

Access to Electronic Media

(Acceptable/Responsible Use Policy)

~~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:~~

~~19. If the subject of the report is a staff member, notify the Principal.~~

~~20. If the subject is the Principal, notify the Superintendent.~~

~~21. If the subject is the Superintendent, notify the Commissioner of Education and the Chair of the local Board.~~

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.

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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.

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.

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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

DRAFT

LEGAL: HB 67 AMENDS KRS 160.145 EXPANDING DEFINITIONS, LIMITING THE SCOPE OF UNAUTHORIZED ELECTRONIC COMMUNICATION AND EXCLUDING DESIGNATED TYPES OF COMMUNICATION FROM THE REQUIREMENT TO OBTAIN WRITTEN PARENTAL PERMISSION. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 13, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2324

Traceable Communications

The Board shall designate a traceable communication system ~~to be the exclusive means~~ for District employees and qualified school volunteers to communicate electronically with students enrolled 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.

A District employee or qualified school volunteer, ~~unless authorized,~~ shall not engage in unauthorized electronic communication as defined in KRS 160.145. A District employee that violates this policy may be subject to disciplinary actions in accordance with, for certified employees, KRS 161.120 and 161.790, and for classified employees KRS 161.011. A qualified school volunteer that violates this policy may be prohibited by the District from future school volunteer opportunities. ~~communicate electronically with a student:~~

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

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

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

Definitions

Family

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

Parent

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

District Employee or Volunteer

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

TRACEABLE COMMUNICATION SYSTEM

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

- ~~1. Are designated by a Board of Education;~~
- ~~1. Trace all communications sent to or by a student; and~~
- ~~2. Provide parents an opportunity to access and review those communications.~~

UNAUTHORIZED ELECTRONIC COMMUNICATION

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

Traceable Communications**APPROVED FORMS OF COMMUNICATION**

ACELLUS	AET Systems	Amplify Desmos Math K-5
Amplify Desmos Math 6-Algebra 1	Bright Arrow	Book Creator
BusinessU	Captura	Classwork
Clever	CodeHS	Edpuzzle
Formative	Frontline	Google (Docs, Sheets, Slides)- when providing comments to a student, comments must be tagged to the student so the communication is traceable through email.
HMH Into Literature	Imagine Learning (Edgenuity)	Infinite Campus
IXL	Math 180	No Red Ink
Outlook kenton.kyschools.us	Pear Deck	PLTW
Read 180	ReadWorks	SchoolAI
Schoology	SmartPass	Snorkl
SportsYou	Study Syne	Studies Weekly
TCI	Xello	Blackboard (Anthology)- Gateway Community College/Morehead State University for KCSD staff delivering dual credit instruction
Canvas- NKU/Thomas More for KCSD staff delivering dual credit instruction	EAB/Navigate- NKU for KCSD staff	Outlook (kctcs.edu domain)- Gateway Community College for KCSD staff delivering dual credit instruction
Starfish (EAB)-Gateway Community College for KCSD staff delivering dual credit instruction	Go Guardian Teacher	

Traceable Communications**CONSENT TO AUTHORIZE**

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

Written Disclosure

A District employee or qualified school volunteer may submit a written disclosure notifying the District of a commercial, nonprofit, or local government affiliation that could reasonably result in private electronic communication with a student outside of the traceable communication system. Upon filing the written disclosure, subsequent private electronic communication directly related to the disclosure is no longer subject to KRS 160.145.

REPORTING

A District employee or qualified school volunteer that participated in unauthorized electronic communication subject to KRS 160.145 or reasonably believes~~receives a report alleging~~ that another District employee or qualified school volunteer participated in unauthorized electronic communication that is subject to KRS 160.145 that has not been previously reported shall immediately notify the Principal or applicable supervisor.

If the subject of the report is the Principal or a District-wide employee, the reporting employee or volunteer shall immediately notify the Superintendent.

If the subject of the report is the Superintendent or a Kentucky Department of Education employee assigned to a school or area technology center within the District on a full-time and continuing basis, the reporting employee or volunteer shall immediately notify the Commissioner of Education and the Chair of the local Board.

Upon receipt of a report alleging that a District employee or qualified school volunteer violated KRS 160.145~~participated in unauthorized electronic communication~~, the Commissioner of Education, a Principal, or the Superintendent shall immediately:

1. Notify the parent of each student that is an alleged party to the unauthorized electronic communications; and
2. If the individual that is the subject of the report is a certified employee:
 - a. Notify the Education Professional Standards Board, which shall promptly investigate all allegations received under this subsection and proceed with appropriate disciplinary actions in accordance with KRS 160.145; and
 - b. Investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.790;
3. If the individual that is the subject of the report is a classified employee, investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.011 ~~(7)~~; and

Traceable Communications

4. If the individual that is the subject of the report is a qualified school~~District~~ volunteer, the school or District shall investigate the underlying allegations and, if substantiated, the qualified school volunteer ~~may~~**shall** be prohibited from future school and District volunteer opportunities.
5. Notwithstanding any statute to the contrary, notify the parent of each student that is an alleged party to the unauthorized electronic communication of each material phase of the investigation and disciplinary action including but not limited to a written summary of the results of an investigation and the final outcome of the disciplinary action.

A Principal or Superintendent who violates this reporting requirement shall be subject to disciplinary action in accordance with KRS 161.120 and KRS 156.132.

REFERENCES:

KRS 156.132
KRS 160.145
KRS 161.011; KRS 161.120; KRS 161.790

RELATED POLICIES:

03.1321; 3.13214; 03.1325; 03.162; 03.17
03.2321; 03.23214; 03.2325; 03.262; 03.2621; 03.27
03.6
08.13531; 08.2323

DRAFT

RECOMMENDED: THE KENTUCKY DEPARTMENT OF EDUCATION SUGGESTED THE POLICY CLARIFICATION THAT HOMELESS STUDENTS BE IMMEDIATELY ENROLLED IN ACCORDANCE WITH 704 KAR 7:090 AND 42 U.S.C. 11431 ET SEQ. (MCKINNEY-VENTO ACT).
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.12

Admissions and Attendance

Admissions and Attendance

ENROLLMENT

Parents or guardians of all new students to the district will complete the Online Registration application to provide relevant student and household information. Schools will establish a process for reviewing all student records to determine appropriate supports, plans, interventions, and placement decisions that best meet each student's individual needs.

RESIDENCE DEFINED

Pupils whose parent or guardian resides in the District and has custody of the student, or pupils who are legal residents of the school District, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools. All other pupils shall be classified as nonresidents for school purposes.¹

Upon request, parents shall be required to furnish school officials with proof of legal residency. Legal guardianship must be documented by an order from the County Circuit Court.

HOMELESS CHILDREN AND UNACCOMPANIED YOUTH

The District shall provide educational and related services to homeless children and youth, including preschool-aged homeless children, and homeless children or youth not in the physical custody of a parent or guardian (unaccompanied youth) in a manner that does not segregate or stigmatize students on the basis of their homeless status.

