimbursements deposited electronically to a designated account in any bank, savings and loan, or credit union that is a member of the National Automatic Clearing House Association (NACHA).

REFERENCES:

~~KRS 160.370~~
KRS 160.290; KRS 160.340
~~KRS 160.370; KRS 160.560~~
OAG 79-321; 702 KAR 003:120
Accounting Procedures for Kentucky School Activity Funds

Adopted/Amended: 3/26/2024
Order #: 2024-43

Bonding of Employees

The treasurer and assistant treasurers of the Board shall be bonded individually in accordance with Kentucky Revised Statutes and Administrative Regulations.

The Executive Officer Finance ~~finance officer~~ and all others who hold similar positions and are responsible for District funds or who receive and expend funds on behalf of the District shall be covered by a fidelity bond provided by the Superintendent, under authority delegated by the Board.¹ This shall include any secretarial, bookkeeping, or clerical personnel in the central office involved with the functions of cash, accounts receivable, posting of accounts, or banking responsibilities.

Each year on advice of the Commissioner of Education, the Superintendent, under authority delegated by the Board¹ shall determine the amount of the fidelity bond of the treasurer of the Board and other school employees responsible for District funds. No later than July 31 of each year, the Superintendent, under authority delegated by the Board,¹ shall submit the fidelity bonds to the Commissioner of Education for approval.

All employees of the District shall be covered by a blanket bond in an amount approved by the Kentucky Board of Education.

REFERENCES:

[¹KRS 160.370](#)
[KRS 160.560](#)
[KRS 160.640](#)
[702 KAR 003:080](#)

Adopted/Amended: 5/10/2022
Order #: 2022-86

Revenue Bonds

SALE

The ~~A~~ District may issue a bond, including general obligation bonds, sold directly to banks, private investors, and financial institutions for the purpose of defraying the cost of constructing or acquiring any school buildings and appurtenances for school purposes.

The sale of any school revenue or school-voted bond issues is subject to the approval of the Commissioner of Education.

ISSUANCE

School revenue or school-voted bonds will be issued in accordance with [702 KAR 003:020](#) and KRS Chapter 162.

FISCAL AGENTS

The Superintendent, under authority delegated by the Board,¹ shall select the fiscal agents for the proposed bond issue. The fiscal agents shall employ appropriate bond counsel subject to the approval of the Superintendent, under authority delegated by the Board.¹

REFERENCES:

¹[KRS 160.370](#)

[702 KAR 003:020](#)

KRS Chapter 62

[KRS 162.080](#); [KRS 162.085](#); [KRS 162.090](#)

[KRS 162.100](#); [KRS 162.170](#); [KRS 162.180](#); [KRS 162.185](#)

[KRS 162.190](#); [KRS 162.200](#); [KRS 162.280](#)

[KRS 162.290](#); [KRS 162.300](#); [KRS 162.360](#)

[KRS 162.385](#); [KRS 162.520](#); [KRS 162.580](#)

[KRS 162.600](#); [KRS 162.620](#); [KRS 162.990](#)

Adopted/Amended: 7/23/2024

Order #: 2024-097

Investments

It is the policy of the Board that the Superintendent, under authority delegated by the Board,¹ shall ~~to~~ invest public funds in a manner that will provide in order of priority, maximum security of principal, sufficient liquidity, and maximum return on investment.

The Superintendent, under authority delegated by the Board,¹ directs that the following provisions be implemented pursuant to and in compliance with the requirements of KRS 66.480.^{1,2} Except as provided below, this policy and related procedures apply to financial assets held directly by the District Board. These financial assets are accounted for or referred to in the District's Board's annual financial report and include moneys in the funds and accounts identified in such report.

Financial assets of the District Board held and invested by trustees or fiscal agents are not covered by this policy; however, such assets shall be invested in accordance with KRS 66.480 and in accordance with the Board's primary investment objectives.

INVESTMENT OBJECTIVES

The ~~'sDistrict's Board's~~ primary investment objectives, in order of priority, are the following:

- A. *Legality.* All investments shall be made in accordance with applicable legal requirements.
- B. *Safety.* Safety of principal is the foremost objective of the District's Board's investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- C. *Liquidity.* The District's Board's investment portfolio shall remain sufficiently liquid to enable the District Board to meet all operating requirements which might be reasonably anticipated.
- D. *Return on Investment.* The District's Board's investment portfolio shall be designed with the objective of attaining the highest rate of return available throughout the budgetary and economic cycles, taking into account the District's Board's investment risk constraints and the cash flow characteristics of the portfolio.

INVESTMENT AUTHORITY

Management responsibility for the District's Board's investment program is hereby delegated to the Treasurer of the Board. The Treasurer shall establish additional specific written procedures for the operation of the investment program which are consistent with this investment policy. The Treasurer shall maintain all records related to the District's investment program.

STANDARDS FOR WRITTEN AGREEMENTS

The Superintendent, under authority delegated by the Board,¹ shall not enter into an agreement if the terms of that agreement would cause or require the District Board to act in a manner inconsistent with the standards or procedures established by this written investment policy. The Treasurer shall maintain a copy of each agreement pursuant to which investments are to be made.

PRUDENT PERSON RULE

The actions of the Treasurer in the investment of the District's Board's funds shall be evaluated by the Superintendent, under authority delegated by the Board,¹ using the "prudent person" standard. Investments shall be made with judgment and care under prevailing circumstances which person of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived.

Investments

AUTHORIZED INVESTMENTS

The funds of the ~~District Board~~ available for investment shall be invested in accordance with this policy only in the following types of investment instruments:

1. Obligations of the United States and of its agencies and instrumentalities, including obligations subject to repurchase agreements, provided that delivery of these obligations subject to repurchase agreements is taken either directly or through an authorized custodian;
2. Obligations and contracts for future deliver or purchase of obligations backed by the full faith and credit of the United States or a United States government agency;
3. Obligations of any corporation of the United States government;
4. Certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution having a physical presence in Kentucky which are insured by the Federal Deposit Insurance Corporation or similar entity or which are collateralized, to the extent uninsured, by any obligations permitted by [KRS 41.240\(4\)](#);
5. Uncollateralized certifications of deposit issued by any bank or savings and loan institution having a physical presence in Kentucky rated in one (1) of the three (3) highest categories by a competent rating agency;
6. Bankers' acceptances for banks rated in one (1) of the three (3) highest categories by a competent rating agency;
7. Commercial paper rated in the highest category by a competent rating agency;
8. Bonds or certificates of indebtedness of the Commonwealth of Kentucky and of its agencies and instrumentalities;
9. Securities issued by a state or local government, or any instrumentality or agency thereof, in the United States, but only if fully defeased by direct obligations of or guaranteed by the United States of America;
10. Shares of mutual funds and exchange traded funds, as permitted by [KRS 66.480](#);
11. Individual equity securities if the funds being invested are managed by a professional investment manager regulated by a federal regulatory agency. The individual equity securities shall be included within the Standard & Poor's 500 Index, and a single sector shall not exceed twenty five percent (25%) of the equity allocation; and
12. Individual high-quality corporate bonds that are managed by a professional investment manager that are issued, assumed, or guaranteed by a solvent institution created and existing under the laws of the United States; have a standard maturity of no more than ten (10) years; and are rated in the three (3) highest rating categories by at least two (2) competent credit rating agencies.

Investments

AUTHORIZED INVESTMENTS (CONTINUED)

With regard to the investments authorized in this section, no investment shall be purchased for the ~~District Board~~ on a margin basis or through the use of any similar leveraging technique. In addition, the amount of money the District invests at any time in one (1) or more of the categories/options 5, 6, 7, 11, and 12 listed above shall not exceed twenty percent (20%) of the total amount of money invested. The amount of money the District invests in categories/options 10, 11, and 12 above shall not, aggregately, exceed forty percent (40%) of the total money invested.

At the time the investment is made, no more than five percent (5%) of the total amount of money invested by the District shall be invested in any one (1) issuer unless:

1. The issuer is the United States government or an agency or instrumentality of the United States government, or an entity which has its obligations guaranteed by either the United States government or an entity, agency, or instrumentality of the United States government;
2. The money is invested in a certificate of deposit or other interest-bearing accounts as authorized by law;
3. The money is invested in bonds or certificates or indebtedness of this state and its agencies and instrumentalities as authorized by law; or
4. The money is invested in securities issued by a state or local government, or any instrumentality or agency thereof, in the United States as authorized by law.

DIVERSIFICATION OF INVESTMENTS

The ~~District's Board's~~ funds shall be diversified by security type and institution as follows. With the exception of fully insured or fully collateralized investments, authorized investment pools, and investments described in item 1 or 2 above, no more than 20% of the ~~District's Board's~~ total investment portfolio shall be invested in a single financial institution.

To the extent possible, the ~~District shall Board will~~ attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow need, the ~~District's Board's~~ funds should not, in general, be invested in securities maturing more than five (5) years from the date of purchase.

The Treasurer, with ~~Superintendent Board~~ approval under authority delegated by the Board,¹ shall maintain a list of financial institutions authorized to provide investment services to the Board. In addition, a list approved by the Superintendent, under authority delegated by the Board,¹ shall be maintained of approved security brokers/dealers selected by creditworthiness and licensure status and who maintain an office in the Commonwealth of Kentucky. Each broker/dealer approved by the ~~Superintendent Board~~ shall have obtained and maintained all applicable licenses and/or permits from the appropriate licensing agency or board.

Investments

DIVERSIFICATION OF INVESTMENTS (CONTINUED)

All financial institutions and broker/dealers who desire to provide investment services to the ~~District Board~~ shall supply the Treasurer with information sufficient to enable the Treasurer to adequately evaluate the financial condition, creditworthiness and capacity of the institution or broker/dealer, and to answer any and all inquiries posed by the Treasurer, Superintendent, or the Board. The information supplied to the Treasurer shall include the following information if available:

1. Audited financial statements.
2. Regulatory reports on financial condition.
3. Any additional information considered necessary to allow the Treasurer to evaluate the institution.

The Treasurer shall evaluate the financial capacity and creditworthiness of financial institutions and broker/dealers prior to the placement of the Board's funds. The Treasurer shall conduct an annual review of the financial condition and registrations of financial institutions and broker/dealers and, based on the review, make any recommendations regarding investment policy or program changes determined to be necessary.

SAFEKEEPING AND CUSTODY

To protect against potential fraud and embezzlement, investment assets shall be secured through third-party custody and safekeeping procedures to the extent practicable. The Treasurer and any other officers or employees of the ~~District Board~~ authorized by the Treasurer or the Superintendent, under authority delegated by the Board,¹ to engage in investment transactions shall be bonded in an amount established by the Superintendent, under authority delegated by the Board.¹

Collateralized securities, such as repurchase agreements shall be purchased using the delivery vs. payment procedure. The safekeeping procedures utilized in the ~~District's Board's~~ investment program shall be reviewed annually by the independent auditor.

COLLATERAL

A. Except as set forth in subsection C of this section, the Superintendent, under authority delegated by the Board,¹ ~~shall require~~ requires that all cash and investments maintained in any financial institution named as a depository be fully insured or collateralized. In order to anticipate market changes and provide a level of security for all funds, the collateralization level shall be 103% of the market value of the principal, plus accrued interest. Collateral shall be limited to the types of instruments authorized as collateral for state funds in [KRS 41.240](#).

Collateral shall always be held by an independent custodian. The right of collateral substitution is hereby granted.

B. The Treasurer or the Treasurer's designee shall ensure that any current custodial agreement contains a requirement that the custodian of collateral shall provide a monthly certification with respect to the value and status of all collateral held by that custodian.

1. The Treasurer or the Treasurer's designee shall verify, on a quarterly basis, that all cash and investments maintained in any financial institution named as a depository are fully insured or collateralized in accordance with the criteria set forth in this investment policy.

Investments**COLLATERAL (CONTINUED)**

2. The auditor of the ~~District's Board's~~ investment program shall verify, on an annual basis, that all cash and investments maintained in any financial institution named as a depository are fully insured or collateralized in accordance with the criteria set forth in this investment policy.

C. The Treasurer may invest funds in the investments described in options 1, 2 or 3 of the **AUTHORIZED INVESTMENTS** section of this policy, without any collateralization.

REPORTING

The Treasurer shall prepare and submit to the Superintendent and the Board a quarterly report regarding the status of the entity's investment program, including an explanation of the total investment return and a comparison of the return with budgetary expectations. In addition, the Treasurer shall prepare an annual report.

AUDIT

By December 1 each year, the Board oversee 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. In connection with the audit of ~~District Board~~ funds conducted by an independent certified public accountant, the auditor shall incorporate, as part of his audit procedures, a review of the ~~District's Board's~~ investment program, including internal controls and procedures, and, to the extent that any material weaknesses are noted, these weaknesses and any recommended changes shall be reported to the Superintendent and the Board in accordance with standard auditing procedures.

REFERENCES:

¹KRS 160.370
²⁺KRS 66.480
KRS 160.570
KRS 41.240
KRS 160.431
702 KAR 003:090

RELATED POLICIES:

04.2
 04.21
 04.9

Adopted/Amended: 8/6/2019
 Order #: 2019-840

Audits

EXTERNAL FINANCIAL AUDITS

By ~~December~~ ~~November~~-1, the Board shall oversee 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.¹

The ~~District's Board's~~ financial statements shall be audited by a firm of independent certified public accountants annually. The Superintendent, under authority delegated by the ~~shall recommend for~~ Board ~~approve approval~~ a CPA firm to conduct annual audits of all accounts ~~District under the jurisdiction of the Board~~. Before any audit is initiated, the Superintendent shall secure the necessary approval from the appropriate state agencies.

The audit report, along with the audited financial statements, shall be presented to the Board. The Superintendent shall be responsible for the distribution of copies of each audit report and financial statements to members of the Board and, appropriate state agencies by the statutory deadline. The Superintendent, under authority delegated by the Board,¹ shall see that actions are taken to respond to significant deficiencies and material weaknesses identified in the audit report.

All audits shall be conducted in compliance with requirements for local school districts established by the State Committee for School District Audits.

