Bus Scheduling and Routing

RESPONSIBILITY FOR

The Superintendent or designee shall be responsible for scheduling and routing all buses in keeping with applicable statutes and regulations. This shall include a system of notifying parents, pupils, and drivers of bus schedules and routes and, for those schools serving breakfast, arranging bus schedules so that buses arrive in sufficient time to provide breakfast prior to the student attendance day. If the District participates in the Federal School Breakfast Program, the Superintendent may also authorize up to fifteen (15) minutes of the student attendance day to provide the opportunity for children to eat breakfast during instructional time.[1]

Buses shall be routed only on roads which are safe for bus travel.

REGULAR ROUTE VEHICLES

School buses shall be clearly marked as transporting students and shall undergo a safety inspection no less than once every thirty (30) days.

Districts may also use vehicles owned, leased, or contracted by the District that were designed and built by the manufacturer for passenger transportation of ten (10)~~nine (9)~~ or fewer passengers, including the driver, for transporting students to and from school along regular bus routes and approved school activities in accordance with KRS 156.153.~~ under an alternative transportation plan approved by the Kentucky Department of Education.~~[2]

REFERENCES:

[1]KRS 158.070
[2]KRS 156.153
KRS 158.110
702 KAR 5:030

RELATED POLICY:

08.31

LEGAL: HB 555 AMENDS KRS 158.854 ADDING AND ALLOWING STUDENT-BASED ENTERPRISE PROGRAM TO SELL COMPETITIVE FOODS THROUGHOUT THE SCHOOL DAY AND AUTHORIZES THE BOARD TO ESTABLISH POLICIES REGARDING THE OPERATION OF AND REVENUE GENERATED BY THE STUDENT-BASED ENTERPRISE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.111

LEGAL: HB 555 AMENDS KRS 158.854 ADDING AND ALLOWING STUDENT-BASED ENTERPRISE PROGRAM TO SELL COMPETITIVE FOODS THROUGHOUT THE SCHOOL DAY AND AUTHORIZES THE BOARD TO ESTABLISH POLICIES REGARDING THE OPERATION OF AND REVENUE GENERATED BY THE STUDENT-BASED ENTERPRISE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES 07.111

- Modifications recommended
- see blue text for addition

TC 6/4/26

Competitive Foods

MINIMAL NUTRITIONAL VALUE

The sale of competitive foods and beverages to students during the school day shall be in compliance with current federal and state regulations.

DEFINITIONS

"Competitive Food" shall mean all food and beverages sold to students on the school campus during the school day, other than those meals reimbursable under the programs authorized by the National School Lunch Act and the Child Nutrition Act.

"School-day" means the period of time from midnight before to thirty (30) minutes after the end of the official school day.

"School Campus" shall mean all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

NUTRITIONAL STANDARDS

No school may sell competitive foods or beverages, whether from vending machines, school stores or canteens, classrooms, teacher or parent groups, from midnight before until thirty (30) minutes after the last school lunch period of the school day. From thirty (30) minutes after the last lunch period closes until thirty (30) minutes after the school day, food and beverages sold must conform with nutritional standards specified in state and federal regulations.

Fund-raising activities held off of the school campus or not during the school day are not subject to regulatory requirements of 702 KAR 6:090 or federal competitive food limitations.

OTHER RESTRICTIONS

Parents or guardians shall not deliver commercially prepared foods in brand name packaging to students during the school day. Commercially prepared foods for student consumption shall not be delivered by food trucks, restaurants or delivery services during the school day.

STUDENT-BASED ENTERPRISE

"Student-based enterprise" means a District approved program operated by the District's students as part of a course designed to provide students with knowledge and experience of the operation of a business.

The Board may identify a student-based enterprise to sell competitive foods throughout the school day and establish policies for the operation of and the use of the proceeds from the student-based enterprise. Competitive foods sold by a student-based enterprise shall comply with the minimum nutritional standards established in 702 KAR 6:090.

The Board recognizes the educational value of student-based enterprises and supports opportunities for students to develop leadership, entrepreneurship, financial literacy, workplace readiness, and career-related skills through the operation of approved enterprises.