The District shall provide its schools with guidelines that detail the rights of homeless students and the responsibilities that schools have to meet their needs and eliminate barriers to school attendance. These guidelines shall emphasize the right of homeless students to:

1. Be immediately enrolled in the District;

~~1.2.~~ Have equal access to all educational programs and services, including transportation, that non-homeless children enjoy;

~~2.3.~~ Have access to preschool programs as provided to other children in the District;

~~3.4.~~ Continue attending their school of origin, when deemed in the best interest of the child, for the duration of homelessness;

~~4.5.~~ Attend regular public school with non-homeless students; and

~~5.6.~~ Continue to receive all services for which they are eligible (i.e., special education, gifted and talented, English learner).

The District shall provide transportation to the school of origin for homeless children at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison) if the child continues to live within the area served by the District in which the school of origin is located. If the child locates to a District other than that of his/her school of origin, the districts shall work together to apportion transportation to and from the school of origin and associated costs. If the districts are unable to reach agreement, responsibility and costs for transportation shall be shared equally.

Admissions and Attendance**HOMELESS CHILDREN AND UNACCOMPANIED YOUTH (CONTINUED)**

The District shall designate an appropriate staff person to serve as liaison to homeless children and unaccompanied youth. In addition to coordination of McKinney-Vento implementation in the District, the liaison is responsible for:

- “Outreach” to other entities and agencies so that homeless students are identified;
- Providing public notice of the educational rights of homeless children in locations frequented by parents/guardians and unaccompanied youths. This notice is to be in a manner and form that is understandable;²
- Seeing that school personnel who provide McKinney-Vento Services receive professional development and other support; and
- Ensuring that unaccompanied youths are enrolled in school and receive support to accrue credits and access to higher education.

The District shall inform school personnel, service providers, advocates working with homeless families, parents, guardians and homeless children and unaccompanied youths of the duties of the liaison.

All concerns regarding the education of homeless children and unaccompanied youth shall be referred to the District liaison. If a complaint arises regarding services or placement of homeless children and unaccompanied youth, the dispute resolution procedures as set forth in 704 KAR 7:090 shall apply.

Disputes over eligibility, school selection, or enrollment are to be appealed to the Kentucky Department of Education using the Dispute Resolution for Homeless form located at the link below:

<https://education.ky.gov/federal/progs/txc/Documents/Homeless%20Dispute%20Resolution%20Form.pdf>

The liaison shall provide a copy of the referenced form to the complainant.

The District shall provide services for homeless children and unaccompanied youths with disabilities as required by law.

CHILDREN IN FOSTER CARE

Students in foster care shall have equal access to all educational programs and services, including transportation, which all other students enjoy.

Foster children are to be immediately enrolled in a new school. The District shall collaborate with the Cabinet to ensure immediate and appropriate enrollment of the child and immediately contact the student’s previous school for relevant records. The previous school shall provide the new school records within the student information system maintained by the Kentucky Department of Education by the end of the working day on the day of receipt of a request. If a record provided to the new school is incomplete, the previous school shall provide the completed record within three (3) working days of the original request. Remaining records shall be provided within ten (10) working days of the request.

Admissions and Attendance**CHILDREN IN FOSTER CARE (CONTINUED)**

The Superintendent shall appoint a Foster Care Liaison to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services, when the District is notified by the Cabinet for Health and Family Services in writing that the Cabinet has designated its foster care point of contact for the District. The Superintendent may appoint the District Foster Care Liaison prior to such notice from the Cabinet.

Children in foster care, including preschool aged children if the District offers a preschool program, shall be eligible to attend their "school of origin" unless a determination is made that it is not in the child's best interest. Such determination will be made in collaboration with the child welfare agency. Dispute resolutions shall be handled by all agencies involved in the determination of the foster child's placement.

When possible, a child exiting the foster care program during the school year shall be allowed to complete the school year in the school of origin.

BEST INTEREST OF THE CHILD

Determining the best interest of the child takes into consideration the following factors, including but not limited to:

- The benefits to the child of maintaining educational stability;
- The appropriateness of the current educational setting;
- The child's attachment and meaningful relationships with staff and peers at the current educational setting;
- The influence of the school's climate on the child;
- The safety of the child; and
- The proximity of the placement to the school of origin, and how the length of a commute would impact the child.

Upon the determination that changing a child's school of enrollment is in the best interest of the child, the Cabinet, any applicable child-caring facility, child-placing agency, school, districts, and the child's state agency caseworker shall collaborate to ensure the immediate and appropriate enrollment of the child;

1. The child's state agency caseworker shall immediately contact the receiving district to inform the district of the pending enrollment changes.
2. The child's state agency caseworker or child-caring facility or child placing agency case manager shall either accompany the child and the foster parent to the new school to enroll the child or contact applicable staff at the new school via telephone during the day of enrollment, to assist with the enrollment, to share information relating to the child's unique needs and prior experiences that may impact their education, and to identify and prevent disruptions in any instructional or support services that the child may have been receiving prior to that time, including but not limited to medical and behavioral health history and individual service plans.

Admissions and Attendance**IMMIGRANTS**

No student shall be denied enrollment based on his/her immigration status, and documentation of immigration status shall not be required as a condition of enrollment.

NONRESIDENTS

Nonresident pupils may be admitted to the District's schools if capacity is available at the school in accordance with Board policies 09.1222, 09.124, and upon approval of the Non-Resident Pupil Admission application (09.124 AP.21) by the Superintendent/designee. Adequate capacity is defined as adequate space per recommended State Cap existing in the grade level/classes in the school and there is no undue impact on the programmatic needs of the school/District. Parents are responsible for all transportation to/from school if accepted. Once a nonresident student is enrolled for the academic year, the student may not be dismissed during that academic year without applicable due process.³

Assuming space is available, cases will be considered for acceptance based on students abiding by the following four (4) criteria:

- Satisfactory academic progress and effort as determined by the Principal.
- District attendance policies including matching the District's average attendance and not exceeding six (6) unexcused absences.
- Behave in accordance with the Code of Expected Behavior and Conduct.
- Parent(s)/guardian(s) are cooperative and supportive in their working relationship with the school.

Nonresident students designated as homeless or foster children may be required to be enrolled consistent with the "best interest of the child" or "school of origin" requirements under the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA.

Out-of-state residents are responsible for payment of an amount equal to the SEEK allocation.

EXPELLED/CONVICTED STUDENTS

The parent, guardian, Principal, or other person or agency responsible for the student shall provide to the school prior to admission, a sworn statement or affirmation concerning any of the following that have occurred in or outside Kentucky:

1. If a student has been expelled from school; or
2. If a student has been adjudicated guilty/convicted of, homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs.

Assault shall mean any physical assault, including sexual assault.

The sworn statement or affirmation shall be on a form provided by the appropriate state agency and shall be sent to the receiving school within five (5) working days of official notification that a student has requested enrollment in the new school.⁴

Admissions and Attendance**EXPELLED/CONVICTED STUDENTS (CONTINUED)**

If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school in Kentucky or any other state and then moves into the District and seeks to enroll, the District shall review the details of the charges, suspension, or expulsion and determine if the student will be admitted, and if so, what conditions may be imposed upon the admission. Prior to a decision to deny admission, the District shall offer the student, parent/guardian, or other persons having legal custody or control of the student a hearing before the Board for expulsion cases and before the Superintendent or designee for suspension cases.