EXTERNAL AUDITS OF INVESTMENTS

In connection with the audit of ~~District Board~~ funds conducted by an independent certified public accountant, the auditor shall incorporate, as part of ~~their his~~ audit procedures, a review of the ~~District's Board's~~ investment program, including internal controls and procedures, and, to the extent that any material weaknesses are noted, these weaknesses and any recommended changes shall be reported to the Board in accordance with standard auditing procedures.

ADVICE OF THE AUDIT COMMITTEE REGARDING EXTERNAL AUDITS

In accordance with its Board-approved charter, the Audit Committee's primary areas of responsibility include advising the Superintendent and Board on the qualifications, independence, and performance of the independent external auditors.

1. Advise on the reports of the independent external auditors.
2. Advise on the procurement process and selection of the independent external
3. auditors.
4. Evaluate the efforts of the independent external auditor, including the auditor's actual independence and professional qualifications.
5. Advise on the appropriateness of the independent external auditor's engagement plan.
6. Meet privately with the independent external auditor to discuss any matters that –when permitted by the Kentucky Open Meetings Law – may be afforded private consultation.

INTERNAL AUDIT

7. The mission of Internal Audit is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight. The internal audit department assists the District in accomplishing its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and internal control.

Audits

INTERNAL AUDIT (CONTINUED)

The ~~Board and~~ Superintendent, under authority delegated by the Board,¹ shall ensure that the internal audit function is executed by qualified individuals led by ~~the an-Director~~ Internal Audit ~~Division Leader~~, in accordance with the mandatory elements of The Institute of Internal Auditors' International Professional Practices Framework. Internal audit is an independent, objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of the District.

The activities of Internal Audit shall be governed by Board policy and an Internal Audit Charter recommended by the Superintendent and approved by the Board, with approval not to be withheld without a two thirds (2/3) vote of the Board to deny approval.¹

Internal audits of school system accounts and business procedures, both centralized and decentralized, shall be conducted as required by the state and as needed to provide an accurate assessment of the status of all funds, records, and reports controlled by employees of the District.

INTERNAL AUDIT PLAN

At least annually, the ~~Director~~ Internal Audit ~~Division Leader~~ shall submit to the Superintendent senior management and the Board the internal audit plan for review and approval. The internal audit plan shall consist of a work schedule as well as budget and resource requirements for the next fiscal year. The ~~Director~~ Internal Audit ~~Division Leader~~ shall communicate the impact of resource limitations and significant interim changes to the Superintendent, senior management, and the Board.

The internal audit plan shall be developed based on prioritization of the audit universe using a risk-based methodology, including input of the Superintendent, senior management, and the Board, and shall take into consideration advice provided to the ~~Director~~ Internal Audit ~~Division Leader~~ by the Audit Committee. The ~~Director~~ Internal Audit ~~Division Leader~~ shall review and adjust the plan, as necessary, in response to changes in the organization's business, risks, operations, programs, systems, and controls. Any significant deviation from the approved internal audit plan shall be communicated to the Superintendent, senior management, and the Board through periodic activity reports.

INTERNAL AUDIT REQUESTS

The ~~Director~~ Internal Audit ~~Division Leader~~ may conduct any audit they deem ~~he/she deems~~ necessary and shall conduct any audit as directed by the Superintendent or the Board.

1. An audit sought by a member of the Superintendent's Cabinet shall be approved and officially requested by the Superintendent.
2. An audit sought by a Board member shall be approved upon an affirmative vote of a majority at least four (4) Board members in an open meeting.

Prior to submission of a formal audit request by the Superintendent or by the Board by affirmative vote, the Cabinet member or a Board member seeking the audit shall initiate the audit request directly with the ~~Director~~ Internal Audit ~~Division Leader~~. The requestor shall communicate relevant concerns, objectives, and intended outcomes. In accordance with the Board-approved

Audits

INTERNAL AUDIT REQUESTS (CONTINUED)

Audit Committee Charter, the Director Internal Audit ~~Division Leader~~, a requesting Board member, or Superintendent may confer with the Audit Committee regarding an audit request.

The Director Internal Audit ~~Division Leader~~ shall assess the information provided to ensure the Internal Audit Department can complete the audit in a reasonable timeframe based on consideration of:

1. Appropriate independence;
2. Knowledge, skill, and ability; and
3. Available resources and capacity.

If the Director Internal Audit ~~Division Leader~~ determines that the Internal Audit Department does not have the aforementioned necessary components, the Internal Audit Division Leader shall communicate to the requestor:

1. The additional resources that would be necessary to complete the project;
2. The impact to planned audits or other projects; and
3. If warranted, a description of an alternative to a formal audit in the form of information collection and analysis that could be conducted that is responsive to the Board's interest or concern. Such information collection and analysis shall not be the responsibility of the Internal Audit Department, but shall be conducted by the appropriate division in the District, as with any other information request.

If the Director Internal Audit ~~Division Leader~~ determines the audit can be completed based on his/her assessment, ~~they the Internal Audit Division Leader~~ shall provide a preliminary scope and objective for the audit to serve as the basis for the Board vote or the Superintendent's approval;

MANAGEMENT RESPONSES TO INTERNAL AUDITS

The Director of Internal Audit shall provide a draft of an internal audit report and conduct an exit conference with Division Chief(s) and Executive Officer(s) responsible for the audited process and the persons responsible for the audited process to discuss the findings and recommendations.

The Division Chief(s) and Executive Officer(s) responsible for the audited process shall prepare a formal, written management response to the audit. A management response shall:

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

Audits**MANAGEMENT RESPONSE TO INTERNAL AUDITS (CONTINUED)**

The Division Chief(s) and Executive Officer(s) responsible for the audited process shall submit the written management response to a draft internal audit report within fifteen (15) days of the exit conference and no later than thirty (30) days of receipt of the draft report. A management response to an investigation conducted by the Internal Audit Department shall be submitted within fifteen (15) days of the investigative deliverable.

If circumstances preclude adherence to the timeline for a management response, the Division Chief(s) and Executive Officer(s) responsible for the audited process shall confer with the Director of Internal Audit to determine a mutually agreed-upon extension.

INTERNAL AUDIT REPORT DISTRIBUTION

As soon as they are both final, an internal audit report and attendant management response shall be distributed to:

1. The Superintendent;
2. Special Assistant to the Superintendent;
3. Chief of Strategy and Innovation Staff;
- 2.4. Chief Business Officer
- 3.5. General Counsel;
- 4.6. Chief Financial- Executive Officer Finance;
- 5.7. Division Chief(s) and Executive Officer(s) responsible for the audited process;
- 6.8. Person(s) responsible for the audited process;
- 7.9. Board members; and
- 8.10. _____ Audit Committee members.

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

ROLES AND RESPONSIBILITIES

After the final audit report is issued, the recommended roles and responsibilities of the Superintendent, the Board, and the Director Internal Audit ~~Division Leader~~ are as follows:

ROLE OF THE SUPERINTENDENT SUPERINTENDENT'S ROLE

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

- 1) Oversight and Leadership:
 - Ensures that the audit report and management responses are reviewed and addressed by relevant departments.
 - Provides direction to division chiefs and department heads to implement corrective actions.

Audits

ROLE OF SUPERINTENDENT (CONTINUED)

2) Resource Allocation:

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

3) Coordination and Communication:

- Serves as the key liaison between the Internal Audit Department and the Board regarding audit progress and resolution.

4) Accountability:

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

5) Policy Direction:

- Uses audit findings to inform policy decisions and address systemic issues highlighted in the report.
- Engages with the Audit Committee to evaluate the adequacy of responses and ongoing risk management

ROLE OF THE BOARD ~~BOARD'S ROLE~~

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

1. Review and Formal Receipt:

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

2. Oversight and Monitoring:

- Monitors the implementation of audit recommendations through periodic updates from the Superintendent and Internal Audit Division Leader.
- Ensures corrective actions align with the district's strategic goals.

3. Policy Direction:

- Uses audit findings to inform policy decisions and address systemic issues highlighted in the report.
- Engages with the Audit Committee to evaluate the adequacy of responses and ongoing risk management.

Audits

ROLE OF THE DIRECTOR INTERNAL AUDIT ~~DIVISION LEADER'S ROLE~~

4. Accountability:

- Holds the Superintendent accountable for the resolution of audit findings and compliance with deadlines.
- Ensures that the audit function remains independent and effective, supporting it through policy or resource adjustments as needed.

While not the final report recipient in the same way, the Internal Audit Division Leader has post-report responsibilities, including:

- Providing clarification or additional details regarding findings or recommendations as requested by the Board or Superintendent.
- Monitoring the progress of corrective actions and reporting updates to the Superintendent and the Board.
- Conducting follow-up audits to verify the implementation of corrective actions.

ORGANIZATIONAL AND PROGRAM REVIEWS AND AUDITS BY EXTERNAL ENTITIES

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

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

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

CONTRACT AWARD AND APPROVAL

The contract for the review of audit shall be:

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

Nothing in this policy prohibits the Superintendent or Board from seeking an investigation or review of a District program or activity by outside legal counsel.

MANAGEMENT RESPONSES TO EXTERNAL REVIEWS AND AUDITS

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

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

1. Respond to all review or audit recommendations;

Audits

MANAGEMENT RESPONSES TO EXTERNAL REVIEWS AND AUDITS (CONTINUED)

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

The Division Chief(s) and Executive Officer(s) responsible for the area of focus of the review or audit shall submit the written management response to a draft report within thirty (30) business days of the exit conference and no later than forty-five (45) business days of receipt of the draft report.

EXTERNAL REVIEW OR AUDIT REPORT DISTRIBUTION

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

1. The Superintendent;
2. Special Assistant to the Superintendent;
3. Chief of Strategy and Innovation Staff;
- 2.4. Chief Business Officer
- 3.5. General Counsel;
- 4.6. Chief Financial Executive Officer Finance;
- 5.7. Division Chief(s) and Executive Officer(s) responsible for the reviewed or audited process(es);
- 6.8. Person(s) responsible for the reviewed or audited area of focus; and
- 7.9. All Board members.

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

ROLES AND RESPONSIBILITIES

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

ROLE OF SUPERINTENDENT SUPERINTENDENT'S ROLE

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

- 1) Oversight and Leadership:
 - Ensures that the review or audit report and management responses are reviewed and addressed by relevant departments.

Audits

ROLES AND RESPONSIBILITIES (CONTINUED)

- Provides direction to division chiefs and department heads to implement corrective actions.
- 2) Resource Allocation:
- Ensures adequate resources are allocated to resolve review or audit findings and implement recommendations.
- 3) Coordination and Communication:
- Serves as the key liaison between the external entity conducting the review or audit and the Board regarding progress and resolution.
- 4) Accountability:
- Holds division chiefs and department heads accountable for the timely implementation of corrective actions and any ongoing monitoring requirements.
 - Reports back to the Board, as needed, on the status of corrective actions, ensuring transparency and progress tracking.

5) Policy Direction:

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

ROLE OF BOARD BOARD'S ROLE

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

1. Review and Formal Receipt:
 - Receives and reviews the final review or audit report and associated management responses.
 - Votes to formally acknowledge receipt of the review or audit report and management responses during an open meeting within sixty (60 days) of receipt. The Board does not "approve" the review or audit report or management response.
2. Oversight and Monitoring:
 - Monitors the implementation of review or audit recommendations through periodic updates from the Superintendent.
 - Ensures corrective actions align with the District's strategic goals.
3. Policy Direction:
 - Uses review or audit findings to inform policy decisions and address systemic issues highlighted in the report.

Audits

REFERENCES:

¹[KRS 160.370](#)
[702 KAR 003:130](#); [702 KAR 003:150](#)
[KRS 156.255](#); [KRS 156.265](#)
[KRS 156.275](#); [KRS 156.285](#)
[KRS 160.290](#)
[OAG 61-407](#)

Governmental Accounting Standards Board, Statement on Auditing Standards (SAS) No. 112

RELATED POLICIES

04.32: District Procurement Regulations and Procedures

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

School Activity Accounts Budgets

PREPARATION OF BUDGETS

Each school council or Principal, as appropriate, shall prepare a budget for all school activity accounts for the school year. The budget shall include a complete financial forecast of anticipated receipts and expenditures for the school year for each activity fund and shall be prepared on the state-required forms in accordance with Kentucky Administrative Regulations.

DUE DATE

Each club and organization shall prepare a tentative budget of receipts and expenditures for the next school year to be submitted to the Principal by April 15 on the state required form in accordance with Kentucky Administrative Regulations. The Principal shall submit the school activity account budgets to the Superintendent, through the ~~Chief Financial- Executive~~ Officer Finance, no later than May 15 for approval by the Superintendent, under authority delegated by submission to the Board.¹ The Superintendent shall submit the school activity account budgets to the Board for review.

REFERENCES:

¹KRS 160.370

KRS 160.160

KRS 160.290

KRS 160.340

OAG 60-1149

702 KAR 003:130; Accounting Procedures for Kentucky School Activity Funds

RELATED POLICY:

04.312

Adopted/Amended: 5/10/2022

Order #: 2022-86

Fiscal Accounting and Authority to Encumber/Expend Funds

FISCAL ACCOUNTING AND REPORTING

An orderly accounting and reporting system for fiscal transactions shall be organized and maintained. The system shall conform to legal requirements and shall serve as the basis for prompt, accurate, and clear financial reports as specified by law.

The daily administration of the budget shall be the responsibility of the Superintendent. Monthly reports, summarizing the current status of receipts and expenditures in comparison with budget estimates, shall be provided to the Board. This information shall include a report of receipts and disbursements and estimated status by major budget category, the cash balance on hand, and the amount of invested funds at the end of the immediate preceding month.

EXPENDITURE OF FUNDS

Expenditures from any District fund shall be made in accordance with the budgets recommended by the Superintendent and approved by the Board.¹ All purchases shall require the prior approval of the Superintendent or the Superintendent's designee.

AUTHORITY TO OBLIGATE

Administrators designated by the Superintendent may initiate a purchase order, subject to the limits of their designated budgeted funds and approval by their supervisor.

The Superintendent, under authority delegated by the Board,¹ shall not be responsible for expenditures not properly authorized and not made according to the purchasing procedures developed by the Superintendent.