The Board further recognizes its responsibility to maintain a financially sustainable nonprofit food service account that supports access to nutritious, affordable, federally reimbursable meals for students. School meal programs shall remain the primary source of student nutrition during designated meal service periods.

PROTECTION OF SCHOOL MEAL PROGRAMS

Student-based enterprises shall be operated in a manner that protects student participation in federally

funded school meal programs and supports the financial sustainability of the District's nonprofit school food service account.

To preserve participation in federally-funded school meal programs and protect the financial sustainability of the District's nonprofit school food service account, food and beverage sales by student-based enterprises are prohibited during breakfast and lunch service periods and for thirty (30) minutes before and after each service period.

THE SALE OF FOOD OR BEVERAGE OF AUTHORIZED STUDENT-BASED ENTERPRISE

The Board may authorize a student-based enterprise to sell competitive foods during the school day in accordance with applicable law, administrative procedures, and Board policy.

Prior to the approval of any student-based enterprise that proposes to sell food or beverages during the school day, the proposed operation shall be reviewed by the Principal, Superintendent/designee, and Director of School Nutrition Services, if applicable. Consideration shall be given to:

1. The educational purpose and instructional objectives of the enterprise;
2. The impact on participation in the District's school meal programs;
3. The financial impact on the District's nonprofit school food service account;
4. Compliance with nutrition, food safety, and sanitation requirements;
5. The location, hours of operation, and products offered for sale; and
6. Consistency with the District's Wellness Policy and any individual school wellness policy, if applicable

The Superintendent/designee, in consultation with the Director of School Nutrition Services, may establish operating requirements for student-based enterprises and may modify, restrict, suspend, or discontinue any enterprise as necessary to protect student participation in school meal programs, ensure food safety, maintain efficient District operations, preserve the financial sustainability of the District's nonprofit school food service account, or address violations of Board policy, administrative procedures, or approved operational requirements.

Any student-based enterprise operating in violation of Board policy, administrative procedures, or approved operational requirements may be modified, suspended, or discontinued by the Superintendent/designee. Repeated or willful violations may result in denial of future approval for student-based enterprise activities.

The Board may establish procedures governing the operation of student-based enterprises and the collection, accounting, expenditure, and use of proceeds generated by such enterprises. All proceeds shall be managed in accordance with District financial procedures and applicable laws and regulations.

REFERENCES:

7 C.F.R. 210.11b; 7 C.F.R. 220.12
KRS 156.160; KRS 158.850; KRS 158.854; 702 KAR 6:090
U. S. Dept. of Agriculture's *Dietary Guidelines for Americans*

RELATED POLICIES:

07.12
09.2

LEGAL: SB 5 CREATES A NEW SECTION OF KRS 158 ALLOWING A BOARD PARTICIPATING IN ANY OF THE UNITED STATES DEPARTMENT OF AGRICULTURE CHILD NUTRITION PROGRAMS TO PURCHASE KENTUCKY-GROWN AGRICULTURAL PRODUCTS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF MARCH 27, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES 07.13

- modifications recommended
* see blue text
- all KSBA updates in Red text accepted

TC 6/4/26

School Nutrition Procurement

OPEN BIDDING

In all applicable cases, food, food products, supplies, and equipment purchased with school food service funds shall be procured in accordance with the process and procedures established in Policy 04.32 in a manner that provides full and open competition consistent with the standards in applicable federal regulations.

PROCUREMENT PLAN REQUIREMENT

The School Nutrition Department shall maintain and follow an annually updated written Procurement Plan for all food, supplies, and equipment purchases utilizing School Food Service Program Funds (Fund 51). The plan shall ensure full and open competition complying with **2 C.F.R. §§ 200.318–200.327**, **702 KAR 6:010**, and USDA Food and Nutrition Service (FNS) instructions.

The Procurement Plan must explicitly structure all authorized procurement methods mandated by **2 C.F.R. § 200.320**, including micro-purchases, small purchases (simplified acquisition), sealed bids, competitive proposals, and noncompetitive proposals. Adherence to the approved plan is mandatory for all personnel authorizing Fund 51 expenditures.