NON-IMMIGRANT FOREIGN STUDENTS

Non-immigrant foreign students qualifying for F-1 immigration status or who obtain an F-1 student visa may be admitted to the District based on the following guidelines:

1. These students shall not be permitted to attend any publicly funded adult education program.
2. These students may be permitted to attend in grades nine through twelve (9-12), but not at earlier grade levels.
3. As required by law, these students shall pay a tuition fee equal to the full, unsubsidized per capita cost to the District for providing education to the student for the period of attendance.
4. The period of attendance shall not exceed twelve (12) months.

These requirements do not apply to immigrant students residing in the District or foreign students in any other immigration status, including exchange students.

EXCHANGE STUDENTS

The District shall regulate the admission and participation of exchange students in the District's educational programs. Only exchange students who participate in programs officially recognized by the Board shall be accepted. The District retains the right to maintain an equitable distribution of exchange students among the high schools.

OTHER

For further information concerning students who move out of the District during the school year, refer to Policy 09.124

For further information concerning students attending a school outside their residential attendance zone, refer to Policy 09.11.

Admissions and Attendance

REFERENCES:

¹KRS 159.010; OAG 78-64

²42 U.S.C. 11431 et seq. (McKinney-Vento Act)

³KRS 158.120; OAG 80-47; OAG 79-327; OAG 75-602; *G.C. v. Owensboro Public Schools*, 711 F.3d 623 (6th Cir., 2013)

⁴KRS 158.155; KRS 157.330; KRS 158.150

KRS 157.320; KRS 157.350; KRS 157.360; KRS 158.100; KRS 199.802

702 KAR 7:125; 704 KAR 7:090; OAG 91-171

P. L. 104-208

P. L. 114-95 (Every Student Succeeds Act of 2015), 20 U.S.C. § 6301 et seq.

8 U.S.C. Sections 1101 and 1184; 8 C.F.R. Section 214

Plyler v. Doe, 457 U.S. 202 (1982)

Equal Educational Opportunities Act of 1974 (EEOA)

RELATED POLICIES:

06.32; 08.1114; 09.11; 09.121; 09.1222; 09.1223; 09.123; 09.124

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

09.14; 09.211

LEGAL: SB 101 AMENDS KRS 158.155 REQUIRING SCHOOL EMPLOYEES REPORT INTENTIONAL PHYSICAL INJURY OR INTENTIONAL ATTEMPT TO CAUSE PHYSICAL INJURY OF ANY SCHOOL EMPLOYEE AND INTENTIONAL ASSAULT RESULTING IN SERIOUS PHYSICAL INJURY TO LAW ENFORCEMENT UNLESS THE SCHOOL EMPLOYEE HAS CAUSE TO BELIEVE A STUDENT'S DISABILITY INTERFERED WITH HIS OR HER ABILITY TO CONFORM TO THE STUDENT CODE OF CONDUCT. ADDITIONAL REPORTING REQUIREMENT FOR DISTRICT CREATED LAW ENFORCEMENT AGENCY.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 253 AMENDS KRS 160.380 REQUIRING DISTRICTS TO REPORT AND INVESTIGATE ABUSIVE CONDUCT INVOLVING A MINOR OR STUDENT. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2211

Employee Reports of Criminal Activity

To promote the safety and well-being of students, the District requires employees to make reports required by state law in a timely manner. Supervisors and administrators shall inform employees of the following required reporting duties:

KRS 158.155

Any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070 shall immediately cause a report to be made to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:

- a. Intentional physical injury, or intentional attempt to cause physical injury, as defined in KRS 500.080, to any school employee;
- ~~a.b.~~ Intentional Assault resulting in serious physical injury, as defined in KRS 500.080;
- ~~b.c.~~ A sexual offense;
- ~~c.d.~~ Kidnapping;
- ~~d.e.~~ Assault with the use of a weapon;
- ~~e.f.~~ Possession of a firearm or deadly weapon in violation of the law;
- ~~f.g.~~ The use, possession, or sale of a controlled substance in violation of the law; or
- ~~g.h.~~ Intentional or wanton Damage to property causing a pecuniary loss of five hundred dollars (\$500) or more.

Any school employee who receives information from a student or other person of conduct which is required to be reported shall report the conduct to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police, unless the school employee has cause to believe a student's disability interfered with his or her ability to conform to the Student Code of Conduct.

A District that has created their own law enforcement agency shall designate a local law enforcement agency not created by the District to receive reporting information from the District's law enforcement agency. The District's law enforcement agency shall file a weekly report for the preceding week identifying all reports received under KRS 158.155.

KRS 158.156

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

Employee Reports of Criminal Activity**KRS 158.156 (CONTINUED)**

The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.

KRS 160.380

When an allegation of abusive conduct, as defined in KRS 160.380, is made against a District employee to another District employee, the District employee in receipt of the allegation, whether communicated in writing, electronically, or orally, shall report the allegation to the Principal and in accordance with KRS 620.030. The Principal shall document the allegation in writing and notify the Superintendent/designee. An investigation of the allegation shall be conducted by the District until it is completed and shall not end prior to completion due to the employee transferring positions within the District or leaving the District, unless directed by the Cabinet for Health and Family Services or law enforcement officials to cease the investigation.

KRS 209A.100

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

KRS 209A.110

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with who s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

KRS 620.030

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused, or is a victim of human trafficking, or is a victim of female genital mutilation, shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

REFERENCES:

KRS 158.155; KRS 158.156; KRS 160.380

KRS 209A.100; KRS 209A.110

KRS 508.125; KRS 525.070; KRS 525.080; KRS 527.070; KRS 527.080

KRS 620.030

STUDENTS

09.2211
(CONTINUED)

Employee Reports of Criminal Activity

RELATED POLICIES:

03.13251; 03.23251; 03.13253; 03.23253

05.48

09.227; 09.422; 09.423; 09.425; 09.426; 09.438

LEGAL: HB 253 AMENDS KRS 160.380 REQUIRING DISTRICTS TO REPORT AND INVESTIGATE ABUSIVE CONDUCT INVOLVING A MINOR OR STUDENT. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.227

Child Abuse

REPORT REQUIRED

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected¹, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make an oral or written report, including but not limited to electronic submission, to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney in accordance with KRS 620.030.²

After making that report, the employee shall then immediately notify the Principal of the suspected abuse. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee.

Upon notification, the Principal or the Superintendent/designee shall facilitate the cooperation of the school with the investigation of the report. Any person who knowingly causes intimidation, retaliation, or obstruction in the investigation of the report shall be guilty of a Class A misdemeanor.

Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse. Therefore, the District shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations, reports involving claims made under state and federal laws, such as Title IX, shall require the District, after making the required report, to conduct an independent investigation of the allegations in order to determine appropriate personnel action.

When an allegation of abusive conduct, as defined in KRS 160.380, is made against a District employee to another District employee, the District employee in receipt of the allegation, whether communicated in writing, electronically, or orally, shall report the allegation to the Principal and in accordance with KRS 620.030. The Principal shall document the allegation in writing and notify the Superintendent/designee. An investigation of the allegation shall be conducted by the District until it is completed and shall not end prior to completion due to the employee transferring positions within the District or leaving the District, unless directed by the Cabinet for Health and Family Services or law enforcement officials to cease the investigation.

WRITTEN REPORT

The person reporting shall, if requested, in addition to the report required above, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's or County Attorney or the Cabinet for Health and Family Services or its designated representative within forty-eight (48) hours of the original report a written report containing specific information regarding the child, the child's parents or guardians, and the person allegedly responsible for the abuse or neglect.