CREDIT CARDS

District staff may obtain District-billed consumer credit cards with prior approval of the Superintendent/designee. Staff shall report all existing District/school credit cards to the Chief Financial Officer. School-billed credit cards shall only be issued in the name of a specific school. The Superintendent shall develop procedures in compliance with the Accounting Procedures for Kentucky School Activity Funds, which shall include procedures for recovery of District funds for any unauthorized purchases.

Employees shall report immediately any District/school credit card that is lost. Personal purchases on District/school credit cards are prohibited. Unauthorized charges made by employees to District/school credit cards may result in disciplinary action.

REFERENCES:

¹KRS 160.370
KRS 160.340; KRS 160.370
KRS 160.390; KRS 160.470
KRS 160.530; KRS 160.550
702 KAR 003:050; 702 KAR 003:120
702 KAR 003:246; 702 KAR 003:300
 School Council Allocation

RELATED POLICIES:

02.4242; 04.311; 04.3111, 04.9

Adopted/Amended: 3/27/2018

Order #: 2018-74

Model Procurement Code Purchasing

AUTHORITY

The Kentucky Model Procurement Code contains specific provisions in [KRS 45A.345](#) to 45A.460 that may be adopted by local public agencies, including local boards of education. The Board has adopted the local public agency provisions of the Code. [KRS 45A.343](#) provides that no other statutes governing purchasing shall apply to the local public agency upon adoption of these provisions. The Board has adopted procurement regulations, not inconsistent with the local public agency provisions, as permitted by [KRS 45A.360](#). The Superintendent shall develop procedures for the implementation of the local public agency provisions of the Code and the Board's procurement regulations.

GENERAL PURCHASING REQUIREMENTS

All contracts and purchases shall comply with the local public agency provisions of the Code and the Board's procurement regulations. All contracts and purchases shall be made through competitive sealed bidding¹ or competitive negotiation, both of which may include the use of a reverse auction, unless the purchase or contract satisfies the requirements for noncompetitive negotiation or small purchases.

SUPERINTENDENT TO APPROVE SMALL PURCHASES AND CONTRACTS

The Superintendent, under authority delegated by the Board may approve purchases in accordance with District small purchase procedures ~~may be used~~ for any contract for which the determination is made that ~~in which~~ the aggregate amount of the contract does not exceed two hundred fifty thousand dollars (\$250,000) ~~forty thousand dollars (\$40,000.00)~~.⁴⁵

~~SUPERINTENDENT TO APPROVE CONTRACTS~~

~~The Board shall authorize the Superintendent to approve contracts, 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 twenty thousand dollars (\$20,000) and require the Superintendent to provide a quarterly report to the Board on any purchases made under this provision.⁵~~

IDENTIFYING FORMER BUSINESS NAMES

All contractors submitting bids on any District construction project over twenty thousand dollars (\$20,000) shall submit a list identifying all former business names under which the contractor had operated in the past five (5) years.

TRAINING AND APPRENTICESHIP PROGRAMS

The Superintendent and Board support ~~supports~~ the development and use of training and apprenticeship programs by bidders and their subcontractors to improve the skills of their employees and the quality of workmanship on District construction projects.

The District shall develop and implement purchasing procedures, in accordance with the Kentucky Model Procurement Code ([KRS 45A.345](#) to 45A.460); KRS Chapters 136, 139, 141, 337, 338, 341, and 342; [KRS 160.370](#); related administrative regulations; and other pertinent state and federal laws, that actively promote increasing training and apprenticeship programs. The Superintendent shall ~~will~~ develop procedures that, to the extent permitted by law, recognize a contractor's participation in an apprenticeship or training program applicable to the craft to be performed on a project to be one of the criteria considered.

Model Procurement Code Purchasing

PURCHASING FROM MINORITY, WOMEN, AND VETERAN-OWNED ENTERPRISES

The Superintendent and Board support ~~supports~~ the purchase of goods; construction, renovation and repair services; and other services from minority, women, and veteran business enterprises (M/W/VBE) by the District.

The District shall adhere to a policy of equal opportunity in all procurement matters. The District shall develop and implement purchasing procedures, in accordance with the Kentucky Model Procurement Code (KRS 45A.345 to 45A.460); KRS Chapters 136, 139, 141, 337, 338, 341, and 342; KRS 160.370; related administrative regulations; and other pertinent state and federal laws, that actively promote increasing opportunities for M/W/VBE to become vendors providing goods and services to the District.

This policy and related procedures shall establish expectations of good faith efforts by prospective vendors for M/W/VBE participation and include mechanisms to document and measure those efforts.

The District shall comply with all applicable provisions of the Civil Rights Act of 1964; the Title IX of the Education Amendments of 1972; the Americans with Disabilities Act of 1990; and the Age Discrimination Act of 1975 in the development and implementation of procedures under this policy.

LEADERSHIP

District leadership shall take an active role to ensure effective implementation of this policy. The Superintendent, Chief Operations Officer, ~~Chief Financial- Executive~~ Officer Finance, and Chief Opportunity and Access ~~Equity~~ Officer shall:

1. Review the results of the performance of the District's implementation of this policy with internal management personnel on a periodic basis;
2. Articulate in written and verbal communication, internally and externally, the District's interest in achieving the goal of increasing opportunities for M/W/VBE participation with District procurement;
3. Issue periodic reports to the Board and to other internal and external stakeholders; and
4. Engage in other leadership activities contributing to increasing the utilization and meeting of M/W/VBE goals of this policy.

ADMINISTRATION

The Purchasing Department and Facility Planning Department shall incorporate procedures established under this policy as part of their financial and management responsibilities over District procurement processes. The Chief Opportunity and Access ~~Equity~~ Officer/designee shall be responsible for supporting effective implementation of this policy.

DEFINITIONS

As used in this policy:

Construction, renovation, and repair services means the erection, construction, alteration, or repair of District facilities.

Model Procurement Code Purchasing**DEFINITIONS (CONTINUED)**

Goods means supplies, materials, and equipment.

Other services means services procured by District that are not construction, renovation, and repair services.

Minority Business Enterprise (MBE) means a business that is certified as being at least fifty-one percent (51%) controlled by one (1) or more racial/ethnic minority persons of either sex. A racial/ethnic minority person shall be described as follows: Black or African American, Asian, American Indian and Alaska Native, Native Hawaiian and Other Pacific Islander, Hispanic or Latino.

Woman Business Enterprise (WBE) means a business that is certified as being at least fifty-one percent (51%) controlled by one or more non-minority women.

Veteran Business Enterprise (VBE) means a small business that is certified as being at least fifty-one percent (51%) controlled by one (1) or more veterans, and that has one or more veterans managing day-to-day operations and also making long-term decisions.

M/WBE means a minority and women business enterprise.

M/W/VBE means a minority, women, ~~or and~~ veteran-business enterprise.

CERTIFICATION OF M/W/VBE

M/W/VBE are certified and classified by a variety of entities. The District shall accept M/W/VBE certification from any bona fide certifying entity, including, but not limited to Louisville Metro Government, the Kentucky Finance and Administration Cabinet, Tri-State Minority Supplier Development Council, and the National Women's Business Enterprise Council. Additionally, District staff may classify businesses that are not certified by the above entities if a business demonstrates that it meets the certifying entities' definition of an M/W/VBE.

SUPPORT FOR M/W/VBE VENDOR UTILIZATION

The District shall maintain a master database of MBE, WBE, and VBE vendors, and establish procedures for its use, to assist District staff responsible for bidding and purchase process in meeting good faith effort requirements.

The District shall establish an ongoing outreach effort to M/W/VBE vendors, including, but not limited to providing information and guidance regarding doing business with the District, assisting vendors with the District's e-procurement system. The District shall establish and maintain partnerships with existing management and technical assistance providers to assist M/W/VBE in securing and meeting performance expectation for District contracts.

M/W/VBE GOALS AND GOOD FAITH EFFORT

For Construction, Renovation, and Repair Services Projects, the District's goals are as follows:

1. Fifteen percent (15%) MBE participation;

Model Procurement Code Purchasing

M/W/VBE GOALS AND GOOD FAITH EFFORT (CONTINUED)

2. Ten percent (10%) WBE participation; and
3. VBE participation at a rate established by the Chief Opportunity and Access Equity-Officer and the ~~Chief Financial- Executive~~ Officer Finance based on research of best practices of peer school districts and other governmental entities.

Bidders who utilize subcontractors shall make good faith efforts to meet the District's M/W/VBE goals for subcontractors used for each project on which they bid. Bidders who do not meet the goals shall submit documentation of their good faith efforts in soliciting pricing, as set forth in the District's procedures for bidders. Award of contract shall be conditional upon the bidder's satisfaction of these requirements.

PURCHASE OF GOODS AND OTHER SERVICES

District staff shall make good faith efforts to utilize M/W/VBE vendors in accordance with standards and documentation requirements set forth in District purchasing procedures. At a minimum, District staff responsible for soliciting three price quotes for non-bid items shall make a good faith effort to include at least one M/W/VBE vendor per bid, identified utilizing the master database maintained by the Chief Opportunity and Access Equity-Officer/designee and other means.

DETERMINATION OF ANNUAL GOALS

Each year, the Chief Opportunity and Access Officer Equity-officer/designee shall establish a goal-setting work group to set aspirational goals for M/W/VBE utilization the next fiscal year in the following categories:

1. Construction;
2. Architecture and Engineering;
3. Professional Services;
4. Goods; and
5. Other Services.

DOCUMENTATION, REPORTING, AND EVALUATION

The Chief Opportunity and Access Equity-Officer/designee shall establish procedures for the collection, maintenance, and tracking of records at the District, division, department, and school level relating to implementation of this policy to include, but not be limited to:

1. Documentation of compliance with the good faith effort requirements including periodic site visits; and
2. Statistics regarding the utilization of M/W/VBE by District Divisions, Departments, and Schools.

The Chief Opportunity and Access Equity-Officer shall:

1. Submit quarterly written reports to the Board regarding the implementation of this policy; and
2. Conduct periodic formal evaluations of the effectiveness of the M/W/VBE program.

Model Procurement Code Purchasing

ETHICAL STANDARDS

To avoid conflicts that may arise during the decision-making process for procurement of services and products for the District, employees shall adhere to the ethical standards set out in [KRS 45A.455](#) and the Board's procurement regulations.

REPORTING AND CONSEQUENCES OF STATUTORY VIOLATIONS BY CONTRACTORS

In accordance with [KRS 45A.343](#), the District shall establish procedures to require a contractor and all subcontractors performing work under a contract to:

1. Reveal any final determination of a violation within the previous five (5) year period pursuant to KRS Chapters 136, 139, 141, 337, 338, 341, and 342, relating to corporate, sales, use, and income taxes; wages and hours, OSHA violations; unemployment compensation; and workers' compensation; and
2. Be in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 338, 341, and 342 for the duration of the contract.

A contractor's failure to reveal a final determination of a violation or to comply with these statutes for the duration of the contract shall be grounds for:

1. Cancellation of the contract; and
2. Disqualification of the contractor from eligibility for future contracts for a period of two (2) years.

BIDDER'S STATEMENT ON STAFFING CAPABILITIES

The District shall establish procedures requiring a signed assurance from a bidder that labor under its direction as a self-performing contractor, or skilled labor provided by any subcontractor, will be paid as employees with appropriate withholdings and benefits.

PROCEDURES SETTING FORTH ADDITIONAL REQUIREMENTS FOR BIDDERS

The ~~Chief Financial Executive~~ Officer ~~Finance~~ shall establish procedures for the following:

1. A written plan for employee drug testing that covers all employees of the bidder who will perform work on a District project if drug testing is required by state or federal law;
2. Receipt of the name and management experience of each bidder's project managers and superintendents that the bidder intends to assign to work on a District project;
3. Proof of any professional or trade license required by state law for any trade or specialty area required for a project being bid;
4. Disclosure of any suspension or revocation of a professional or trade license of the bidding company or person employed by the bidding company;

Model Procurement Code Purchasing

PROCEDURES SETTING FORTH ADDITIONAL REQUIREMENTS FOR BIDDERS (CONTINUED)

5. Evidence that the bidder has a bond issued by a surety authorized to do business in Kentucky, as required by administrative regulations promulgated by the Kentucky Board of Education;
6. Post-bid submissions from a bidder within seventy-two (72) hours after bids are due disclosing the name, address, and type of work of each first-tier subcontractor, including individuals serving independent contractors; and
7. Receipt of a written assurance from a bidder that payroll documents indicating proper tax withholding for it and all subcontractors under the bidder shall be available for inspection upon request by Superintendent/designee.

PUBLIC-PRIVATE PARTNERSHIPS

The Superintendent, under authority delegated by the Board,⁵ may utilize a public-private partnership delivery method. Public-private partnerships shall comply with KRS 65.028 and other applicable state laws and regulations.

FEDERAL AWARDS/CONFLICT OF INTEREST

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.³

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. In determining whether an activity constitutes an impermissible acceptance of a gratuity or item of monetary value, “gratuity” means a payment, loan, subscription, advance, deposit of money, services, or anything of more than twenty-five dollars (\$25.00) in value, present or promised, unless consideration of substantially equal or greater value is received. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

RECIPROCAL PREFERENCE FOR RESIDENT BIDDERS

A public purpose is served by providing a preference to Kentucky residents in contracts by the Board or the Superintendent, under authority delegated by the Board.⁵ To the extent permitted by law, the ~~Chief Finance Executive~~ Officer Finance shall adopt procedures for all contracts funded or controlled by the Board or the Superintendent, under authority delegated by the Board⁵ to implement a preference for a Kentucky resident bidder against a non-resident bidder that is equal to the preference given or required by the state of the non-resident bidder. Geographical preferences relating to school nutrition service purchases may be utilized only as permitted by applicable federal law.²

USE OF NON-RESIDENT SUBCONTRACTORS

A bidder that is awarded a contract for a construction, renovation, or repair services project that utilizes subcontractors shall make an effort to subcontract with resident businesses of the

Model Procurement Code Purchasing**USE OF NON-RESIDENT SUBCONTRACTORS (CONTINUED)**

Commonwealth. Bidders that utilize subcontractors based outside of Kentucky shall submit documentation of their efforts to solicit pricing from subcontractors based in the Commonwealth.