KENTUCKY-GROWN AGRICULTURAL PRODUCTS

If the District participates in any of the United States Department of Agriculture Child Nutrition Programs, the District may purchase Kentucky-grown agriculture products, as defined in KRS 260.016, in accordance with federal law and shall not be subject to KRS 45A.345 to 45A.460 or 424.260. This shall not be construed to exempt the Board from any other requirement established by state or federal law.

When purchasing Kentucky-grown agricultural products, the District may purchase up to $15,000 using federal micro-purchase thresholds or up to $350,000 using federal simplified acquisition thresholds.

EXEMPTIONS

Federal regulatory requirements provide a geographic preference bidding exception for purchase of unprocessed locally grown or locally raised agricultural products using school nutrition service funds. Such purchases must follow applicable federal regulations.

CONFLICT OF INTEREST

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Food Service Program Funds.

1. No employee, officer, or agent of the District shall participate in selection or in the award or administration of a contract supported by Program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
   a) District employee, officer, or agent;
   b) Any member of his/her immediate family;
   c) His/her partner;
   d) An organization that employs or is about to employ one of the above.
2. District employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to

School Nutrition Procurement

subagreements. In determining whether an item is an impermissible gratuity or of monetary value, the definition of "gratuity" (covering anything of more than fifty dollars [$50] value) set forth in KRS 45A.445 shall apply.

3. The purchase during the school day of any food or service from a contractor for individual use is prohibited.

4. The removal of any food, supplies, equipment, or school property such as records, recipe books, and the like is prohibited.

School Nutrition Procurement

CONFLICT OF INTEREST (CONTINUED)

5. The outside sale of such items as used oil, empty cans, and the like will be sold by contract between the District and the outside agency. Individual sales by any school person to an outside agency or other school person is prohibited.

Failure of any employee to abide by the above-stated code may result in disciplinary action, including but not limited to, a fine, suspension, or dismissal.

REFERENCES:

KRS 158.855
KRS 160.290; KRS 260.016; KRS 424.260
KRS 45A.345 – KRS 45A.460
702 KAR 6:010
7 C.F.R. 200.212 ~~C.F.R. 200.318~~; 2 C.F.R. 200.320

RELATED POLICY:

04.32 or 04.33

Curriculum

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

CAPACITIES

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

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

READING CURRICULUM AND INTERVENTIONS

By the 2029-2030 school year, the District shall not use any curriculum, reading intervention, or program of instruction that utilizes the three-cueing system of teaching students to read.

The District shall ensure that:

1. **All curriculum, reading interventions, and programs of instruction utilized to teach students to read are high-quality, fully aligned to state content standards, and based on literacy strategies that are scientifically researched with proven results in teaching phonemic awareness, phonics, fluency, vocabulary, and comprehension;**
2. **Beginning with the 2029-2030 school year, no school in the District is utilizing a three-cueing system of teaching students to read; and**
3. **By June 30, 2029, all interdisciplinary early childhood through grade five (5) educators have completed a science of reading professional learning program approved by the Kentucky Department of Education (KDE).**

SUPERINTENDENT RESPONSIBILITY

~~Effective July 1, 2026, t~~The Superintendent shall use the instructional materials depository to report the District's selection of instructional materials to the Kentucky Department of Education (KDE), unless the District purchases approved alternate instructional materials under KRS 156.412.

Curriculum

SUPERINTENDENT RESPONSIBILITY (CONTINUED)

The Superintendent shall submit a notification to the KDE if the District plans to adopt instructional materials or a program as a core comprehensive resource for reading and writing, mathematics, science, or social studies that is not on the state-approved list by submitting evidence per KRS 156.445.