WRITTEN RECORDS

Copies of reports kept by the District that are submitted to authorities in compliance with the child abuse law are educational records and subject to inspection by the parents of the alleged victim of child abuse. Whether the records are considered "internal records", and not maintained with the students' "permanent records", is immaterial if such records are directly related to students and are maintained by the school or District.

Child Abuse**INTERVIEWS**

If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Health and Family Services representative as to whether to contact a parent³ and shall provide the Cabinet access to a child subject to an investigation or assessment without parental consent.⁴

AGENCY CUSTODY

If, as a result of dependency, neglect, or abuse, a child has been placed in the custody of the Cabinet, the Principal, or any Assistant Principal, of the school in which the child is enrolled, and the District's Director of Pupil Personnel shall be notified of the names of persons authorized to contact the child at school, in accordance with school visitation or communication policy, or remove the child from school grounds.

The notification shall be provided to the school by the Cabinet:

- a) By written notice via email or fax on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. Verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and
- b) By email, fax, or hand delivery of a copy of the court order within ten (10) calendar days following the Cabinet's receipt of the court order of a change of custody or change in contact or removal authority.

OTHER

Each school shall prominently display the statewide child abuse hotline number administered by the Cabinet for Health and Family Services, the National Human Trafficking Reporting Hotline number administered by the United States Department for Health and Human Services, and the Safe Haven Baby Boxes Crisis Line number administered by the Safe Haven Baby Boxes national organization or any equivalent successor entity.

REFERENCES:

¹KRS 600.020

²KRS 620.030; KRS 620.040

³OAG 85-134; OAG 92-138

⁴KRS 620.072

KRS 17.160; KRS 17.165; KRS 17.545; KRS 17.580

KRS 156.095; KRS 158.041; [KRS 160.380](#); KRS 199.990

KRS 209.020; KRS 508.125; KRS 620.050; KRS 620.146

OAG 77-407; OAG 77-506; OAG 80-50; OAG 85-134

34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights
Regulations Implementing Title IX

STUDENTS

09.227
(CONTINUED)

Child Abuse

RELATED POLICIES:

03.19; 09.1231; 09.3; 09.31; 09.42811; 09.4361; 10.5

LEGAL: SB 101 AMENDS KRS 158.150 PROHIBITING A STUDENT EXPELLED FROM PARTICIPATING IN
SCHOOL SPONSORED EXTRACURRICULAR OR INTERSCHOLASTIC ACTIVITIES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.3

Student Activities

TO BE ENCOURAGED

Student activities of an educational nature shall be encouraged and maintained, based upon the needs and interests of pupils.

In schools operating under SBDM, the council shall determine selection of extracurricular activities, as well as academic qualifications, attendance requirements, evaluation procedures, and supervision for these programs.

CONTROL

All school-sponsored student activities shall be under the direction of the Principal and faculty of the school, except that a nonfaculty coach or nonfaculty assistant may accompany students on athletic co/extra-curricular trips as provided in statute.¹

The Principal may suspend a student's eligibility to participate in extracurricular and cocurricular activities, pending investigation of any allegation that the student has violated either the District behavior standards or the school council's criteria for participation.²

SUNDAY AND HOLIDAY SCHEDULING

With prior approval of the Superintendent/designee, school co/extra-curricular groups may:

- Practice between 1:30 p.m. and 5:30 p.m. on Sundays;
- Practice on holidays; or
- Participate in events on Sundays/holidays

INCLEMENT WEATHER

Unless travel conditions are upgraded prior to departure time, scheduled events shall be postponed or cancelled whenever school has been dismissed because of inclement weather.

EXPULSION

An expelled student shall not participate in any school-sponsored extracurricular or interscholastic activity while the student is expelled.³

REFERENCES:

¹KRS 161.185

²KRS 158.153

³KRS 158.150

KRS 158.120; KRS 158.183; KRS 161.180; KRS 620.146

702 KAR 7:125; 702 KAR 7:140; 704 KAR 3:535; OAG 57-40812

Section 504 of the Rehabilitation Act of 1973

RELATED POLICIES:

06.21; 09.1224; 09.126 (re requirements/exceptions for students from military families)

09.3211; 09.36; 09.435; 09.438

LEGAL: SB 101 AMENDS KRS 158.155 REQUIRING SCHOOL EMPLOYEES REPORT INTENTIONAL PHYSICAL INJURY OR INTENTIONAL ATTEMPT TO CAUSE PHYSICAL INJURY OF ANY SCHOOL EMPLOYEE AND INTENTIONAL ASSAULT RESULTING IN SERIOUS PHYSICAL INJURY TO LAW ENFORCEMENT UNLESS THE SCHOOL EMPLOYEE HAS CAUSE TO BELIEVE A STUDENT'S DISABILITY INTERFERED WITH HIS OR HER ABILITY TO CONFORM TO THE STUDENT CODE OF CONDUCT. ADDITIONAL REPORTING REQUIREMENT FOR DISTRICT CREATED LAW ENFORCEMENT AGENCY.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: KRS 209.160 HAS BEEN RENUMBERED AS KRS 209A.045.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.425

Assault and Threats of Violence

For purposes of this Policy, a “threat” shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

STUDENTS

Any student who threatens, physically assaults, batters or abuses school personnel or another student on school property, at a bus stop, or at a school function shall be subject to appropriate disciplinary action, including suspension or expulsion.¹

Students may also be subject to prosecution or juvenile justice interventions for assault, threats, or other abusive conduct.

The Principal shall provide written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of each school year of the provision of KRS 508.078 and potential penalties under KRS 532.060 and KRS 534.030.²

EDUCATIONAL PERSONNEL

Any student who threatens, physically assaults, batters or physically or verbally abuses educational personnel on or off school property (and the incident is likely to substantially disrupt the educational process) shall be subject to appropriate disciplinary action¹ up to and including expulsion from school and/or legal action.

REMOVAL OF STUDENTS

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Disrupts the classroom environment and education process or the student challenges the authority of a supervising adult.
2. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
3. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

The Principal may establish (school) procedures for a student's removal from and reentry to the classroom when the student's behavior disrupts the classroom environment and education process or the student challenges the authority of a supervising adult. In addition to removal, the student shall be subject to further discipline for the behavior consistent with the school's code of conduct.

Removal of students from a bus shall be made in compliance with 702 KAR 5:080.

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered “chronically disruptive” and may be suspended from school and no other basis for suspension shall be deemed necessary.

Assault and Threats of Violence**REMOVAL OF STUDENTS (CONTINUED)**

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

- Another classroom in that school; or
- An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

REPORT TO LAW ENFORCEMENT AGENCY

Per KRS 158.155, any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070, shall immediately cause a report to be made to the District's law enforcement agency and either to the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:

- a. Intentional physical injury, or intentional attempt to cause physical injury, as defined in KRS 500.080, to any school employee;
- ~~a.b.~~ Intentional Assault resulting in serious physical injury, as defined in KRS 500.080;
- ~~b.c.~~ A sexual offense;
- ~~e.d.~~ Kidnapping;
- ~~d.e.~~ Assault with the use of a weapon;
- ~~e.f.~~ Possession of a firearm or deadly weapon in violation of the law;
- ~~f.g.~~ The use, possession, or sale of a controlled substance in violation of the law; or
- ~~g.h.~~ Intentional or wanton Damage to property causing a pecuniary loss of five hundred dollars (\$500) or more.