EXEMPTIONS

Federal regulatory requirements do not provide a bidding exception for purchase of perishables using school nutrition service funds. Such purchase must follow applicable federal regulations.³

BACKGROUND CHECKS

The Superintendent may require an adult who is permitted access to school grounds on a regularly scheduled and continuing basis pursuant to a written agreement for the purpose of providing services directly to a student or students as part of a school-sponsored program or activity to submit, at no expense to the District, to a national and state criminal history background check by the Kentucky State Police and the Federal Bureau of Investigation and to provide a clear CA/N check, defined in [KRS 160.380](#) as “a letter from the Cabinet for Health & Family Services indicating that there are no ~~administrative substantiated~~ findings of child abuse or neglect relating to a specific individual.”⁶

The form for requesting a CA/N check is available on the Cabinet for Health and Family Services website.

OPEN RECORDS

All information submitted by a bidder or a subcontractor pursuant to a bid specification are public records subject to review pursuant to the Open Records Act as set forth in [KRS 61.870](#) to [KRS 61.884](#).

REFERENCES:

¹Includes the State Bid List

²[KRS 160.303](#); [200 KAR 005:400](#); [KRS 45A.494](#)

³2 C.F.R. 200.318

⁴[KRS 45A.385](#);

⁵[KRS 160.370](#)

⁶[KRS 160.380](#)

[KRS 156.076](#); [KRS 160.290](#)

[KRS 45A.070](#); [KRS 45A.343](#); [KRS 45A.345](#); [KRS 45A.352](#); [KRS 45A.360](#); [KRS 45A.370](#)

[KRS 45A.380](#); [KRS 45A.420](#); [KRS 45A.445](#); [KRS 45A.455](#)

[KRS 45A.460](#); [KRS 45A.620](#)

[KRS 65.027](#); [KRS 65.028](#)[KRS 160.151](#); [KRS 162.070](#); [KRS 164A.575](#); [KRS 176.080](#)

[200 KAR 005:355](#)

[OAG 79-501](#); [OAG 82-170](#); [OAG 82-407](#)

Kentucky Educational Technology Systems (KETS)

RELATED POLICIES:

05.1; 06.4; 07.13

Adopted/Amended: 10/14/2025

Order #: 2025-175

Gifts, Donations, and Grants

The Superintendent, under authority delegated by the Board,¹ may directly accept gifts or donations that are restricted by the grantor to be used in furtherance of lawful school safety, security, and student health purposes to the extent allowed by applicable laws and shall use any accepted gift or donation for the purpose for which it was granted.¹²

DONATIONS FOR SCHOOLS

With the Principal's approval, a school may receive any donations, including monetary donations and donations of real or personal property, for the benefit of the school or for the students of the school and hold and use it as requested.

A report of the donations received by schools shall be submitted to the Board at regular meetings. All donations shall be reported to the Board by year-end.

FAMILY RESOURCE AND YOUTH SERVICE CENTERS

The District may accept monetary donations for the operation and maintenance of Family Resource and Youth Service Centers (FRYSCs). Any donations given to the District for operation and maintenance of FRYSCs shall be used for that purpose only.²³

The Superintendent, under authority delegated by the Board,¹ shall accept gifts and grants from private sources subject to the provisions of KRS 160.580 and with the understanding that the purpose must be consistent with policies and programs recommended by the Superintendent for approval approved by the Board, approval not to be withheld without a two thirds (2/3) vote of the Board to deny approval.¹ Professional services provided to the District as a gift or donation through a professional services contract or Memorandum of Agreement shall be approved by the Superintendent, under authority delegated by the Board,¹ prior to acceptance of the donation and before beginning services within the District.

REFERENCES:

¹[KRS 160.370](#)

¹²[KRS 160.580](#); 158.4461

²³[KRS 156.496](#)

[702 KAR 003:130](#) Accounting Procedures for Kentucky School Activity Funds (Redbook)

RELATED POLICY

04.312

Adopted/Amended: 11/12/2019

Order #: 2019-196

District Accounts

MANAGEMENT

The Superintendent shall have general supervision, ~~under authority delegated by subject to the control of~~ the Board, for the management of District business affairs.¹ The District treasurer shall fulfill the duties of the position as set out in [KRS 160.560](#).² The Board secretary shall be custodian of District securities.³

SYSTEM OF ACCOUNTING

The ~~Superintendent, under authority delegated by the~~ Board,¹ intends that accounting practices follow state and federal laws and regulations and generally accepted accounting principles. Therefore, the District shall follow a uniform financial accounting system provided by the Kentucky Department of Education.

Financial reports and statements shall be developed on a regular schedule in order to meet legal requirements and to keep the ~~Superintendent and~~ Board informed of the status of the District's fiscal affairs.

As advised by the ~~District's Board's~~ auditor/Certified Public Accountant ~~selected by the Superintendent, under authority delegated by the Board,~~¹ the determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with governmental accounting standards. This process shall include leave accumulated by employees and all ~~District Board~~ properties and funds, including those that have been escrowed.

ELECTRONIC FUNDS TRANSFER (EFT)

The District may participate in EFTs. Properly approved electronic payments on behalf of the District may be made in accordance with applicable laws and regulations. The ~~Superintendent, under authority delegated by the~~ Board,¹ ~~may authorize authorizes~~ schools to accept electronic receipts and make payments in accordance with Accounting Procedures for Kentucky School Activity Funds and applicable laws and regulations.

CAPITAL OUTLAY FUND

The expenditure of ~~District public school~~ capital outlay funds shall be ~~in accordance with the District budget approved determined~~ by the Board on the recommendation of the Superintendent.¹ ~~The expenditure of public school capital outlay funds shall be made and~~ in accordance with the provisions set out in [KRS 157.420](#)⁴ and applicable state budget provisions.

REFERENCES:

¹[KRS 160.370](#)

²[KRS 160.560](#)

³[KRS 160.440](#)

⁴[KRS 157.420](#)

[KRS 157.060](#); [KRS 157.620](#); [KRS 160.340](#); [KRS 160.476](#)

[702 KAR 003:120](#); KETS District Administrative System Chart of Accounts and Chart of Accounts Descriptions

[702 KAR 003:130](#); Accounting Procedures for Kentucky School Activity Funds

Governmental Accounting Standards Board (GASB)

School Activity Funds

School activity funds may be expended for purposes which contribute generally to the benefit of the students, provided expenditures are consistent with requirements set out in the Accounting Procedures for Kentucky School Activity Funds (Redbook). Based on a schedule developed by the Superintendent, the Board shall review the status of school activity funds annually.

UNIFORM ACCOUNTING

All personnel shall comply with the uniform financial accounting system¹ and activity fund accounting procedures set out in Kentucky Administrative Regulation.²

TWO SIGNATURES REQUIRED

The Principal, or school councils in SBDM schools, shall be responsible for the manner in which accounts are kept and preserved. Two (2) signatures shall be required on each check drawn against school activity funds, neither of which may be a signature stamp. The two (2) signatures shall be the manual signatures of the Principal/designee and the school treasurer.

RECEIPTS AND ADMISSION CHARGES

Gate receipts and admission charges for school-sponsored events shall be deposited in school or District activity accounts. Such funds shall be used to defray related expenses or other approved school expenditures. Student school fees must be approved by the Board prior to implementation and shall be deposited into school activity accounts.

PURCHASE ORDERS

Activity funds may only be expended as authorized in the Accounting Procedures for Kentucky School Activity Funds. Activity fund purchases must be preapproved by the Principal and supported by a properly executed purchase request and authorization for payment by the Principal.

Because no individual school activity account or the school activity fund bank account is permitted to end the fiscal year with a deficit balance, the school shall not expend or commit to expend any activity fund in excess of revenue received for the fiscal year. Should this occur, the employee(s) responsible shall be subject to appropriate disciplinary action, and the Superintendent may require the school/council to present for Board approval a plan for reimbursement of any deficit amount.

FINANCIAL REPORTS

Each month the Principal shall review and approve the monthly verification packet and provide the Executive Finance Chief Financial-Officer with a financial report for activity fund accounts. On or before July 25, following the end of the fiscal year, the Principal shall submit to the Executive Finance Chief Financial-Officer an annual financial report for those accounts.

DEFINITION OF SCHOOL ACTIVITY FUNDS

School activity funds refer to all school funds including funds derived from fund-raising activities and Board approved fees sponsored under the auspices of the school by student clubs or student organizations. Funds raised or received by organizations that do not come under the direct supervision of school authorities shall not be considered school activity funds.

Non-student generated funds collected at the school level shall ~~to~~ be used for operating costs. Operating costs are the expenses which are related to the operation of a District, or to the operation of a device, component, or a piece of equipment or facility. They are the cost or resources used by a District just to maintain its existence.¹

Funds carry over at year end subject to board policy.

School Activity Funds

DONATIONS

With the Principal's approval, schools may receive donations, including gifts of personal property, for the benefit of the school or for the students of the school, that are valued at an amount as determined by Superintendent, under authority delegated the Board in Policy 04.61 and hold and use as requested. Donations valued at more than that amount must be approved by the Superintendent, under authority delegated by the Board.³

Donations specifically for instructional materials or operating expenses must be sent to the District as District Activity Funds.

Donations valued at two hundred fifty dollars (\$250.00) or more require a Donation Acceptance Form be completed.

A listing of all donations shall be submitted to the Board at Regular Board meetings for review.

AUDIT OF FUNDS

The school activity funds shall be audited annually by a certified public accountant. All audit reports shall be reviewed and appropriate action taken as required by Kentucky Administrative Regulation.¹

SUPPORT/BOOSTER ORGANIZATIONS (SEE REDBOOK FOR ALL GUIDELINES)

External support/booster organizations shall obtain prior ~~Board~~ approval of the Superintendent, under authority delegated by the Board,³ to establish and lend support, seek assistance, and/or raise funds in the name of the District or school or students or a District or school program.

Although they may be general members, Board members and District employees shall not serve as the treasurer or any other officer with check-signing authority on a bank account for an external support/booster organization.

Proof of general liability insurance for external support/booster organizations must be submitted to the Principal prior to commencing any fund-raising activities.

Parent-teacher associations and support/booster organization funds are not subject to deposit and accounting procedures as school activity funds.⁻³⁴ As required by state ~~State~~ activity fund accounting procedures, each year, all support/booster organizations shall provide the Principal with the following:

1. Within the first thirty (30) days of the school year or within thirty (30) days of the first transaction for the group:
 - a. Names of club officers;
 - b. Federal Employer Identification number (FEIN); and
 - c. A copy of the annual budget.

School Activity Funds**SUPPORT/BOOSTER ORGANIZATIONS (SEE REDBOOK FOR ALL GUIDELINES) (CONTINUED)**

2. An annual financial report by July 25 for the year ending June 30 reporting receipts, expenditures, and beginning and ending balances¹; and
3. All other information required by the Accounting Procedures for Kentucky School Activity Funds.

External support/booster organization officers are solely responsible for ensuring that their group is in compliance with District policies, external support/booster organization guidelines in the Redbook, and state and federal regulations. The District, including any District employee, shall not be held responsible for any deficiencies by the external support/booster organization.

All support/booster organizations wishing to be recognized by and/or affiliated with the District shall comply with the following:

- Adhere to applicable state and federal laws, including taxable income reporting requirements, when conducting fund-raising activities to benefit the school or District; and
- Conduct fund-raising activities to benefit the entire group and not permit credit to be earned through fund-raising for an individual student.

All funds expended by a support/booster organization shall be from their fund-raising activities and donations. No dues, fees, or charges shall be assessed to students or parents, except for the PTA forwarding membership fees to national/state/district/local chapters.

External support/booster organizations cannot reimburse District employees for personal and booster club purchases.

REFERENCES:

¹[702 KAR 003:130](#); Accounting Procedures for Kentucky School Activity Funds

²[702 KAR 003:120](#)

³[KRS 160.370](#)

³⁴[OAG 79-556](#)

[KRS 158.290](#)

[KRS 139.497](#); [KRS 156.070](#); [KRS 160.290](#); [KRS 160.340](#)

RELATED POLICIES:

04.61; 09.33

REDBOOK AND RELATED RESOURCES:

Adopted/Amended: 8/4/2020

Order #: 2020-106

District Petty Cash**PETTY CASH FUND**

In order to facilitate refunds of minor purchases, the Superintendent, under authority delegated by the Board,¹ authorizes a petty cash fund in the District Board-office. The custodian for such account will be the Superintendent/designee. The petty cash fund shall not exceed one hundred dollars (\$100.00).

PURPOSES

Petty cash funds shall be used for the following purposes: miscellaneous, postage, collect deliveries, and other small disbursements. The petty cash fund will be replenished as imprest funds and is to be reimbursed to each account through accounts payable. Each transaction must be supported with proper receipts by the account custodian. Petty cash funds must be reconciled at the end of each month.

REFERENCES:

¹KRS 160.370

KRS 160.340

KRS 160.290

Adopted/Amended: 12/13/2022

Order #: 2022-211

District Board Allocated Funds**ALLOCATION METHOD**

Subject to Kentucky administrative regulations for allocating funds to schools with school councils, the Superintendent, under authority delegated by the Board,¹ shall allocate general fund monies to individual schools (excluding special needs schools defined below) using the standards approved annually 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 and the Department of Education. Funds shall be allocated so that staffing patterns may be correlated to the District's curricular goals and strategic priorities. Decisions regarding staffing patterns shall be data driven with funding going to the highest needs.

SPECIAL NEEDS SCHOOLS

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 standardized allocation method 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 then allocates funds taking into account their special student needs.

DISTRICT ALLOCATION

The Superintendent, under authority delegated by the Board,¹ also allocates funds to the District office to cover the administrative costs of the District. Included in this District allocation is a reserve required by state law which cannot be less than two percent (2%) of the overall general fund budget.

REFERENCES:

¹KRS 160.370
KRS 160.470
702 KAR 003:246

RELATED POLICIES:

02.4242
02.4331
04.1

Adopted/Amended: 12/13/2022
Order #: 2022-211

Internal Petty Cash**PETTY CASH FUND**

In order to facilitate refunds of minor purchases, the Superintendent, under authority delegated by the Board,¹ authorizes a petty cash fund in each school. The custodian for such account will be the Principal or his/her designated representative. The petty cash fund shall not exceed one hundred dollars (\$100.00).