STUDENTS WITH DISABILITIES

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

REFERENCES:

KRS 156.160; KRS 156.162; KRS 156.412; KRS 156.445
KRS 158.075; KRS 158.183; KRS 158.188
KRS 158.301; KRS 158.302; KRS 158.305**; KRS 158.306**
KRS 158.645; KRS 158.6451; KRS 158.6453; **KRS 158.791; KRS 158.8402**
KRS 160.345**; KRS 161.028**
704 KAR 3:305; 704 KAR 3:440; Kentucky Academic Standards

RELATED POLICIES:

Section 02.4 (All Policies)

LEGAL: HB 253 AMENDS KRS 158.307 REQUIRING RATHER THAN ALLOWING THE BOARD TO DEVELOP A POLICY ON DYSLEXIA. REVIEW KRS 158.307 FOR THE SPECIFICS TO BE INCLUDED IN THE POLICY. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Dyslexia

The Board shall implement a program for the identification of and strategies for assisting students in kindergarten through grade three (3) with characteristics of dyslexia.

The policy shall include but not be limited to:

- **"Dyslexia" means a specific learning disability that is neurological in origin. It is characterized by difficulties with accurate or fluent word recognition and by poor spelling and decoding abilities. These difficulties typically result from a deficit in the phonological component of language that is often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction. Secondary consequences may include problems in reading comprehension and reduced reading experience that can impede the growth of vocabulary and background knowledge.**
- **A process for identifying students who are displaying characteristics of dyslexia;**
- **A process for the utilization of evaluation tools to accurately identify students who are displaying characteristics of dyslexia;**
- **A process for how evaluation tools are administered and evaluated by trained District personnel or licensed professionals;**
- **A process for outreach to parents of students with or displaying the characteristics of dyslexia with information and resource materials and how dyslexia may be addressed in the student's educational setting;**
- **Identification of evidence-based interventions, structured multisensory and literacy approaches to teach language and reading skills, and accommodations that schools may utilize to provide services to students identified as having dyslexia; and**
- **A process for monitoring a student's progress including assessments to ascertain whether the intervention services improve the student's language processing and reading skills.**

REPORTING REQUIREMENTS

By June 30, 2028, and June 30 of each year thereafter for five (5) years, the District shall provide the Kentucky Department of Education the following data for the current school year:

(a) The number of students in kindergarten through grade three (3) that were identified through the approved universal screener and reading diagnostic assessment as defined in KRS 158.3058 as displaying characteristics of dyslexia;

(b) The number of students in paragraph (a) that were identified as needing enrichment programs as defined in KRS 158.305;

(c) The number of students in kindergarten througb grade three (3) that were participating in literacy interventions within the school setting; and

(d) The process or tools used to evaluate student progress.

Dyslexia

REFERENCES:

KRS 158.305
KRS 158.307
707 KAR 1:340

RELATED POLICY:

08.131

LEGAL: HB 727 AMENDS KRS 158.1413 REMOVING THE ANNUAL REPORTING REQUIREMENT ON THE ESSENTIAL WORKPLACE ETHICS PROGRAM. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS EFFECTIVE AS OF JULY 1, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Essential Workplace Programs

INDICATORS

~~Beginning with the 2019-2020 school year, t~~The District shall implement essential workplace ethics programs that promote characteristics that are critical to success in the workplace. Each student in elementary, middle, and high school shall receive essential workplace ethics instruction that includes but is not limited to the following characteristics:

a) Adaptability, including an openness to learning and problem solving, an ability to embrace new ways of doing things, and a capability for critical thinking;

b) Diligence, including seeing a task through to completion;

c) Initiative, including taking appropriate action when needed without waiting for direct instruction;

d) Knowledge, including exhibiting an understanding of work-related information, the ability to apply that understanding to a job, and effectively explain the concepts to colleagues in reading, writing, mathematics, science, and technology as required by the job;

e) Reliability, including showing up on time, wearing appropriate attire, self-control, motivation, and ethical behavior;

f) Remaining drug free; and

g) Working well with others, including effective communication skills, respect for different points of view and diversity of coworkers, the ability to cooperate and collaborate, enthusiasm, and the ability to provide appropriate leadership to or support for colleagues.

The District shall use these characteristics when creating or choosing an existing program. **Every odd-numbered year**~~By January 1, 2019 and every two (2) years thereafter~~, the Board shall collaborate with the local workforce investment board, in conjunction with local economic development organizations and other economic, workforce, or industry organizations the workforce investment board deems necessary, to establish essential workplace ethics indicators for middle and high school students that are aligned with the characteristics listed above.