Assault and Threats of Violence**REPORT TO LAW ENFORCEMENT AGENCY (CONTINUED)**

Any school employee who receives information from a student or other person of conduct which is required to be reported shall report the conduct to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police, unless the school employee has cause to believe a student's disability interfered with his or her ability to conform to the Student Code of Conduct.

A District that has created their own law enforcement agency shall designate a local law enforcement agency not created by the District to receive reporting information from the District's law enforcement agency. The District's law enforcement agency shall file a weekly report for the preceding week identifying all reports received under KRS 158.155.

DOMESTIC/DATING VIOLENCE REPORTING AND EDUCATION

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

These reporting requirements covering domestic violence and abuse or dating violence and abuse do not relieve school personnel of the duty to report any known or suspected abuse, neglect, or dependency of a child pursuant to KRS 620.030. This separate reporting requirement covers abuse, neglect or dependency of a child committed or caused by a parent, guardian, other person exercising control or supervision, or a person in a position of authority or special trust.

If individual school personnel has reasonable cause to believe that a victim with whom s/he has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, s/he shall provide educational materials to the victim relating to such form(s) of abuse and including information on access to regional domestic violence programs or rape crisis centers and how to access protective orders. These materials shall be made available to school personnel in print form or on the web by the primary domestic violence, shelter, and advocacy service provider designated by the Cabinet for Health and Family Services to serve the school District's area.

NOTIFICATIONS

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify staff members and/or students who have been threatened and parents of students who are the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other school official who has knowledge of the student's behavior prior to the assignment or contact.

Assault and Threats of Violence

REFERENCES:

¹KRS 158.150
²KRS 158.1559
KRS 158.155; KRS 160.290
KRS 161.155; KRS 161.190; KRS 161.195
KRS 209A:020; KRS 209.160
KRS 209A.020; ~~KRS 209.160~~ KRS 209A.045
KRS 211.160; KRS 403.720; KRS 456.010
KRS 508.025; KRS 508.075; KRS 508.078; KRS 525.080
KRS 527.070; KRS 532.060; KRS 534.030; KRS 620.030
702 KAR 5:080
Code of Conduct

RELATED POLICIES:

03.123; 03.13253; 03.223; 03.23253; 05.4; 05.48
06.34; 09.14; 09.2211; 09.422; 09.423; 09.426; 09.4281; 09.429; 09.4341

LEGAL: HB 48 (2025) AMENDED KRS 158.4416 REMOVING TRAUMA-INFORMED APPROACH PLAN
FROM THE COMPREHENSIVE DISTRICT IMPROVEMENT PLAN.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.43

Student Disciplinary Processes

SCHOOL-RELATED ACTIVITIES

The authority of the District in matters of student behavior is not limited to school buildings and grounds or to times when the pupil is on his way to or from school, but extends to any activity which is school-related or school-sponsored.

TRAUMA-INFORMED APPROACH PLAN

"Trauma-informed approach" means incorporating principles of trauma awareness and trauma-informed practices (e.g. Restorative Practices) in a school in order to foster a safe, stable, and understanding learning environment for all students and staff and ensuring that all students are known well by at least one (1) adult in the school setting.

The Board shall develop a plan for implementing a trauma-informed approach in the District. The Trauma Informed Care plan shall be based on the Trauma-Informed Toolkit from the Kentucky Department of Education (KDE) and include but not be limited to:

- a) strategies for enhancing trauma awareness throughout the school community;
- b) conducting an assessment of the school climate including but not limited to inclusiveness and respect for diversity;
- c) developing trauma-informed discipline policies;
- d) collaborating with the Department of Kentucky State Police, the local sheriff, and the local chief of police to create procedures for notification of trauma-exposed students; and
- e) providing services and programs designed to reduce the negative impact of trauma, support critical learning, and foster a positive and safe school environment for every student.²

The trauma-informed approach plan shall be reviewed and updated annually, ~~incorporated into the annual Comprehensive District Improvement Plan (CDIP) required by 703 KAR 5:225,~~ and submitted to the KDE.²

TREATMENT OF PUPILS

Student disciplinary measures should not be administered in a manner that is humiliating, degrading, or unduly severe or in a manner that would cause the pupil to lose status before his peer group. Teachers should guard against making remarks to other pupils concerning a student's shortcomings.

Unless an administrator or the Board acts under authority of KRS 158.150, no school, school administrator, teacher, or other school employee shall expel or punish a student based on juvenile court information received by the employee from any source. Administrators may act to protect staff and students when the student's conduct, as reflected by the information, indicates a substantial likelihood of an immediate and continuing threat of harm to students or staff. In cases where such actions are necessary, the following provisions shall apply:

1. Restrictions imposed on the student shall represent the least restrictive alternative available and appropriate to remedy the threat.
2. Supporting material shall be documented in and kept with the student's juvenile court record.

Student Disciplinary Processes**TREATMENT OF PUPILS (CONTINUED)**

3. The student and/or parent/guardian may appeal actions taken to the Superintendent or to the Circuit Court with appropriate jurisdiction.¹

SERIOUS PROBLEMS

Serious disciplinary problems shall be promptly reported to the Principal and to the parent(s) of the student.

COUNCIL RESPONSIBILITY

Each school council shall select and implement discipline and classroom management techniques for the school. The council's discipline policies shall provide for involvement of parents in disciplinary situations involving their children.

In non-SBDM schools, the Principal shall make these decisions in compliance with Board policy.

REPORTING

Each school shall annually provide to the KDE, using the student information system, an assessment of school incidents relating to disruptive behaviors resulting in a criminal or juvenile status offense or public complaint, including whether:

1. The incident involved a public offense or noncriminal misconduct;
2. The incident was reported to law enforcement or the court-designated worker and the charge or type of noncriminal misconduct that was the basis of the referral or report; and
3. The report was initiated by a school resource officer.

CHILDREN AND YOUTH WITH DISABILITIES

Discipline for children and youth with disabilities shall observe, and be in conformity with, federal and state procedures and guidelines.

REFERENCES:

¹KRS 158.153
²KRS 158.4416
KRS 158.150; KRS 158.449
KRS 160.290; KRS 160.340; KRS 160.345
KRS 161.180; KRS 610.345
703 KAR 5:225
P. L. 105-17
Code of Conduct

RELATED POLICIES:

~~01.111~~; 08.14; 09.14; 09.429; 09.438

LEGAL: SB 101 AMENDS KRS 158.150 REQUIRING A BOARD TO EXPEL A STUDENT IN GRADES SIX (6) THROUGH TWELVE (12) FOR AT LEAST TWELVE (12) MONTHS IF THE STUDENT PHYSICALLY ASSAULTS, BATTERS, OR ABUSES SCHOOL PERSONNEL WITHOUT JUST CAUSE OR PROVOCATION ON SCHOOL PROPERTY OR AT A SCHOOL FUNCTION.
FINANCIAL IMPLICATIONS: POTENTIAL LOSS OF ADA FUNDING

STUDENTS

09.435

Expulsion

BOARD MAY EXPEL

The Board may expel or extend the expulsion of any student from the regular school setting for misconduct as defined by law. Provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student posed a threat to the safety of other students or school staff and could not be placed in an appropriate alternative program or setting ~~state-funded agency program~~.¹

The Board shall require the expulsion from school for a period of at least twelve (12) months for a student who is determined by the Board:

1. Through clear and convincing evidence to have made threats that pose a danger to the well-being of students, faculty, or staff of the District;
2. To have brought a weapon ~~onto a~~ school property under its jurisdiction or a bus stop per Board Policy 05.48; or
3. Is in grade six (6) to twelve (12) and is determined by the Board to have recklessly, with a deadly weapon or dangerous instrument, or intentionally caused or attempted to cause physical injury to a District employee on school property or at a school function under the Board's jurisdiction. In considering the actions of a student a Board shall use the definitions of "dangerous instrument," "deadly weapon," and "physical injury" in KRS 500.080 and "intentionally" and "recklessly" in KRS 501.020.