PURPOSES

Petty cash funds shall be used for the following purposes: miscellaneous, postage, collect deliveries, and other small disbursements. The petty cash fund will be replenished as imprest funds and is to be reimbursed to each account through accounts payable. Each transaction must be supported with proper receipts by the account custodian. Petty cash funds must be reconciled at the end of each month.

REFERENCES:

[¹KRS 160.370](#)

[KRS 160.290](#)

[702 KAR 003:130](#)

Accounting Procedures for Kentucky School Activity Funds

Adopted/Amended: 5/10/2022

Order #: 2022-86

Budget Planning Timeline

The ~~Executive Chief Finance~~ Officer Finance shall annually submit a Comprehensive Budget Planning Calendar to ~~the the Superintendent Board~~ for approval, under authority delegated by the Board.¹ The Superintendent shall submit the Comprehensive Budget Planning Calendar to the Board for review. The calendar shall set forth the activities and deadlines for action by the Board, Superintendent, and District staff in compliance with Board Policy 04.1 Budget Planning and Adoption.

REFERENCES:

¹KRS 160.370

Review/Revised:7/21/2020

Depositories

SELECTION OF DEPOSITORY(IES)

The Superintendent shall notify the Board if a depository or depositories are to be selected by the Superintendent, under authority delegated by the Board,¹ with an effective date of July 1.

REFERENCES:

¹KRS 160.370

Review/Revised:7/23/2024

Disposal of School Property

REAL PROPERTY

The Board shall follow the disposition process for real property as contained in [702 KAR 004:090](#).

FURNITURE, EQUIPMENT, VEHICLES

Furniture, equipment, and vehicles will be disposed of as follows:

1. Designated personnel shall present in writing to the Superintendent a complete description of items no longer needed for school purposes.
2. The Superintendent shall advise the Board that certain furniture, equipment, and vehicles are no longer needed for public school purposes and are being deemed surplus.
3. Once the Superintendent, under authority delegated by the Board,¹ declares the property surplus, the Superintendent/designee shall advertise the property for sale as directed in Policy 04.8.
4. The Superintendent, under authority delegated by the Board,¹ may accept or reject any and all bids.

DISTRIBUTION OF SURPLUS TECHNOLOGY EQUIPMENT

Technology equipment that is determined to no longer meet the Kentucky Education Technology System standards established by the Kentucky Department of Education may be distributed to students as outlined in the District State-Mandated Fixed Assets Guidelines, which are available on the District website.

REFERENCES:

¹KRS 160.370

Review/Revised:7/8/2025

Audits

BOARD ACCOUNTS

All accounts under ~~the Superintendent's Board control,~~ under authority delegated by the Board.¹ shall be audited annually by an approved CPA/CPA firm. The following procedures will be implemented:

1. The Superintendent, under authority delegated by the Board.¹ shall request audit proposals containing criteria set forth by appropriate state agencies, at least every five years.
2. The Superintendent shall review the proposals and through competitive negotiations and approve ~~a recommend for Board approval~~ a CPA/CPA firm to conduct the audit under authority delegated by the Board.¹ The Superintendent shall provide the Board with information regarding the CPA/CPA firm selected for review, which ~~recommendation~~ shall include a cost estimate.
3. The CPA/CPA firm shall meet requirements imposed by the State Committee for School District Audits ~~(Committee)~~ and the contract with the CPA/CPA firm shall be subject to approval by the Committee.

The Superintendent or Board may request to meet with the auditor prior to the audit to discuss expectations.

4. The CPA/CPA firm shall conduct the audit as soon as possible after the close of the fiscal year. Copies of the audit report shall be sent to Board members prior to the auditor's presentation of the report to the Superintendent and full Board.

Unless the CPA/CPA firm obtains authorization from the State Committee for School District Audits for a later date, the audit report shall be presented to the Board prior to the audited financial statement due date established by the Committee.

5. Following presentation of the audit report, the Superintendent/designee shall present to the Board for its approval, recommended internal control strategies to respond to significant deficiencies and material weaknesses identified in writing by the auditor, approval not to be withheld without a two thirds (2/3) vote of the Board to deny approval.¹ In addition, a timeline for taking action and reporting progress back to the Board shall be established.
6. A written report shall be is-made to the Chief State School Officer of any audit exceptions and the progress made to correct them.
7. Copies of the audit report shall be distributed to Board members and to appropriate state agencies by the date in November designated by KDE (unless an extension has been granted at District request). The audit report shall be accompanied by a management letter from the auditor to the Superintendent and other documents required by the State Committee for School District Audits. This report shall be made is-available on the District Financial Services Division webpage.
8. An exit conference shall be held between the auditing staff and District staff, with two (2) Board members in attendance.
9. When funding is available, a request is made to the state for reimbursement.

Audits

REFERENCES:

¹KRS 160.370

Review/Revised:6/23/2020

Facilities Development and Construction

The Superintendent, under authority delegated by the Board,¹ shall provide adequate school facilities to meet the instructional needs of the pupils and staff, to provide for school activities, and to serve the community of which the school shall be an integral part. Money expended for school construction shall provide the best school facilities possible at the most economical cost. Monies shall be allocated to cover the cost of additional schools or classrooms and/or schools shall be reopened for regular use only after it is determined that such actions will facilitate the positive implementation of the student assignment plan.

In compliance with applicable statutes and administrative regulations, the Local Planning Committee shall prepare a school facilities plan for approval by the Superintendent, under authority delegated by the Board.^{1,2}

REQUIREMENTS FOR CONTRACTORS

Each contractor performing work pursuant to a construction contract shall require that all employees of the contractor and all employees of its subcontractor(s) who will work on a District construction site shall provide proof of eligibility to work in the United States of America.

This provision shall become part of the contractual obligation of the contractor and shall be reflected in the bid specifications, or, if the contract is not subject to bid requirements, in the negotiations with the contractor.

The Superintendent and Board support supports continued educational opportunities for the Jefferson County workforce and encourages contractors to utilize apprenticeship training programs.

“Contractor” shall refer to any adult who is permitted access to school grounds pursuant to a current construction contract to perform construction or facilities related service or maintenance. The ~~term term~~ “contractor” includes any employee of a contractor. The term “contractor” as used in this policy, does not include any adult who is permitted access to school grounds on a regularly scheduled and continuing basis pursuant to a written agreement for the purpose of providing services directly to a student or students as part of a school-sponsored program or activity.

CONSTRUCTION CONTRACTS - MINORITY/WOMEN PARTICIPATION

The Superintendent, under authority delegated by the Board,¹ provides equal opportunities to all of its bidders with respect to the bidding and award of construction contracts. The Superintendent and Board are is-committed to increasing the accessibility of contracting opportunities to business enterprises that are owned by minorities and women. Minorities include people who are Black or African American, Asian, American Indian and Alaska Native, Native Hawaiian and Other Pacific Islander, Hispanic or Latino. [Minorities include Black Americans, Asian Americans, Hispanic Americans, American Indians, American Eskimos, and American Aleuts] The Superintendent and Board shall will-make every effort possible to ensure that minority-owned and women-owned businesses and businesses that utilize a diverse workforce are provided a fair and equitable opportunity to participate in the procurement of District construction contracts.

Facilities Development and Construction

AWARDING OF CONTRACTS

A construction contract shall be officially awarded to the successful bidder by action of the Board at a regular or special meeting. The awardee (successful bidder) and the architect and/or engineer shall receive formal notice of the awarding of the contract.

AWARDING OF CONTRACTS (CONTINUED)

The architect and/or engineer shall prepare the contract documents (plans and specifications) in accordance with the policies and other requirements of the Superintendent, under authority delegated by the Board.¹ The Operations Division shall prepare the contract in accordance with the provisions as set forth in the plans and specifications. The contract and copies of the performance and payment bond shall be executed in triplicate.

SELECTION OF ARCHITECT AND/OR ENGINEER

The Board or the Superintendent, under authority delegated by the Board,¹ may contract for professional services by an architectural or engineering firm without formal advertising.

The Superintendent ~~is shall be~~ authorized to appoint an Architectural and Engineering Selection Committee for recommendation of firms. The criteria for the selection of an architect and/or engineer shall be 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. The Superintendent shall submit recommend firms to the Board for reviewapproval.

DEVELOPMENT PLANS AND SPECIFICATIONS

The project architect shall advise the administration and Board on phases of the facility development program for which the architect has technical training and experience.

The architect shall perform other services as follows:

1. Translate the educational program for which the facilities are needed into building design and specifications.
2. Advise the Superintendent and the Board on letting of contracts.
3. Provide periodic site inspections to familiarize himself/herself with the progress of the work.
4. Recommend approval and acceptance of completed facilities.
5. Supplement his/her services, when necessary, by consulting specialists such as landscape architects and heating, ventilating, electrical, structural, and acoustical engineers.

ADVICE SOUGHT

When the District Board engages in a major construction project, it will seek the advice of employees and citizens of the District -school-district, as appropriate, in determining the scope and educational specifications of the construction project.⁺²

Facilities Development and Construction

REFERENCES:

¹[KRS 160.370](#)

¹²[Kentucky School Facilities Planning Manual](#)

[KRS 157.615](#); [KRS 157.620](#); [KRS 157.622](#); [KRS 158.447](#)

[KRS 162.010](#); [KRS 162.060](#); [KRS 162.070](#); [KRS 162.080](#); [KRS 162.090](#)

[KRS 162.100](#); [KRS 162.120](#); [KRS 162.160](#)

[KRS 162.290](#); [KRS 162.300](#); [KRS 322.360](#)

[KRS 424.260](#); [KRS Chapter 45A](#)

[702 KAR 004:005](#); [702 KAR 004:050](#); [702 KAR 004:100](#)

[702 KAR 004:170](#); [702 KAR 004:180](#)

[750 KAR 001:010](#); [750 KAR 001:030](#)

RELATED POLICIES:

04.32

05.12

Adopted/Amended: 4/8/2025

Order #: #2025-56

Community Use of School Facilities

WHO MAY USE

The Superintendent and Board ~~encourage~~ encourages the use of school buildings by school-related groups, Parent-Teacher-Student Associations, or other parent groups whose purpose is to serve or benefit the school program. Regular rental fees shall not be charged to school-related groups. Such groups shall reimburse the school district for any additional personnel costs.

The Superintendent, under authority delegated by the Board,¹ may authorize the use of school property by public members of the community during non-school hours for the purpose of recreation, sport, academic, literary, artistic, or community uses as defined in KRS Chapter 162 pursuant to this and other policies adopted by the Board and related procedures established by the Superintendent.²

School facilities shall not be used for personal or commercial activities, except as noted in the provision below.

AVAILABILITY

Non-profit organizations, governmental agencies and individuals may use school buildings or facilities for lawful public assemblies. For-profit organizations may use school buildings or facilities for the purpose of providing before or after school enrichment and other educational programs for the benefit of students in attendance at the school. Use of facilities shall not interfere with school functions and operations. Groups shall obtain necessary approvals and pay appropriate fees and costs prior to the usage.

The Superintendent shall establish procedures for the use of school facilities. Such procedures shall include the provision that the use of tobacco products and electronic cigarettes in or on any property owned or operated by the Board is prohibited.

COMMERCIAL FILMING ON SCHOOL PROPERTY

The Superintendent may establish administrative procedures setting forth rules and parameters under which an individual or company may apply and receive approval to film on location on a school property.

CHARGES

A schedule of charges shall be developed to cover the cost of the purchase or use of District equipment, supplies, and human services required to respond to legitimate requests by individuals or organizations. Charges shall be reviewed and adjusted annually or more often if necessary in order to provide for adequate reimbursement for supplies and services.

Pursuant to this policy, the Superintendent shall establish and implement a facility use procedure for the use of school buildings by school-related groups and other organizations or individuals. Such procedures shall include a schedule of rental fees and charges.

Revenues from any real estate holdings acquired in anticipation of future school needs or from the rental of property which may be temporarily unused for public school purposes shall accrue to the appropriate fund under the Board's management and control.

APPLICATION

The District shall utilize an official application form which shall detail the conditions of usage. Persons authorized to represent officially the renting individual/organization must sign the

Community Use of School Facilities**APPLICATION (CONTINUED)**

application. Approval of a request to use District facilities does not signify District sponsorship, endorsement or approval of an organization or activity.

LIABILITY

The Superintendent, under authority delegated by the Board,¹ shall require the renting organization to assume all liability for injury to individuals by reason of the lease of Board property and that the organization indemnify and save harmless the Board from any loss or damage thereby.

INSURANCE

The individual or group shall provide a certificate of liability insurance for a minimum of \$1 million per occurrence and \$2 million aggregate naming the Board as an additional insured under the policy for the activity.

REFERENCES:

¹[KRS 160.370](#)

²[KRS 162.055](#)

[KRS 158.183](#); [KRS 160.290](#); [KRS 160.293](#)

[KRS 160.340](#); [KRS 162.050](#)

[OAG 60-389](#); [OAG 80-78](#)

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

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

RELATED POLICIES:

05.31; 10.3

Adopted/Amended: 6/6/2023

Order #: 2023-87

Safety

BOARD TO ADOPT PLAN

Upon the recommendation of the Superintendent, the Board shall approve adopt a plan for immediate and long-term strategies to address school safety and discipline, approval not to be withheld without a two thirds (2/3) vote of the Board to deny approval.¹ The plan which shall be reviewed annually and revised, as needed. This plan shall utilize information gathered from the District assessment of school safety and student discipline required by law and shall include the Board's Student Support and Behavior Intervention Handbook and a description of instructional placement options for threatening or violent students. The committee that develops the initial plan for Board consideration shall include at least one (1) representative from each school in the District, as well as representatives from the community as required by law. The annual review and revision of the plan shall be completed by relevant District administratorsAdministration, in consultation with appropriate stakeholders.