ATTAINMENT

The Board shall design and adopt a diploma seal, certificate, card, or other identifiable symbol to award students deemed as having minimally demonstrated attainment of the Board's essential workplace ethics indicators.

~~**REPORTING REQUIREMENT**~~

~~By September 1, 2019, and every two (2) years thereafter, the Superintendent shall provide a report to the Commissioner of Education, in a format specified by the Commissioner, describing the District's essential work ethics programs and their implementation at each school.~~

REFERENCE:

KRS 158.1413

LEGAL: REVISION TO 704 KAR 4:010 AMENDING THE REGULATION GOVERNING THE PHYSICAL EDUCATION REQUIREMENT FOR STUDENTS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION 08.1346

Physical Education

All elementary and secondary school pupils shall receive organized physical education instruction **in accordance with 704 KAR 8:050** ~~as recorded in the Kentucky Academic Standards~~ and in the minimum ~~unit~~ requirements for high school graduation set forth in 704 KAR 3:305.

In the event that a high school student's physical condition or religious convictions prohibit participation in the one-half (1/2) unit physical education course, the Board may authorize a variance in or exempt the student from graduation requirements for the course **in accordance with 704 KAR 4:010**. ~~Upon presentation of a certificate from a licensed physician or an affidavit from the pastor of the church to that effect, a course may be substituted that is within the student's capabilities as specified by the physician or the student may be exempted from the course.~~

REFERENCES:

~~704 KAR 4:010~~
KRS 156.160; KRS 158.302
704 KAR 3:305
704 KAR 4:010
704 KAR 8:050

RELATED POLICIES:

08.113
09.2

LEGAL: HB 257 AMENDS KRS 158.6453 REQUIRING THE SUPERINTENDENT TO ADOPT POLICIES THAT DETERMINE THE WRITING PROGRAM FOR THE DISTRICT AND THAT IS PUBLISHED ON THE DISTRICT'S WEBSITE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Writing Program

The Superintendent shall adopt policies that determine the writing program for the District and ensure the writing program policy is published on the District's website.

The writing program shall include disciplinary-specific writing across the curriculum and incorporate a variety of language resources, technological tools, and multiple opportunities for students to develop complex communication skills for a variety of purposes.

REFERENCE:

KRS 158.6453

LEGAL: IN THE CASE OF *MAHMOUD V. TAYLOR*, 606 U.S. ___ (2025) THE UNITED STATES SUPREME COURT HELD THAT THE FIRST AMENDMENTS REQUIRES THE DISTRICT TO PROVIDE PARENTS/GUARDIANS WITH NOTICE OF MATERIALS TO BE TAUGHT AND THE RIGHT TO OPT OUT BASED ON SINCERELY HELD RELIGIOUS BELIEFS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Religious Beliefs Excusal

NOTICE

At the beginning of each school year, or upon enrollment of a student during the school year, the District shall provide written notice to all parents/guardians that the curriculum used in their child's grade level may contain material that families may find in conflict with their sincerely held religious beliefs. The notice shall inform parents/guardians of their right to request excusal from specific curriculum. The District is not required to identify or enumerate specific materials in the annual notice.

REQUEST FOR EXCUSAL

A parent/guardian may request that their child be excused from instruction involving specific curricular material that the parent/guardian sincerely believes conflicts with their religious beliefs; however, this Policy does not apply to entire courses or subject areas. No provision of this Policy shall be construed to authorize the excusal of a student from curriculum, instruction, or programming that is required by federal law or federal regulation.

Excusal under this Policy means the student is not required to read, listen to, view, or participate in discussion of the specifically identified material. Excusal does not extend to the entire course, unit, or subject area in which the material appears.

A student may not be excused under this Policy from curriculum or instruction that is required by Kentucky law or Kentucky administrative regulation, including but not limited to any course of study, instructional content, or assessment mandated by statute or by the Kentucky Board of Education. The right of excusal established by this Policy applies only to discrete instructional materials within a course and does not authorize excusal from a course or subject area in its entirety.

