LEGAL: HB 869 AMENDS KRS CHAPTER 424 REQUIRING THE TIME CONTAINED IN LEGAL ADVERTISEMENTS AND NOTICES BE STATED IN BOTH EASTERN AND CENTRAL TIME. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS EFFECTIVE AS OF APRIL 27, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Definitions

The following expressions are defined with respect to their intended meanings in the context of this manual:

POLICIES

An expression of the will of the elected Board of Education or the school council. Although other statutes may have Board policy implications, the general scope of Board policies is defined by KRS 160.290 and KRS 160.340. The scope of council policies is defined by KRS 160.345. Board policies cover the general management and governance of school district operations and functions. Within the parameters of the District's legal authority, violations of policy may provide grounds for administrative response or action as relates to students, District employees, parents, and members of the community, but such policies are not intended to heighten standards of care, establish grounds for liability or create rules for immunities enjoyed by defendants in civil judicial actions against the Board, its members, District employees, officers, or volunteers.

ADMINISTRATIVE REGULATIONS

References such as "State Board regulations", "state regulations", and "administrative regulations" shall mean Kentucky Administrative Regulations (KAR) promulgated by the Kentucky Board of Education.

FULL-TIME/PART-TIME STATUS

Employment status shall be determined in compliance with statute and regulation and shall be defined in the employee's contract. [1]

SUPERINTENDENT

Policies that charge the Superintendent with preparing and/or implementing provisions of procedures, plans or programs for Board review also direct any other employee to whom the Superintendent may delegate such charges.

PRINCIPAL

The Principal (or designated administrator) shall be the chief administrator of the school, acting with the approval of the Superintendent.

TEACHER

Except for referenced statutes which specify a different definition for the purposes of those statutes, in this manual the term teacher shall refer to any person, other than the Superintendent, for whom certification is required as a basis for employment.

HUSBAND AND WIFE

The term husband and wife, as used in the policy manual, shall be deemed to include a spouse in a legally recognized marriage unless the context otherwise requires.

PARENT OR GUARDIAN

Parent, as used in the policy manual, means parent, ~~or~~ legal guardian or other person or entity exercising custodial control or supervision of a student.

Definitions

KENTUCKY GUARDIAN

Kentucky 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 in accordance with .

GENDER

Unless otherwise noted, gender references in this manual include all genders.

CHILDREN AND YOUTH WITH DISABILITIES

In compliance with federal law and unless otherwise indicated, use of the terms **"special education" or "exceptional"** shall refer to children and youth with disabilities.

SCHOOL NUTRITION PROGRAM

Use of the term "food service" shall also refer to the District's School Nutrition Program.

STUDENT ATTENDANCE DAY

Unless otherwise noted, use of the term "instructional day" shall have the same meaning as "student attendance day."

SIGNATURE

"Signature" means the act of signing one's name to something. "Electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. An electronic signature will have the same effect as hand written signature.

HEALTH PROVIDER

Unless otherwise noted, the terms "health care provider" and "health care practitioner" have the same meaning.

STUDENT SUPPORT AND BEHAVIOR INTERVENTION HANDBOOK

The Student Support and Behavior Intervention Handbook, as used in the policy manual, means the code of acceptable behavior and discipline required under KRS 158.148.

~~**CHARTER SCHOOL**~~

~~Use of the term "charter school" means a public charter school as defined in KRS 160.1590.~~

~~**CHARTER SCHOOL AUTHORIZER**~~

~~A local board of education or other authorizer as defined in KRS 160.1590.~~

KENTUCKY PUBLIC PENSIONS AUTHORITY

Use of the terms Kentucky Retirement System (KRS) or County Employees' Retirement System (CERS) includes the Kentucky Public Pensions Authority (KPPA).

DATING RELATIONSHIP

A dating relationship is defined as a relationship between individuals who have a relationship of a romantic or intimate nature. It does not include a casual acquaintanceship or ordinary fraternization in a business or social context. The following factors may be considered by the Superintendent or

Definitions

DATING RELATIONSHIP (CONTINUED)

designee in addition to any other relevant factors in determining whether the relationship is of a romantic or intimate nature:

(a) Declarations of romantic interest;

(b) The relationship is characterized by the expectation of affection;

(c) Attendance at social outings together as a couple;

(d) The frequency and type of interaction between the persons, including whether the persons have been involved together over time and on a continuous basis during the course of the relationship;

(e) The length and recency of the relationship; and

(f) Other indications of a substantial connection that would lead a reasonable person to understand that a dating relationship exists.