The plan shall identify measures to be taken in protecting students, staff, visitors, and property. Areas addressed by the plan shall include, but not be limited to, the following:

1. School facility design, maintenance, and usage;
2. Safety and security procedures, orientation and training in use and management of equipment and facilities;
3. Supervision of students;
4. Compliance with state and federal safety requirements;
5. Periodic reports to the Board concerning implementation of the plan and its effects on District students, personnel, and operations; and
6. Community involvement.

SCHOOL MAPPING DATA

"School mapping data" means mapping information provided in an electronic or a digital format to assist first responders in responding to emergencies at schools. A participating district or campus shall not be required to adopt new school mapping data if, as of July 1, 2024, the District or campus previously implemented school mapping data with capabilities that meet the requirements of the Center for School Safety.

DISTRICT SCHOOL SAFETY COORDINATOR

The Superintendent shall appoint an individual to serve as the District's School Safety Coordinator (SSC) and primary point of contact for public school safety and security functions.⁴² The SSC shall:

1. Complete the school safety coordinator training program developed by the Center for School Safety within six (6) months of their date of appointment;
2. Designate a school safety and security threat assessment team at each school in the District consisting of two (2) or more staff members to identify and respond to students exhibiting behavior that indicates a potential threat to school safety or security. Members of a threat assessment team may include school administrators, school counselors, school safety officers, school-based mental health services providers, teachers, and other school personnel;

Safety**DISTRICT SCHOOL SAFETY COORDINATOR (CONTINUED)**

3. Ensure that members of threat assessment teams receive training as required under Board Policy 09.429 regarding the purpose of the team, team guiding principles, and the members' roles in enhancing school safety and school security through identifying and responding to students exhibiting behavior that indicates a potential threat to school safety or school security. Training shall address the following: strategies to properly respond to students who provide information about a threatening or concerning situation, ways to assess and respond to potential threats, how and to whom they should report threatening communications or behavior, and strategies to understand, identify, and address implicit bias of team members.
4. Provide training to school Principals on procedures for completion of the school security risk assessment;
5. Review all school security risk assessments completed within the District and prescribe recommendations as needed in consultation with the state school security marshal;
6. Formulate recommended policies and procedures, which shall be excluded from the application of [KRS 61.870](#) to [KRS 61.884](#), for an all-hazards approach including conducting emergency response drills for hostage, active shooter, and building lockdown situations in consultation and coordination with appropriate public safety agencies to include but not be limited to fire, police, and emergency medical services for review and adoption as part of the school emergency plan required by [KRS 158.162](#). The recommended policies shall encourage the involvement of students, as appropriate, in the development of the school's emergency plan;
7. Maintain the District's copies of the school mapping data created through the School Mapping Data Program to be made available to appropriate public safety agencies, but which shall be excluded from the application of [KRS 61.870](#) to 61.884; and
8. Ensure each school campus is toured at least once per school year, in consultation and coordination with appropriate public safety agencies, to review policies and procedures and provide recommendations related to school safety and security.

The SSC, and any school employee participating in the activities of a School Safety and Security Threat Assessment Team, acting in good faith upon reasonable cause in the identification of students, shall be immune from any civil or criminal liability that might otherwise be incurred or imposed from:

- a. Identifying the student and implementing a response pursuant to policies and procedures adopted as required above; or
- b. Participating in any judicial proceeding that results from the identification.

SUPERINTENDENT TO REPORT

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

Safety

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)

The District shall maintain AEDs in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with [KRS 311.665](#) to [KRS 311.669](#).

The District shall notify the local emergency medical services system and the local emergency communications or vehicle dispatch center of the existence, location, and type of each AED.

AEDs shall be kept on school property and will not accompany EMS personnel to a hospital emergency room.

SCHOOL EMERGENCY PLANNING

The Superintendent, under authority delegated by the Board¹ shall require the school council or, if none exists, the Principal to adopt an emergency plan for the school that shall include:

1. Procedures to be followed in cases of medical emergency, fire, severe weather, earthquake, or a building lockdown as defined in [KRS 158.164](#);
2. A written cardiac emergency response plan; and
3. A copy of the data created through the School Mapping Data Program or, if the school mapping data is unavailable, a diagram of the facility that clearly identifies the location of each AED.

The emergency plan shall be provided to appropriate first responders, and all school staff.

Following the end of each school year, the school nurse, the school council, or if none exists, the Principal, and first responders shall review the emergency plan and revise it as needed.

The school emergency plan shall address staff responsibilities for safely evacuating students needing special assistance during safety drills and actual emergency situations, including students with disabilities and those with 504 plans. The Principal shall discuss the emergency plan with all school staff prior to the first instructional day annually and document the date and time of any discussion.

The cardiac emergency response plan shall be rehearsed by simulation prior to the beginning of each athletic season by all:

1. Licensed athletic trainers, school nurses, and athletic directors; and
2. Interscholastic coaches and volunteer coaches of each athletic team active during that athletic season.

Whenever possible, first responders shall be invited to observe emergency response drills.

In addition, the school council or², if none exists, the Principal shall:

1. Establish and post primary and secondary evacuation routes in each room by any doorway used for evacuation;

Safety**SCHOOL EMERGENCY PLANNING (CONTINUED)**

2. Identify the best available severe weather safe zones, in consultation with local and state safety officials and informed by guiding principles set forth by the National Weather Service and the Federal Emergency Management Agency, and post the location of the safe zones in each room. These safe zones are to be reviewed by the local fire marshal or fire chief;
3. Develop school procedures to follow during an earthquake;
4. Develop and adhere to practices to control access to the school. Practices shall include but not be limited to:
 - Controlling outside access to exterior doors during the school day;
 - Controlling the main entrance of the school with electronically locking doors, a camera, and an intercom system;
 - Controlling access to individual classrooms;
 - Requiring classroom doors to be equipped with hardware that allows the door to be locked from the outside but opened from the inside;
 - Requiring classroom doors to remain closed and locked during instructional time, except in instances when only one (1) student and one (1) adult are in the classroom or when approved in writing by the State School Security Marshal;
 - Requiring classroom doors with windows to be equipped with material to quickly cover the window during a building lockdown;
 - Allowing for the use of secondary locking mechanisms on classroom doors, notwithstanding any provisions of the Kentucky Building Code promulgated pursuant to KRS Chapter 198B to the contrary;
 - Requiring all visitors to report to the front office of the building, provide valid identification, and state the purpose of the visit; and
 - Providing a visitor's badge to be visibly displayed on a visitor's outer garment.
5. Maintain a portable AED in a public, readily accessible, well-marked location in every school building and, as funds become available, at school-sanctioned athletic practices and competitions and:
 - a) Adopt procedures for the use of the portable AED during an emergency;
 - b) Adopt policies for compliance with [KRS 311.665](#) to [KRS 311.669](#) on training, maintenance, notification, and communication with the local emergency medical services system;
 - c) Ensure that a minimum of three (3) employees in the school and all interscholastic athletic coaches be trained on the use of a portable AED in accordance with [KRS 311.667](#);

Safety**SCHOOL EMERGENCY PLANNING (CONTINUED)**

- d) Ensure that all interscholastic athletic coaches maintain a cardiopulmonary resuscitation certification recognized by a national accrediting body on heart health; and
- e) No later than November 1 of each school year, submit an annual report to the Kentucky Department of Education on:
 - i. The number and location of each portable AED in every school building;
 - ii. The name, school, and training date of each District employee and interscholastic athletic coach in the District trained in the use of a portable AED; and
 - iii. The progress made towards having a portable AED at all school-sanctioned athletic practices and competitions; and
- 6. Require development of an event-specific emergency action plan for each school-sanctioned nonathletic event held off-campus to be used during a medical emergency, which may include the provision of a portable AED. The plan shall:
 - a) Include a delineation of the roles of staff and emergency personnel, methods of communication, any assigned emergency equipment including a portable AED, a cardiac emergency response plan, and access to and plan for emergency transport; and
 - b) Be in writing and distributed to any member of school personnel attending the school-sanctioned event in an official capacity.

No later than November 1 of each school year, the Superintendent shall send verification to the Kentucky Department of Education that all schools are in compliance with school emergency planning requirements.

By August 1 of each year, the Superintendent shall report to the Kentucky Department of Education on the number of portable AEDs at each school within the District.²³

PRECAUTIONS

Precautions will be taken for the safety of the students, employees, and visitors.

REPORTING HAZARDS

Each employee observing a potential safety or security hazard shall report such hazard in writing to building administrators who shall then report the physical hazard using the work order system to the Department of Facilities/Transportation who, in turn, shall make a prompt inspection and initiate steps to remedy the condition.

COMMUNICATION SYSTEM

The Superintendent, under authority delegated by the Board,¹ shall establish a process for a two-way communication system for an employee to notify the Principal, supervisor, or other administrator of an emergency. The process may include, but is not limited to, use of intercoms, telephones, and two-way radios.

Safety

REFERENCES:

¹[KRS 160.370](#)

¹²[KRS 158.4412](#)

²³[KRS 158.1621](#)

KRS Chapter 198B

[KRS 61.870](#) to [KRS 61.884](#)

[KRS 158.110](#)

[KRS 158.148](#); [KRS 158.162](#); [KRS 158.164](#); [KRS 158.4410](#); [KRS 158.4433](#); [KRS 158.445](#)

[KRS 160.290](#); [KRS 160.445](#)

[KRS 311.665](#) to [KRS 311.669](#); [KRS 311.667](#); [KRS 411.148](#)

[702 KAR 001:180](#)

RELATED POLICIES:

02.31; 03.14; 03.24; 05.2; 05.21; 05.41; 05.411; 05.42; 05.45; 05.47; 05.5

09.22; 09.221; 09.4 (entire section); 10.5

Adopted/Amended: 7/23/2024

Order #: 2024-097

Property Insurance**COVERAGE**

The Superintendent, under authority delegated by the Board,¹ shall maintain an insurance program for the District that will provide coverage in the event of loss or damage of school buildings and equipment therein. Such coverage shall be reviewed annually.

REFERENCES:

¹KRS 160.370
KRS 160.105
KRS 162.360
702 KAR 003:030
OAG 66-36
OAG 55-37,578
OAG 56-38,182

Adopted/Amended: 8/4/2020

Order #: 2020-106

Recycling**RESPONSIBILITY**

If the District can locate a recycling vendor to serve the District without a negative fiscal impact, all ~~District Board~~-owned and operated facilities shall recycle white paper, cardboard, and other recyclables as practicable. The Superintendent/designee shall establish a recycling plan for all school facilities and periodically review compliance with this requirement.

REFERENCE:

[KRS 160.294](#)

Adopted/Amended: 5/25/2021

Order #: 2021-88

School Property - Naming Facilities and Alterations

APPROVAL NEEDED

Repairs or alterations may not be made to any building, nor any construction or alteration effected on the school grounds, without approval from the Superintendent/designee.

Major changes in room use involving transfer of installed furniture or equipment shall not be made without approval of the Superintendent/designee. Modifications to buildings, teaching spaces, and/or other support facilities shall be recorded on appropriate facility plans maintained by the Operations Division.

All fixed or movable property purchased or donated for school use placed in schools shall become the property of the District unless otherwise specified.

INTEGRATED PEST MANAGEMENT

In compliance with applicable Kentucky Administrative Regulation (302 KAR Chapter 29), the District shall implement a program of Integrated Pest Management (IPM) with the primary goal of controlling pests, general pests, and wood-destroying organisms with judicious use of pesticides.

The IPM program shall include, but not be limited to, the following components:

- Persons who apply pesticides in any District school building shall be certified in keeping with applicable statutes and regulations.
- Notification in compliance with Kentucky Administrative Regulation.

NAMING OF FACILITIES AND ALTERNATIVE EDUCATION PROGRAMS

Naming of school buildings, building wings, media centers, athletic fields, gymnasiums, and other District facilities, as well as the naming of alternative education programs, shall be the responsibility of the Board. The Superintendent shall recommend one (1) name for each facility for Board approval, approval not to be withheld without a two thirds (2/3) vote of the Board to deny approval.¹ Names usually will be selected from the following:

- Prominent state, local, or national figures;
- Pioneers;
- Community leaders, former school Board members; retired school leaders and/or teachers;
- Donors of school property; and
- Geographic areas.

District facilities may be named for living persons. Facilities may not be named for active employees of the District, except that a facility may be named for an active employee who retired from the District and was subsequently reemployed and who does not currently serve on the Board.

District facilities may be renamed in the event they are closed and reopened. Criteria for renaming District facilities shall be the same as those used for the selection of the original names.

The Superintendent/designee shall establish separate procedures for: naming new schools or other new facilities; naming new programs; and renaming existing schools or other existing facilities.

School Property - Naming Facilities and Alterations**ACADEMIES OF LOUISVILLE PARTNER-NAMED ACADEMY PROGRAM**

The District may establish a Partner-Named Academy Program to recognize business partners of Academies of Louisville schools to offer long-term and highly engaged business partners the naming rights for academies within schools. Authorization for a partner-named academy must be secured through a formal agreement between the business partner and the District that is recommended by the Superintendent and is approved by the Board, approval not to be withheld without a two thirds (2/3) vote of the Board to deny approval.¹

The Partner-Named Academy Program shall set forth in guidelines the specific criteria that a business partner must meet to receive academy naming rights. Criteria may include, but not be limited to: appointment of a primary point of contact; experiential learning opportunities for staff and students; service on advisory boards and industry collaboratives; a significant annual monetary donation; and a significant annual in-kind donation.

Naming opportunities under the Partner-Named Academy Program are available only for individual academy pathways within a school; no partner may name the overall academy in a school.

School commitments in a partner-named academy relationship may include, but not be limited to: recognition through external and internal signage at the school; recognition on all printed and digital materials, exclusive naming rights for the partner to the academy.

The Regional Assistant Superintendent for High Schools, in consultation with the Principal shall make the final determination to recommend to the Superintendent to grant academy naming rights to a business partner. The Superintendent shall have the authority to recommend the agreement for naming rights to the Board for approval, approval not to be withheld without a two thirds (2/3) vote of the Board to deny approval.¹

REFERENCES:

¹KRS 160.370
KRS 158.447
KRS 160.290
KRS 162.060
302 KAR 029:010; 302 KAR 029:020
302 KAR 029:050; 302 KAR 029:060
702 KAR 004:180

RELATED POLICY:

10.4

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

Information Security and Privacy Program

INTRODUCTION

The District shall create and implement an Information Security and Privacy Program that provides clear and comprehensive information and administrative procedures on the prescribed measures to be used to establish and enforce the cybersecurity program in the District.