All requests for excusal under this Policy shall be submitted in writing to the Principal of the school in which the student is enrolled and shall include:

a. the name of the complainant;

b. the name and grade level of the student;

c. a reasonably detailed description of the specific material to which the parent/guardian objects, sufficient to allow the Principal to locate and evaluate the material; and

d. a statement that the parent/guardian sincerely believes the identified material conflicts with their religious beliefs.

DISTRICT REVIEW OF REQUEST

The District shall not inquire into the reasonableness, validity, or internal consistency of the claimed religious belief, and shall not require the parent/guardian to identify a specific religious denomination or institution. The Principal/designee shall review the identified material to confirm whether it demonstrably contains the content described before acting on the request. If the Principal determines that the identified material does not demonstrably contain the content described by the parent/guardian, the request may be denied.

Religious Beliefs Excusal

DISTRICT REVIEW OF REQUEST (CONTINUED)

If the Principal denies a request, the parent/guardian may appeal in writing to the Superintendent within ten (10) calendar days of the Principal's decision. The Superintendent shall render a written decision within thirty (30) calendar days of receipt of the appeal, affirming or overruling the Principal's decision.

If the Superintendent denies the appeal, the parent/guardian may appeal in writing to the Board within ten (10) calendar days of the Superintendent's decision. The Board shall render a written decision within thirty (30) calendar days of receipt of the appeal, affirming or overruling the Superintendent's decision.

RESULT OF EXCUSAL

No student shall be penalized, disciplined, or subjected to differential treatment by any District employee because the student's parent/guardian has submitted a request under this Policy, whether granted or denied.

This Policy is independent of, and does not alter, limit, or supersede the rights provided under KRS 158.1415 or KRS 158.192. A parent/guardian seeking rights under either of those statutes shall proceed under the applicable statutory framework.

This Policy does not affect any right, obligation, or requirement imposed by federal law or federal regulation governing curriculum, instructional content, or student participation in educational programs.

Complaints regarding other issues shall be submitted pursuant to other appropriate policies including but not limited to: Grievances; Harassment/Discrimination; Title IX Sexual Harassment; Review of Instructional Materials; and Citizen Suggestions and Complaints.

REFERENCES:

KRS 158.1415; KRS 158.192
Mahmoud v. Taylor, 606 U.S. ___ (2025)

RELATED POLICIES:

03.16; 03.162; 03.1621; 03.26; 03.262; 03.2621
08.23; 08.2322; 09.4281; 09.42811; 09.428111; 10.2

Access to Electronic Media

(Acceptable/Responsible Use Policy)

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

Safety Procedures and Guidelines

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

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

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

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

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- **Safe and responsible use of emerging technologies such as artificial intelligence (AI)**
    - **Protecting personally identifiable information and privacy when using AI applications**
    - **Being aware of potential biases in AI algorithms and interpreting outputs critically**
    - **Modeling the sage, appropriate, and responsible us of AI, avoiding misuse or harm.**
- Preventing unauthorized access, including "hacking' and other unlawful activities by minors online;

Access to Electronic Media

(Acceptable/Responsible Use Policy)

SAFETY PROCEDURES AND GUIDELINES (CONTINUED)

- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

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

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

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

PERMISSION/AGREEMENT FORM

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

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

By signing this agreement, parents/guardians also give consent for BCPS to act as an agent for the parent in the collection of information within the school context as required by the Children's Online Privacy Protection Act (COPPA). This includes granting permission for the student to use District-approved third-party online web applications and services for educational purposes, which may require the creation of individual student accounts and the minimal collection of personal identifying information (such as name, address, etc).

SUPERVISION OF STUDENT TECHNOLOGY USE

TEACHERS AND OTHERS WHOSE DUTIES INCLUDE CLASSROOM MANAGEMENT AND/OR STUDENT SUPERVISION SHALL SIGN AN ACCEPTABLE USE POLICY AGREEMENT ACKNOWLEDGING RESPONSIBILITY FOR EXERCISING REASONABLE SUPERVISION OF STUDENT ACCESS TO THE INTERNET, ELECTRONIC MAIL, AND EMERGING TECHNOLOGIES, INCLUDING ARTIFICIAL INTELLIGENCE. DISTRICT INTERNET CONTENT FILTERING DEVICES, DISTRICT-PROVIDED ONLINE MONITORING TOOLS, AND AI-POWERED MONITORING TOOLS SHALL NOT BE TREATED AS A SUBSTITUTE FOR CLASSROOM MANAGEMENT AND DIRECT MONITORING OF STUDENT ONLINE ACTIVITIES.