School personnel does not include a student who is employed by the school or enrolled in any school-based apprenticeship program.

The Board may expel a student for longer than twelve (12) months.

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of school personnel or other students ~~others~~ on or off school property, including bus stops and school functions (and the incident is likely to substantially disrupt the educational process); the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

The Superintendent shall present to the Board for its approval options for providing or ensuring that educational services are provided to expelled students. Educational services provided shall not include transportation from the student's residence to, or returning from, an appropriate alternative program setting.

An expelled student shall not participate in any school-sponsored extracurricular or interscholastic activity while the student is expelled.

In lieu of expelling a student, or upon the expiration of a student's expulsion, the Superintendent may place a student into an alternative program or setting if the Superintendent determines placement of the student in his or her regular school setting is likely to substantially disrupt the educational process or constitutes a threat to the safety of other students or school staff.

Expulsion

HEARING AND RECORDS REQUIRED

Action to expel, extend the expulsion, or place in an alternative program or setting a student shall not be taken until the parent, guardian, or other person having legal custody or control of the student has had an opportunity for a hearing before the Board.¹ The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel.³ If applicable, a bus driver shall have the opportunity to 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 or to misconduct by the student's parent or guardian.

Within thirty (30) days prior to the end of a student's expulsion, the Board shall review the details of the expulsion and current factors and circumstances, including if ending the expulsion will substantially disrupt the education process or constitute a threat to the safety of students or school staff, to determine if the expulsion shall be extended for a period not to exceed twelve (12) months. The expulsion review process shall be used prior to the end of each expulsion period until the Board ends the expulsion or the student is no longer subject to compulsory attendance under KRS 159.010.

BOARD DECISION FINAL

The Board may establish an appeals committee and delegate authority to hear appeals to the committee. Otherwise, the Board's decision shall be final.¹

Within five (5) days of a student being expelled the District shall enter the expulsion in the student's record within the student information system.

RETURN TO SCHOOL

An expelled student shall be allowed to return to school in accordance with KRS 158.150.

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are expelled.)^{1&3}

TRANSFER OF RECORDS

Records transferred to another school shall reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing process is completed.²

Expulsion

REFERENCES:

¹KRS 158.150

²KRS 158.155

³20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA); 707 Chapter 1;
Section 504 of the Rehabilitation Act of 1973, as amended

KRS 158.110, KRS 159.010

[KRS 527.070](#)

Honig v. Doe, 108 S.Ct. 592(1988); OAG 78-673

RELATED POLICIES:

05.48; 06.22; 06.34

09.12; 09.226; 09.2261; [09.3](#); 09.423; 09.425; 09.426; 09.43; 09.431; 09.434

Legal Status of the Board

CORPORATE POWERS

1. The school district is under the management and control of the Board of Education consisting of five (5) members.
2. The Board is a body politic and corporate with perpetual succession.
3. The Board shall be known as the “Board of Education of Kenton County, Kentucky.”
4. The Board may sue and be sued; make contracts; expend funds necessary for liability insurance premiums and for the defense of any civil action brought against an individual Board member in an official or individual capacity, or both, on account of an act made in the scope and course of the performance of legal duties as a Board member; purchase, receive, hold, and sell property; issue its bonds to build and construct improvements; and do all things necessary to accomplish the purposes for which it is created.¹
5. The Board has power to act only when it meets in session as a Board and as a Committee of the Whole. The Board shall not be bound in any way by any statement or action on the part of any individual Board member or employee.

NOTICE OF NONDISCRIMINATION

As required by law, the District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), genetic information, disability, age, or limitations related to pregnancy, childbirth, or related medical conditions in its programs and activities and provides equal access to its facilities. ~~to the Boy Scouts and other designated youth groups.~~

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

WEBSITE ACCESSIBILITY

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

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

Legal Status of the Board

REFERENCE:

¹KRS 160.160
KRS 160.370
KRS Chapter 344
Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973
Title VI of the Civil Rights Act of 1964
42 U.S.C. 200e, Civil Rights Act of 1964, Title VII
20 U.S.C. 1681, Education Amendments of 1972, Title IX
Genetic Information Nondiscrimination Act of 2008
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Web Content Accessibility Guidelines
Bostock v. Clayton County, Georgia 140 S. Ct. 1731 (2020)
H.R. 1065 (EH) - Pregnant Workers Fairness Act

RELATED POLICIES:

03.113; 03.212; 03.162; 03.262
05.3; 09.13; 09.3211; 09.42811
10.5

Public Participation in Open Meetings

PUBLIC ATTENDANCE

The public and the news media are permitted to attend all open meetings of the Board. No person may be required to identify himself in order to attend any such meeting.¹

EXCEPTION

The Board may impose conditions upon attendance at a given meeting only if such conditions are required for the maintenance of order.¹

PUBLIC COMMENT PERIOD

Each regular meeting shall include a public comment period of at least fifteen (15) minutes, unless no one has signed up to speak. Any Board rules and policies regarding conduct during school board meetings shall apply during the public comment period.²

Persons wishing to address the Board must register with the Board secretary prior to the meeting. At the time of registration, the subject of the presentation shall be stated.

SPEAKERS

The Chairperson may require the name and address of the speaker. The Chairperson may rule on the relevance of the topic to the Board's agenda. To ensure order and expedient conduct of Board business, the Chairperson shall limit presentations to ~~three~~five (3~~5~~) minutes in length. The Chairperson may grant extension of speaking time. However, the Board reserves the right to limit or terminate discussion on any subject.

ACTION

Except for emergency situations, the Board shall not take action on matters brought to their attention at a first hearing.

REFERENCE:

¹KRS 61.840

²KRS 160.270

Ison v. Madison Local School District BoE, 3 F.4th 887, (6th Cir., 2021)

RELATED POLICIES:

01.42; 01.45; 10.2

Kentucky Guardians

DEFINITION

"Kentucky Guardian" or "Guardian" means an employee of a local board of education who is employed for the purpose of providing school safety and security to students and staff on a school site. A person providing services as a Guardian may only include honorably discharged veterans, retired Kentucky state troopers, retired special and sworn law enforcement officers, and former federal law enforcement officers. A Guardian certified by the Center for School Safety as having met all requirements is deemed to be an authorized individual under KRS 527.070(3)(f) and may be armed with a firearm on school property.¹

HIRING

~~Beginning with the 2025-2026 school year,~~ the Board may employ as many Guardians as the Board considers necessary for the safety and security of its schools.