The District is committed to protecting its students, employees, partners, clients, and District information technology infrastructure from damaging acts that are intentional or unintentional. Effective information security and privacy protection is a team effort involving the participation and support of District employees and every vendor, community partner, or external entity that interacts with District data and/or systems. Therefore, the District will provide District cybersecurity requirements to every vendor, community partner, or external entity. The cybersecurity requirements shall be incorporated into any contract, data sharing agreement, or memorandum of agreement between the District and a vendor, community partner, or external entity.

Protecting District data and the systems that collect, process, and maintain data is of critical importance. Therefore, the security of systems must include controls and safeguards to offset potential threats, as well as controls to ensure the confidentiality, availability, and integrity of District data.

Commensurate with risk, cybersecurity and privacy measures must be implemented to guard against unauthorized access to, alteration, disclosure or destruction of District data and systems. This also includes protection against accidental loss or destruction. The security of systems must include controls and safeguards to offset possible threats, as well as controls to ensure Confidentiality, Integrity, Availability, and Safety (CIAS).

PURPOSE

The purpose of the Information Security and Privacy Program is to prescribe a comprehensive framework through a set of administrative procedures for:

- Creating a leading practice-based Information Security Management System (ISMS) that is structured on the NIST Cybersecurity Framework (CSF);
- Protecting the Confidentiality, Integrity, Availability, and Safety (CIAS) of District data and systems;
- Protecting the District, its employees, and its clients from illicit use of District systems and data;
- Ensuring the effectiveness of security controls over data and systems that support the District's operations;
- Recognizing the highly-networked nature of the current computing environment and provide effective company-wide management and oversight of those related cybersecurity risks; and
- Providing for the development, review, and maintenance of minimum security controls required to protect support the District's data and systems.

Information Security and Privacy Program

PURPOSE (CONTINUED)

The formation of the cybersecurity policy and administrative procedures is driven by many factors, with the key factor being a risk. The policy and related administrative procedures set the ground rules under which the District operates and safeguards District data and systems to both reduce risk and minimize the effect of potential incidents.

The administrative procedures, including control objectives, standards, processes, and guidelines, are necessary to support the management of information risks in daily operations. The development of administrative procedures provides clarity to ensure District users understand their day-to-day security responsibilities and the threats that could impact the District.

Implementing consistent security controls across the District will help the District comply with current and future legal obligations to ensure long-term due diligence in protecting the confidentiality, integrity and availability of District data.

SCOPE & APPLICABILITY

The Information Security and Privacy Program established in this policy and related administrative procedures shall apply to all District data, systems, activities, and assets owned, leased, controlled, or used by the District, its agents, contractors, or other business partners on behalf of the District. The administrative procedures apply to all District employees, contractors, sub-contractors, and their respective facilities supporting District business operations, wherever District data is stored or processed, including any third-party contracted by the District to handle, process, transmit, store, or dispose of District data.

Some documents apply specifically to persons with a specific job function (e.g., a System Administrator); otherwise, all personnel supporting District business functions shall comply with the administrative procedures.

The administrative procedures do not supersede any other applicable law or Board Policy or existing labor management agreement approved by the [Superintendent, under authority delegated by the Board.](#)¹

The District may revoke, change, or supplement the administrative procedures, including control objectives, standards, processes, and guidelines at any time without prior notice. Such changes shall be effective immediately unless otherwise stated.

POLICY OVERVIEW

To ensure an acceptable level of cybersecurity risk, the District shall design, implement, and maintain a coherent set of administrative procedures, including control objectives, standards, processes, and guidelines to manage risks to its data and systems.

District users are required to protect and ensure the Confidentiality, Integrity, Availability and Safety (CIAS) of data and systems, regardless of how its data is created, distributed or stored.

- Security controls will be tailored accordingly so that cost-effective controls can be applied commensurate with the risk and sensitivity of the data and system; and
- Security controls must be designed and maintained to ensure compliance with all legal requirements.

Information Security and Privacy Program

ADMINISTRATIVE PROCEDURES OVERVIEW

The administrative procedures for the District Information Security and Privacy Program may include, but not be limited to, the following:

Security & Privacy Governance (GOV)

Management Intent: The purpose of the Security & Privacy Governance (GOV) administrative procedure is to specify the development, proactive management and ongoing review of the District's security and privacy program.

Summary: The District shall protect the confidentiality, integrity, availability and safety of its data and systems, regardless of how its data is created, distributed, or stored. Security controls will be tailored accordingly so that cost-effective controls can be applied commensurate with the risk and sensitivity of the data and system, in accordance with all statutory, regulatory, and contractual obligations.

Asset Management (AST)

Management Intent: The purpose of the Asset Management (AST) administrative procedure is to ensure that technology assets are properly managed throughout the lifecycle of the asset, from procurement through disposal.

Summary: The District shall protect its assets and data by implementing and maintaining appropriate IT Asset Management (ITAM) business practices across the enterprise.

Business Continuity & Disaster Recovery (BCD)

Management Intent: The purpose of the Business Continuity & Disaster Recovery (BCD) administrative procedure is to establish processes that will help the District recover from adverse situations with the minimal impact to operations.

Summary: The District shall establish and manage the capability for maintaining the Continuity of Operations (COOP) to ensure the availability of critical technology resources during adverse conditions.

Capacity & Performance Planning (CAP)

Management Intent: The purpose of the Capacity & Performance Planning (CAP) administrative procedure is to prevent avoidable business interruptions caused by capacity and performance limitations through requiring both technology and business leadership to maintain situational awareness of current and future performance.

Summary: The District shall protect against avoidable impacts to operations by proactively managing the capacity and performance of its critical technology and supporting infrastructure.

Change Management (CHG)

Management Intent: The purpose of the Change Management (CHG) administrative procedure is for both technology and business leadership to proactively manage change. Without properly documented and implemented change controls, security features could be inadvertently or deliberately omitted or rendered inoperable, processing irregularities could occur or malicious code could be introduced. This includes the assessment, authorization, and monitoring of technical changes across the enterprise.

Information Security and Privacy Program

ADMINISTRATIVE PROCEDURES OVERVIEW (CONTINUED)

Summary: All technology changes to production environments must follow a standard process to reduce the risk associated with change. The District requires active stakeholder involvement to ensure changes are appropriately tested, validated, and documented before implementing any change on a production network.

Compliance (CPL)

Management Intent: The purpose of the Compliance (CPL) administrative procedure is to ensure safeguards are in place to be aware of and comply with applicable statutory, regulatory, and contractual compliance obligations.

Summary: In accordance with all applicable legal requirements, the District shall ensure appropriate safeguards are in place to protect sensitive business data against loss, unauthorized access, or disclosure.

Configuration Management (CFG)

Management Intent: The purpose of the Configuration Management (CFG) administrative procedure is to establish and maintain the integrity of systems. Without properly documented and implemented configuration management controls, security features could be inadvertently or deliberately omitted or rendered inoperable, processing irregularities could occur or malicious code could be introduced.

Summary: All technology platforms must adhere to configuration management requirements. The District shall maintain accurate inventories of its technology platforms and enforce security configuration settings those technology platforms used in support of the District's business operations.

Continuous Monitoring (MON)

Management Intent: The purpose of the Continuous Monitoring (MON) administrative procedure is to establish and maintain situational awareness across the enterprise through the centralized collection and review of security-related event logs. Without comprehensive visibility into infrastructure, operating system, database, application and other logs, the District will have "blind spots" in its situational awareness that could lead to system compromise and / or data exfiltration.

Summary: Only through the ongoing and continuous monitoring of the District's technology assets can situation awareness of cybersecurity events be maintained. Therefore, technology assets must adhere to configuration management requirements to log security events and forward those events to allow for the centralized monitoring and review of logs to identify anomalous behavior so that appropriate steps can be taken to remediate potential cybersecurity incidents.

Cryptographic Protections (CRY)

Management Intent: The purpose of the Cryptographic Protections (CRY) administrative procedure is to ensure the confidentiality of the District's data through implementing appropriate cryptographic technologies to protect systems and data.

Summary: Appropriate cryptographic safeguards must be used to protect sensitive business data against loss, unauthorized access, or disclosure. This applies to data, regardless of whether it is at rest or in transit.

Information Security and Privacy Program

ADMINISTRATIVE PROCEDURES OVERVIEW (CONTINUED)

Data Classification & Handling (DCH)

Management Intent: The purpose of the Data Classification & Handling (DCH) administrative procedure is to ensure that technology assets are properly classified and measures are implemented to protect the District's data from unauthorized disclosure, regardless of whether ~~if~~ it is being transmitted or stored. Applicable statutory, regulatory, and contractual compliance obligations dictate the safeguards that must be in place to protect the confidentiality, integrity and availability of data.

Summary: In accordance with all applicable legal requirements, the District shall protect data in both hardcopy and digital form by limiting access to authorized users and utilize methods of sanitizing or destroying media so that data recovery is technically infeasible.

Endpoint Security (END)

Management Intent: The purpose of the Endpoint Security (END) administrative procedure is to ensure that endpoint devices are appropriately protected from reasonable threats to the confidentiality, integrity, availability and safety of the device and its data. Applicable statutory, regulatory, and contractual compliance obligations dictate the safeguards that must be in place to protect the confidentiality, integrity, availability, and safety considerations.

Summary: The District shall implement the concept of "least functionality" for its technology endpoints and proactively govern security mechanisms to keep its technology assets secure from evolving threats.

Human Resources Security (HRS)

Management Intent: The purpose of the Human Resources Security (HRS) administrative procedure is to create a security-minded workforce and an environment that is conducive to innovation, considering issues such as culture, reward, and collaboration.

Summary: The District shall ensure industry-recognized leading practices for cybersecurity are incorporated into Human Resources (HR) personnel management practices

Identification & Authentication (IAC)

Management Intent: The purpose of the Identification & Authentication (IAC) administrative procedure is to implement the concept of "least privilege" through limiting access to District systems and data to authorized users only.

Summary: The District shall implement the principle of "least privilege" within logical access control mechanisms so that only authorized users can gain access to District systems and data.

Incident Response (IRO)

Management Intent: The purpose of the Incident Response (IRO) administrative procedure is to establish and maintain a capability to guide the District's response when security-related incidents occur.

Summary: The District shall maintain a cybersecurity incident handling capability that includes adequate preparation, detection, analysis, containment, recovery, and reporting activities.

Information Security and Privacy Program

ADMINISTRATIVE PROCEDURES OVERVIEW (CONTINUED)

Maintenance (MNT)

Management Intent: The purpose of the Maintenance (MNT) administrative procedure is to ensure that due diligence is performed by properly maintaining District technology assets across the enterprise.

Summary: In order to minimize risk from evolving threats, the periodic and ongoing maintenance and upgrades of District assets shall be performed and governed accordingly, including technology assets owned or maintained by trusted third-parties.

Network Security (NET)

Management Intent: The purpose of the Network Security (NET) administrative procedure is to ensure sufficient security controls are in place to protect the confidentiality and integrity of the Districts communications, as well as to provide situational awareness of activity on the District's networks.

Summary: The District shall implement the concept of "least functionality" for its network infrastructure and proactively govern security mechanisms to keep its networks secure from evolving threats, while providing situational awareness of network activities so that proactive measures can be implemented to address evolving threats.

Physical & Environmental Security (PES)

Management Intent: The purpose of the Physical & Environmental Security (PES) administrative procedure is to minimize risk to District systems and data by addressing applicable physical security and environmental concerns.

Summary: The District shall implement appropriate physical access controls to limit access to systems, equipment, and the respective operating environments to authorized individuals. The District shall provide appropriate environmental controls in facilities containing systems to ensure sufficient environmental conditions exist to avoid preventable hardware failures and service interruptions.

Project & Resource Management (PPM)

Management Intent: The purpose of the Project & Resource Management (PRM) administrative procedure is to ensure resource management addresses cybersecurity requirements across project and program management enterprise-wide, regardless of the type of the project.

Summary: Risk must be managed throughout the System Development Life Cycle (SDLC). Therefore, all technology projects and programs shall address resource requirements to implement and maintain appropriate security controls through the life cycle of the asset(s) or service(s).

Risk Management (RSK)

Management Intent: The purpose of the Risk Management (RSK) administrative procedure is to ensure that cybersecurity-related risk is visible to and understood by the business unit(s) that own the assets and/or processes involved. Since the cybersecurity team merely facilitates and educates the management of risk, business units and other key stakeholders are expected to be active participants in the District's risk discussions.

Information Security and Privacy Program

ADMINISTRATIVE PROCEDURES OVERVIEW (CONTINUED)

Risk Management (RSK) (continued)

Summary: The management of risk at the appropriate level of corporate management is of critical importance to the District's long-term success. Therefore, the District shall periodically assess the risk to operations, assets and data that are associated the processing, storage, or transmission of information to support the District's business processes and take appropriate action to remediate unacceptable risks.

Secure Engineering & Architecture (SEA)

Management Intent: The purpose of the Secure Engineering & Architecture (SEA) administrative procedure is to align cybersecurity decisions with the corporate architectural strategy and industry-recognized leading practices for secure engineering.

Summary: The District relies on its technology strategy and architecture to ensure its success in the long-term. This requires its cybersecurity architecture to support both its technology architectural direction and business strategy. Furthermore, the District's secure engineering principles must address applicable statutory, regulatory, and contractual obligations to implement and manage reasonable security measures, as defined by industry-recognized leading practices.

Security Awareness & Training (SAT)

Management Intent: The purpose of the Security Awareness & Training (SAT) administrative procedure is to develop a security and privacy-minded workforce.

Summary: The District shall ensure that users are made aware of the security and privacy risks associated with their roles and that users understand the applicable statutory, regulatory, and contractual compliance requirements related to the security and privacy of systems and data within their sphere of influence.

Technology Development & Acquisition (TDA)

Management Intent: The purpose of the Technology Development & Acquisition (TDA) administrative procedure is to ensure secure technologies are developed and / or acquired.