Access to Electronic Media

(Acceptable/Responsible Use Policy)

SUPERVISION OF STUDENT TECHNOLOGY USE (CONTINUED)

TEACHERS SHALL NOT DIRECT OR ADVISE STUDENTS ACCESSING SCHOOL COMPUTING AND COMMUNICATIONS NETWORKS TO USE THIRD-PARTY EMAIL SYSTEMS OR AI TOOLS THAT BYPASS KENTUCKY DEPARTMENT OF EDUCATION OR BULLITT COUNTY BOARD OF EDUCATION-APPROVED MESSAGING SYSTEMS.

EMPLOYEE USE

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

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

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

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

A District employee or qualified school volunteer~~, unless authorized,~~ shall not engage in unauthorized electronic communication.~~communicate electronically with a student:¶~~

~~1. Outside of the traceable communication system designated by the Board; or¶~~

~~2. Through an unauthorized electronic communication program or application.~~

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

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

Access to Electronic Media

(Acceptable/Responsible Use Policy)

EMPLOYEE USE (CONTINUED)

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

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

See policy 08.2324 for complete details and guidelines regarding Traceable Communications.

EMPLOYEE CONDUCT AND REPORTING REQUIREMENTS FOR TECHNOLOGY USE

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

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

~~**REPORTING PROCEDURES – POLICY 08.2324**¶~~

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

~~d. If the subject of the report is a staff member, notify the Principal.¶~~

~~e. If the subject is the Principal, notify the Superintendent.¶~~

~~If the subject is the Superintendent, notify the Commissioner of Education and the Chair of the local Board.~~

COMMUNITY USE

On recommendation of the Superintendent/designee, the Board shall determine when and which District technology resources (including internet access, computer equipment, software, and information access systems) may be available to the community.

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

Access to Electronic Media

(Acceptable/Responsible Use Policy)

DIGITAL CITIZENSHIP AND RESPONSIBLE USE

All District technology users shall demonstrate safe, savvy, and social digital citizenship skills by practicing respectful, responsible, and ethical use of technology. The District will ensure comprehensive instruction on digital citizenship, focusing on the nine (9) elements of digital citizenship: Digital Access; Digital Commerce; Digital Communication & Collaboration; Digital Fluency; Digital Etiquette; Digital Law; Digital Rights and Responsibilities; Digital Health and Welfare; and Digital Security & Privacy, as well as cyberbullying awareness and response strategies, are provided. All digital citizenship instruction shall align with the Kentucky Academic Standards for Technology and be reviewed regularly to reflect current best practices and emerging technologies. The District shall support efforts to instill digital citizenship skills in students to foster a responsible, safe, and empowered digital learning environment. District-provided technology resources shall be used in a manner that upholds the integrity, security, and privacy of district systems and supports educational goals regardless of the time, place, and means of utilization.

DISREGARD OF RULES

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

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

RESPONSIBILITY FOR DAMAGES

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

RESPONDING TO CONCERNS

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

Access to Electronic Media

(Acceptable/Responsible Use Policy)

EMERGING TECHNOLOGIES

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

AUDIT OF USE

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

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

1. Utilizing technology that meets the requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors. For instructional purposes, age/grade-level appropriateness and meets traceable/inspectable guidelines set forth in this and related policies;
2. Utilizing the latest available filtering technology to ensure that social media is not made available to students, unless authorized by a teacher for instructional purposes;
3. Maintaining and securing a usage log; and
4. Monitoring online activities of both minors and adults using District-owned or managed systems, regardless of the time, place, and means of utilization.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

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

Access to Electronic Media

(Acceptable/Responsible Use Policy)

REFERENCES:

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

RELATED POLICIES:

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