Prior to hiring a Guardian, the Board shall require the applicant to provide certification from the Center for School Safety that he or she meets all of the following minimum requirements:

- a) Is a citizen of the United States and the Commonwealth of Kentucky;
- b) Has received a high school diploma or a High School Equivalency Diploma;
- c) Is currently licensed under KRS 237.110 to carry a concealed weapon;
- d) Has completed and passed background checks as required pursuant to KRS 160.380, and has not been convicted of any felony, any misdemeanor under KRS 510.120, KRS 510.130, KRS 510.140, or KRS 510.148, or a criminal attempt, conspiracy, facilitation, or solicitation to commit any degree of rape, sodomy, sexual abuse, or sexual misconduct under KRS Chapter 510, or have had any offense listed in this paragraph expunged;
- e) Has passed a medical examination completed by a licensed physician, physician assistant, or advanced practice registered nurse to determine if he or she can perform the duties of a Guardian;
- f) Has passed a drug screening test administered or approved by the Kentucky Law Enforcement Council. A person shall be deemed to have passed a drug screening test if the results of the test are negative for the use of an illegal controlled substance or prescription drug abuse;
- g) Has passed the following examinations administered by the Kentucky Law Enforcement Council:
 - 1. A background investigation to determine the person's suitability for the position of Guardian;
 - 2. A psychological suitability screening to determine the person's suitability to perform Guardian duties; and
 - 3. A polygraph examination to determine the person's suitability to perform Guardian duties;

Kentucky Guardians**HIRING (CONTINUED)**

- h) Has passed the following courses provided by the Department of Criminal Justice Training (DOCJT):
 - 1. Active Shooter Response;
 - 2. Enhanced Handgun Performance; and
 - 3. Patrol Rifle;
- i) Has passed the marksmanship qualification requirement for a retired peace officer as specified in KRS 237.140;
- j) Has been honorably discharged from the Armed Forces of the United States within the five (5) years immediately preceding an initial contract to be a Guardian as evidenced by a Department of Defense form DD 214, or is a retired Kentucky state trooper, retired special or sworn law enforcement officer, or former federal law enforcement officer. Each agency that employed a retired Kentucky state trooper, retired special law enforcement officer, or sworn law enforcement officer shall provide to the retired individual proof of prior employment in a prompt and efficient manner, without charge to the individual; and
- k) Has met any other requirements imposed by Board, which may include but are not limited to a preemployment written examination

TRAINING REQUIREMENTS

Each Guardian shall be required to complete annual firearm proficiency testing and shall meet the standard in the same manner as set forth in KRS 237.140(4)(a) to (c).

Each Guardian shall be required to complete the course requirements for School Resource Officer (SRO) Training I (SRO I).

The Board may require the completion of any additional courses and training as determined to be necessary by the Board.

Any cost associated with training shall be the responsibility of the Guardian unless otherwise agreed to by the Board. The Kentucky Law Enforcement Council shall not charge more to Guardians for tests, assessments, or training completed than what is customarily charged to any other type of applicant tested, assessed, or trained by the council.

EMPLOYMENT

The Board employing a Guardian shall collaborate with the local police department, local sheriff, area post of the Department of Kentucky State Police, and the State School Security Marshal in order to adopt District policy regarding:

- a) The job description of the Guardian, including but not limited to the scope of duties, responsibilities, and direct supervisor of the Guardian;
- b) The uniform to be worn by Guardians that would best suit the needs of the schools while also allowing outside agencies to easily identify Guardians;

Kentucky Guardians

EMPLOYMENT (CONTINUED)

- c) The procedures, processes, and chain of command to be used during an emergency in which law enforcement agencies are called to the school; and
- d) The type of firearm and ammunition to be used by the Guardian, if any.

IMMUNITY

The Board shall be immune from civil or criminal liability in all claims arising out of any action of a Guardian.

Guardians shall possess all the immunities and defenses now available or hereafter made available under state law to sheriffs, constables granted peace officer powers, and police officers in any suit brought against them in consequence of acts done in the course of their employment.

Nothing requires the Board to hire or provide Guardians. Participation by the Board in the use of a Guardian is voluntary and subject to the availability of District funds. Any board that opts to participate shall do so at its own expense.

REFERENCES:

¹KRS 158.4431
KRS 160.380
KRS 237.110; KRS 237.140
KRS Chapter 510
KRS 527.070

RELATED POLICIES:

02.31; 05.48

Assessment of Student Progress (SBDM)**REVIEW OF ASSESSMENT DATA**

By January 1 of each year and in keeping with the improvement planning process and timeline, the school council shall review student assessment data provided annually by the Kentucky Department of Education. After reviewing the data, the council shall adopt, modify, or revise the school's plan to assist each student in making progress toward statutory goals. This process shall address achievement gaps between various groups of students as required by law. In addition, the plan shall be submitted to the Superintendent and Board for review. In a school without a council, the Principal shall complete the review and planning process with the involvement of parents, faculty, and staff.

PROFILE REPORTS

By October 1, each school Principal shall complete the school profile report, have it signed by members of the school council, or Principal if no council exists, and Superintendent, and submit it to the Kentucky Department of Education. The report shall be transmitted electronically with the original maintained on file at the Board office and available to the public upon request.

REPORT TO BOARD

The Superintendent shall devise a schedule for Principals to present written reports to the Board regarding progress being made toward their school's educational objectives. The reports shall be in a format easily understood by parents and the community and shall make comparisons with the school's performance the previous year and any data available that compares the school to state or national standards.

The information to be reported shall include, but not be limited to, results on the state-mandated accountability test(s), college entrance exams (high school only), and Advanced Placement/International Baccalaureate Exams/Cambridge Advanced International (high school only), ~~and summaries of grades assigned by teachers.~~

SUMMARY REPORT TO COMMUNITY AND PARENTS

The information reported to the Board shall be put in summary format and shall be reported to parents of each student and made available to the community. The Superintendent shall devise the format to be used.

INDIVIDUAL REPORTS

Each year, an individual student report shall be provided to parents of students in grades three through eight (3-8) and in grades ten and eleven (10-11) in accordance with statutory requirements. Teachers and parents/guardians of each primary student shall be informed of results from reading and mathematics diagnostic assessments and prompts.

REFERENCES:

KRS 158.645; KRS 158.6451; KRS 158.6453; KRS 158.6455
KRS 158.6457; KRS 158.6459; KRS 158.649; KRS 160.345

RELATED POLICIES:

02.442; 08.22; 08.221; 08.222; 08.5

- CERTIFIED PERSONNEL -

Personal Leave

NUMBER OF DAYS

Full-time certified employees shall be entitled to three (3) days of personal leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorata part of the authorized personal leave days calculated to the nearest one-half (1/2) day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized personal leave days equivalent to their normal working day.

APPROVAL

The employee's immediate supervisor must approve the leave date, but no reasons shall be required for the leave.

Approval shall be contingent upon limitations on the number of employees permitted to take personal leave on a given day, as established by the contractual agreement with the local education association. Those employees making earliest application shall be given preference.

STATEMENT

Employees taking personal leave must file a personal statement ~~on their return to work~~ stating that the leave was personal in nature.