Summary: The District shall implement the principles of "least privilege" and "least functionality in the development and implementation of technology, regardless of whether ~~if~~ it is internally-developed or acquired from a third party. Technology development and acquisition must employ adequate security measures during all phases of the System Development Life Cycle (SDLC) to ensure security and privacy-related risks are identified and appropriately remediated.

Third-Party Management (TPM)

Management Intent: The purpose of the Third-Party Management (TPM) administrative procedure is to ensure that security and privacy risks associated with third-parties are minimized or avoided.

Information Security and Privacy Program

ADMINISTRATIVE PROCEDURES OVERVIEW (CONTINUED)

Third-Party Management (TPM) (continued)

Summary: The District must assess the cybersecurity and privacy risks posed by both its current and potential third-party providers. It is imperative that the District's third-parties implement mechanisms to identify and remediate deficiencies and / or vulnerabilities on an ongoing basis, in order to ensure the continued effectiveness of security and privacy controls. As third-party providers' technology and processes evolve over time, the District must ensure the appropriate levels of due care and due diligence are applied to validate that appropriate security and privacy controls are effective.

Threat Management (THR)

Management Intent: The purpose of the Threat Management (THR) administrative procedure is to establish a capability to proactively govern technology-related threats to the security and privacy of the District's systems, data, and business processes.

Summary: The District shall implement the capability to proactively govern threats that include the identification, assessment and remediation of threats to District systems, data, and business processes.

Vulnerability & Patch Management (VPM)

Management Intent: The purpose of the Vulnerability & Patch Management (VPM) administrative procedure is to proactively manage the risks associated with technical vulnerability management.

Summary: Vulnerability management is a never-ending process that requires the District to proactively manage vulnerabilities both in how its assets are configured and the level of currency in software patching. Therefore, the District shall apply a risk-based approach minimize its attack surface area through aggressive vulnerability management and patching operations.

VIOLATIONS OF THIS POLICY AND RELATED ADMINISTRATIVE PROCEDURES

In accordance with [KRS 160.290](#) and Board Policy 01.5, all policies of the Board are binding on employees of the District, schools, students, and on the Board itself. Employees and students who fail to comply with Board policies and related administrative procedures may be subject to disciplinary action.

UPDATES TO THIS POLICY AND RELATED ADMINISTRATIVE PROCEDURES

Updates to the Information Security and Privacy Program policy and related administrative procedures will be announced to employees via management updates or email announcements. Changes will be noted in an Information Security and Privacy Program Record of Changes to highlight the pertinent changes from the previous administrative procedures.

District administrative procedures for the Information Security and Privacy Program, are maintained by the District and available on the webpage for the Information Technology Division at <https://www.jefferson.kyschools.us/departments/information-technology>.

Information Security and Privacy Program

RELATED POLICIES:

01.5; 01.61; 04.7

REFERENCES:

[¹KRS 160.370](#)

Information Security and Privacy Program Procedures Incorporated by Reference

Adopted/Amended: 8/4/2020

Order #: 2020-106

Naming of Schools, Facilities, or Alternative Education Programs

The naming or renaming of a District school, facility, or alternative education program shall be done in conformity with Board Policy 05.11 School Property--Naming Facilities and Alterations. A school, an alternative education program, or facility (e.g., building, athletic field, library, classroom, gymnasium, or other area of District property) shall only be named by action of the Board upon the recommendation approval by the Superintendent to the Board for approval, approval not to be withheld without a two thirds (2/3) vote of the Board to deny approval.¹

NAMING A NEW SCHOOL, FACILITY, OR ALTERNATIVE EDUCATION PROGRAM

Preference shall be given to names that are supported by residents of the school or program attendance area and their representatives. Therefore, the Superintendent/designee shall solicit input regarding the name of a new school, facility, or alternative education program from a wide range of community members and stakeholders. For a school or program that does not serve the entire District, the Superintendent/designee shall focus particular attention on soliciting input from within the school's or program's attendance area.

Recommendations shall be solicited from a variety of community members and stakeholders, who may include, but not be limited to:

1. The Principal, if he/she/they have been hired;
2. Families of school-aged children within the attendance area;
3. Neighborhood organizations;
4. Community-based organizations that serve or represent families in the attendance area;
5. Elected representatives and other community leaders; and
6. Business Association or Chamber of Commerce.

The Superintendent/designee shall synthesize and summarize the community input received and make a determination for the name to be recommended to the Board. The Superintendent shall submit a-the name and a summary of community input as a single packet with the recommendation to the Board for consideration and approval, approval not to be withheld without a two thirds (2/3) vote of the Board to deny approval.¹

RENAMING EXISTING SCHOOLS, FACILITIES, OR ALTERNATIVE EDUCATION PROGRAMS

Preference shall be given to names that are recommended by residents of the school or program attendance area and their representatives. Therefore, to rename a school, facility, or alternative education program, a recommendation for the name change:

1. Shall include endorsements from the following:
 - a) Principal of the school or alternative education program;
 - b) SBDM Council or other appropriate school or program-based decision making/advisory body, if applicable;
 - c) Parent Teacher Association, parent booster association /or other appropriate parent representative body, if applicable; and
2. May include endorsements from other individuals, entities, or organizations. Examples, if applicable, include, but are not limited to:
 - a) School-sponsored student organizations;

Naming of Schools, Facilities, or Alternative Education Programs**RENAMING EXISTING SCHOOLS, FACILITIES, OR ALTERNATIVE EDUCATION PROGRAMS
(CONTINUED)**

- b) Family Resource/Youth Service Center Advisory Board;
- c) Alumni Association;
- d) Neighborhood Association;
- e) Elected representatives or other community leaders; or
- f) Business Association or Chamber of Commerce.

A recommendation for renaming a school, alternative education program, or facility shall be submitted to the Superintendent/designee a single packet by the Principal for preparation and submission to the Board for consideration and approval.

NAMING AN EXISTING FACILITY WITHIN A SCHOOL OR ALTERNATIVE EDUCATION PROGRAMS

Preference shall be given to names that are recommended by residents of the school attendance area and their representatives. Therefore, for a school or alternative education program to name an existing unnamed facility (e.g., building, athletic field, library, classroom, gymnasium, or other area of district property), it is required that a recommendation to add a name include endorsements from the following:

1. Shall include endorsements from the following:
 - a) Principal of the school or alternative education program;
 - b) SBDM Council or other appropriate school or program-based decision making/advisory body, if applicable;
 - c) Parent Teacher Association, parent booster association /or other appropriate parent representative body, if applicable; and
2. May include endorsements from other individuals, entities, or organizations. Examples, if applicable, include but are not limited to:
 - a) School-sponsored student organizations;
 - b) Family Resource/Youth Service Center Advisory Board;
 - c) Alumni Association;
 - d) Neighborhood Association
 - e) Elected representatives or other community leaders; or
 - f) Business Association or Chamber of Commerce.

A recommendation for naming an existing facility within a school or alternative education program, or facility shall be submitted to the superintendent/designee a single packet by the Principal for preparation and submission to the Board for consideration and approval, approval not to be withheld without a two thirds (2/3) vote of the Board to deny approval.¹

Naming of Schools, Facilities, or Alternative Education Programs

REFERENCES:

¹KRS 160.370

Review/Revised:6/28/2022

Cybersecurity Governance

PUBLISHING SECURITY & PRIVACY POLICIES

Procedure/Control Activity: The Manager Digital Privacy and Cybersecurity in conjunction with ~~the Executive Officer IT Chief Information Officer (CIO)~~, Assistant Director Infrastructure Services, and the General Counsel:

- (1) Analyzes federal National Institute of Standards and Technology (NIST) Cybersecurity Framework (CSF) and applicable statutory, regulatory, and federal requirements to create a list of requirements that need to be addressed by the District's policies, procedures, and standards.
- (2) Publishes security policies on District website.
- (3) On a yearly basis, analyzes the most current third-party risk assessment to determine appropriate coverage for the District's specific capabilities, based on people, processes and technology resources.
- (4) Designs and documents the District's security policies and procedures in a consolidated document. These documents are maintained on the District website and updated when additions or changes are made.

Receives written endorsement from the ~~Executive Officer IT-CIO~~, General Counsel, Information, Integration, and Innovation (IT3) Executive Risk Management Committee, and upon recommendation of the Superintendent, Board approval of all security policies, and Board review of all security procedures. Approval of security policies shall not to be withheld without a two thirds (2/3) vote of the Board to deny approval.¹

- (5) Disseminates the approved policies to all staff via public website and in electronic form to ensure all District personnel understand their applicable requirements.
- (6) On an annual basis, the ~~Executive Officer IT-CIO~~, Data Governance and Privacy Supervisor~~Manager Digital Privacy and Cybersecurity~~, Assistant Director Infrastructure Services, and General Counsel revises processes to address necessary changes and evolving cybersecurity conditions. Whenever the process is updated:
 - a. Distributes copies of the change to the Board;
 - b. Communicates the changes and updates to District staff; and
 - c. Makes changes to the District website

ASSIGNED SECURITY RESPONSIBILITIES

Procedure/Control Activity: The Human Resources Division (HR), in conjunction with the Data Governance and Privacy Supervisor~~Manager Digital Privacy and Cybersecurity~~, ~~Executive Officer IT-CIO~~, and General Counsel:

- (1) The District leverages the NIST CSF and National Initiative for Cybersecurity Education (NICE) for identifying necessary roles and responsibilities. The Data Governance and Privacy Supervisor~~Manager Digital Privacy and Cybersecurity~~ and ~~Executive Officer IT-CIO~~:
 - a. Maintains a Computer Security Incident Response Team (CSIRT) composed of cybersecurity analysts;
 - b. Establishes, documents, and distributes security policies and procedures maintained by the CSIRT team on the District website;

Cybersecurity Governance**ASSIGNED SECURITY RESPONSIBILITIES (CONTINUED)**

- c. The IT3 CSIRT Team monitors and analyzes security alerts and information via cloud-based management tools;
 - d. Distribute and escalate security alerts to appropriate personnel including the CSIRT Team, local law enforcement and federal officials as needed;
 - e. Establish, document, and distribute security incident response and escalation procedures to ensure timely and effective handling of all situations. Incident reports are centrally located and accessed by the CSIRT team from a repository that is private to only IT3 CSIRT staff;
 - f. Infrastructure services team administer user accounts, including additions, deletions, and modifications; and
 - g. Infrastructure services team monitors and controls access to data.
- (2) Utilizes existing HR and IT3 processes to assign formal roles and responsibilities to employees who have cybersecurity job functions. Create separate administrator accounts with Multi-Factor Authentication (MFA) enforced for all administrative functions.
- (3) Provides written notification to the employee of assigned cybersecurity roles and responsibilities in employment contract yearly.
- (4) Review on an annual basis, prior to contract signature for the school year or as needed, any revisions to processes to address necessary changes and evolving conditions. Whenever the process is updated:
- a. Distributes copies of the change to employee, Human Resources Division (HR) staff, and Executive Officer IT-CIO; and
 - b. Communicates the changes and updates to appropriate IT3 leaders.

MEASURES OF PERFORMANCEProcedure/Control Activity

CIO, in conjunction with Data Governance and Privacy Supervisor~~Manager Digital Privacy and Cybersecurity~~, Assistant Director Infrastructure Services, HR, and General Counsel:

- (1) Based on the District's implementation of the NIST CSF, develops measures of performance or outcome-based metrics to measure the effectiveness or efficiency of the controls employed across the District.
- (2) Communicates awareness and understanding of completion metrics to HR.
- (3) Creates and manages a process to share the effectiveness of protection technologies with appropriate stakeholders including security awareness reports and training requirements. Implementation of security awareness training and mandating cybersecurity training modules including the core NIST CSF components and federal trainings regarding the Health Insurance Portability and Privacy Act (HIPAA), the Family Educational Rights and Privacy Act (FERPA), and personal identifying information (PII).
- (4) On an annual basis, prior to contract signature, reviews the process for non-conforming instances of security training. As needed, revises processes to address necessary changes and evolving conditions. Whenever the process is updated:
 - a. Distributes copies of the changes to HR; and

Cybersecurity Governance

MEASURES OF PERFORMANCE (CONTINUED)

- b. Communicates the changes and updates to key personnel including the Executive Officer Talent ~~Chief of HR~~, General Counsel, and ~~the Executive Officer IT~~ CEO.

REFERENCES:

¹KRS 160.370

Review/Revised:2/2/2021

Use of Buses by Outside Groups

The ~~District shall Board will~~ not grant, lease, or lend school vehicles to groups or organizations not a part of the school program, except the Superintendent, under authority delegated by the Board,¹ may authorize the use of school buses for civilian defense and military mobilization purposes during a period of actual emergency.

REFERENCES:

¹KRS 160.370

OAG 76-606

Adopted/Amended: 6/10/2013

Order #: 2013-095

Bus Driver Rights and Responsibilities

All school bus drivers shall meet the qualifications of and be in compliance with the responsibilities set forth in Kentucky Administrative Regulations.¹

EXAMINATION AND LICENSING

The Superintendent/designee is authorized to require that a school bus driver shall have satisfactorily passed a drug screening every year and a physical examination at least every twenty-four (24) months, administered by a physician as designated by the Superintendent, under authority delegated by the Board.² A school bus driver shall have a record of safe driving experience prior to employment.

WALKTHROUGH AT END OF RUN

A school bus driver shall conduct a walkthrough of the bus at the end of each run to ensure that all students have disembarked.

DISCIPLINARY ACTION

A school bus driver who fails to perform his/her/their responsibilities shall be subject to appropriate disciplinary action, up to and including termination.

DRIVER RIGHTS

Per [KRS 158.110](#), a driver:

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

REFERENCES:

¹[702 KAR 005:030](#); [702 KAR 005:080](#); [702 KAR 005:150](#)

²[KRS 160.370](#)

[KRS 158.110](#)

[KRS 189.370](#); [KRS 189.375](#); [KRS 189.380](#); [KRS 189.450](#); [KRS 189.540](#); [KRS 189.550](#)
[KRS 281A.170](#) to [KRS 281A.175](#); [KRS 281A.205](#)

Bus Driver Rights and Responsibilities