ACCUMULATION

Personal leave days not taken during the school year shall accumulate to a maximum of three (3) days. On July 1, or when the employee assumes their duties in the new fiscal year, accumulated personal leave days from the preceding fiscal year shall be transferred and credited to the employee's accumulated sick leave account.

REFERENCE:

KRS 161.154

RELATED POLICY:

03.1232

- CERTIFIED PERSONNEL -

Sick Leave

NUMBER OF DAYS

Full-time certified employees shall be entitled to a minimum of ten (10) days of sick leave with pay each school year. Full-time personnel employed for 220 days or more each year shall be entitled to twelve (12) days of sick leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorata part of the authorized sick leave days calculated to the nearest one-half (1/2) day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day.

ACCUMULATION

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the certified employee to whom they were granted. At the beginning of each school year, teachers shall be provided with an accounting of their accumulated sick leave on request.

Sick leave days accumulated prior to an employee taking an unpaid leave of absence shall be credited to the employee upon return.

DEFINITION

Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.

FAMILY ILLNESS/MOURNING

Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee's immediate family. Immediate family shall mean only husband, wife, sons, daughters, stepchildren, foster children, grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, step-parents or any other persons who are living as members of the teacher's household.

TRANSFER OF SICK LEAVE

Teachers coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

SICK LEAVE DONATION PROGRAM

Under procedures developed by the Superintendent, certified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days.

Certified employees are eligible to receive donated days if they meet the criteria established in statute.

Any sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated days.

Sick Leave

STATEMENT

~~Upon return to work a~~ certified employee claiming sick leave must file a personal statement or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill.¹

REPORTING

For the fiscal year ending June 30, 2025, and each fiscal year thereafter, the District shall annually report to the TRS the sick leave balances for each teacher and employee who is a member of the TRS.

The District shall file with the TRS information regarding their sick leave policies and provisions that are applicable to members of the system.

These reports shall include requirements set forth in KRS 161.155.

REFERENCES:

¹KRS 161.155; KRS 161.152; OAG 79-148; OAG 93-39

Family & Medical Leave Act of 1993

Young v. Bd. Of Educ. Of Graves County, 661 S.W. 2d 787 (Ky. App., 1983)

RELATED POLICIES:

03.12322; 03.1233; 03.124; 03.175 (Retirement Compensation)

- CERTIFIED PERSONNEL -

Parental~~Maternity/Paternity~~ Leave

~~PAID SICK LEAVE~~

~~Childbirth and recovery therefrom, which prevent the employee from performing assigned duties, shall entitle the employee to sick leave benefits as provided in Board Policy 03.1232.~~

~~An illness of the newborn shall entitle the employee to sick leave benefits as provided in Board Policy 03.1232.~~

~~An employee may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child or children. Additional sick leave days may be used when the need is verified by a physician's statement.~~

PAID MATERNITY LEAVE

An employee who gives birth to a child is entitled to use up to thirty (30) paid maternity leave days. Paid maternity leave days may be used immediately following the birth of a child and shall be used within six calendar weeks of birth as listed on the signed Notice of Delivery.

The maternity leave days shall be used without deduction of salary and shall be used prior to the employee using any other leave. Any maternity leave days unused by the employee beyond six calendar weeks following the birth of a child shall not transfer into sick leave or be converted to any other type and shall expire beyond the six calendar weeks following the birth.

PAID SICK LEAVE

An employee who gives birth to a child may use up to fifteen (15) days of sick leave immediately following the use of any applicable maternity leave within nine calendar weeks immediately following the birth, as listed on the signed Notice of Delivery. Parents who do not qualify for maternity leave may use up to forty-five (45) days of sick leave immediately following the birth or adoption of a child or children within nine calendar weeks immediately following the birth/adoption. Additional days may be used when the need is verified by a physician's statement.

UNPAID ~~PARENTAL MATERNITY/PATERNITY~~ LEAVE (KRS 161.770)

On written request to the Superintendent, the parent of a newborn or the employee who adopts a child or children shall be granted unpaid leave of absence not to exceed the remainder of the school year in which the birth or placement occurred. Thereafter, leave may be extended in increments of no more than one (1) year. All such leaves shall be requested at least thirty (30) days prior to the beginning of the leave, except in cases of emergency, and the request for leave shall be made annually if the leave is to exceed one (1) year.

Employees on parental~~maternity/paternity~~ leave shall notify the Superintendent in writing of their intent to return to the school system on or before April 1st~~the date prescribed in Policy 03.123.~~ Employees who fail to notify the Superintendent of their return by this~~the~~ date~~prescribed in Policy 03.123~~ cannot be guaranteed employment for the following school year.

Parental~~Maternity/Paternity~~ Leave**UNPAID PARENTAL~~MATERNITY/PATERNITY~~ LEAVE (KRS 161.770) (CONTINUED)**

Employees taking parental~~a-maternity/paternity~~ 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.

In all cases where an employee has been granted any leave for maternity/childbirth, the employee may not return to work until a statement from the physician has been presented to the Office of the Superintendent which certifies that the employee is physically able to return to work. The Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law.

FMLA

In compliance with the Family and Medical Leave Act of 1993, eligible employees are entitled to up to twelve (12) workweeks for unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child. An employee may use up to thirty (30) days of paid sick leave on the first thirty (30) working days of that twelve-week period without a physician's statement. Maternity Leave, sick leave, and personal leave run simultaneously with FMLA. Additional paid sick leave days may be taken when the need is verified by a physician's statement.

REQUEST FOR MEDICAL INFORMATION

Per KRS 161.770, the Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law.

REFERENCES:

KRS 161.155; KRS 161.770
OAG 80-151; OAG 84-43; OAG 86-66
Family and Medical Leave Act of 1993

RELATED POLICIES:

03.123; 03.1232; 03.12322

- CERTIFIED PERSONNEL -

Emergency Leave

NUMBER OF DAYS

Full-time certified employees shall be entitled to three (3) days of emergency leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorata part of the authorized emergency leave days calculated to the nearest one-half (1/2) day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized emergency leave days equivalent to their normal working day.

Emergency leave shall be granted for the following reasons:

BEREAVEMENT

Death of a relative or close personal friend.

DISASTERS

Emergency situations resulting from natural disasters. In most instances, this does not include travel between home and work station.

COURT/LEGAL MATTERS

Appearances as a witness, to produce documents or to consult with an attorney when the employee's presence is required by subpoena and when such legal matters cannot be conducted outside normal work hours. If a person is found guilty of an illegal act, he or she shall not be paid for the leave. Emergency leave shall not be used for actions in which the employee is a party and the subpoena is obtained by or on behalf of the employee. This also does not include jury duty. (See Policy 03.1237.)

OTHER

Such other reasons of an emergency or extraordinary nature as approved by the Superintendent.

REQUEST FOR LEAVE

Emergency leave must be requested through the Superintendent or designee who will determine if the leave requested meets the Board's criteria.

STATEMENT

Persons taking emergency leave must file a personal statement ~~upon their return to work~~ stating the specific reasons for their absence.

USE OF SICK LEAVE

In addition to emergency leave granted herein, employees may use up to three (3) sick leave days per school year for emergency leave pursuant to KRS 161.152 and consistent with the above provisions.

ACCUMULATION

Emergency leave days not taken during the school year shall not accumulate.