REFERENCES

Legal references listed in this manual, such as state and federal statutes and regulations, Kentucky Attorney General Opinions, and court cases are provided as a tool for additional research and are not intended to be viewed as a complete listing of legal resources applicable to a particular topic.

LEGAL ADVERTISEMENTS AND NOTICES

In accordance with KRS 61.800 to 61.850, the Kentucky Open Meetings Act, and KRS Chapter 424, in legal advertisements and notices, including public notices of meetings of the Board, the time shall be stated in both Eastern and Central time.[2]

BOARD

Board, as used in this policy manual, means the Board of Education of Jefferson County, Kentucky.

DISTRICT

District, as used in this policy manual, means the Jefferson County Public School District.

REFERENCES:

[1]KRS 157.320; 102 KAR 1:036; 702 KAR 1:035
[2]~~KRS Chapter 424~~ KRS 61.805, KRS 61.820, KRS 424.110, KRS 424.140
KRS 78.510 – KRS 78.852
KRS 158.144; KRS 160.1590
KRS 160.290; KRS 160.340; KRS 160.345
KRS 369.102; KRS 405.028
701 KAR 8:010; 701 KAR 8:020; 701 KAR 8:030; 701 KAR 8:040
702 KAR 6:010; 702 KAR 6:020; 702 KAR 6:040
702 KAR 6:075; 702 KAR 6:090

LEGAL: SB1 REPEALS, REENACTS AND AMENDS KRS 160.370 FOR A COUNTY DISTRICT IN A COUNTY WITH A CONSOLIDATED LOCAL GOVERNMENT ADOPTED UNDER KRS CHAPTER 67C OR HAVING FIVE HUNDRED THOUSAND (500,000) OR MORE INHABITANTS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED
LEGAL: SB 2 AMENDS KRS 160.346 TO AUTHORIZE A SUPERINTENDENT TO REMOVE A PRINCIPAL IF THE SCHOOL HAS BEEN IDENTIFIED FOR TARGETED SUPPORT AND IMPROVEMENT OR COMPREHENSIVE SUPPORT AND IMPROVEMENT FOR TWO (2) OR MORE CONSECUTIVE YEARS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF MARCH 27, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED
LEGAL: SB 59 AMENDS KRS 48.025 TO EXPLICITLY APPLY THE PROHIBITION TO SCHOOL DISTRICTS ON USING TAX DOLLARS TO ADVOCATE FOR OR AGAINST A PUBLIC QUESTION AND ESTABLISHES PENALTIES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED
LEGAL: SB 263 AMENDS KRS 156.161 TO ALLOW THE BOARD'S DESIGNEE IN ADDITION TO THE SUPERINTENDENT TO REQUEST A WAIVER.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED
LEGAL: HB 253 CREATES A NEW SECTION OF KRS CHAPTER 160 TO PROHIBIT DISTRICTS ENTERING INTO NONDISCLOSURE AGREEMENTS RELATING TO MISCONDUCT INVOLVING A MINOR OR STUDENT, INCLUDING ABUSIVE CONDUCT. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED
LEGAL: KRS 158.194 REQUIRES THE BILL OF RIGHTS OF THE U.S. CONSTITUTION TO BE PROMINENTLY DISPLAYED IN ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOL CLASSROOMS.
FINANCIAL IMPLICATIONS: COST ASSOCIATED WITH PRINTING/HANGING THE DOCUMENT

General Powers and Duties of the Board

The Board is an agent of the Commonwealth of Kentucky to administer school functions delegated to local districts by the Kentucky General Assembly. The powers and duties of the Board are set forth in the Kentucky Revised Statutes as follows:

ESTABLISHMENT OF SCHOOLS

The Board shall have general control and management of the public schools in the District and may establish schools, educational programs, and provide for courses and other services as it deems necessary for the promotion of education and the general health and welfare of pupils, consistent with the administrative regulations of the Kentucky Board of Education.[1]

~~CHARTER SCHOOLS~~

~~KRS 160.1590 provides for charter school authorization, application, evaluation of applications and contracts with a charter school Board of Directors. Pursuant to this statute and Kentucky Board of Education regulations, the Board may serve as an authorizer for charter schools in the District.~~

REQUEST FOR WAIVERS AND EXEMPTIONS

The Board may authorize the Superintendent or the Board's designee to request, on behalf of the District, a waiver of state regulations and/or a Kentucky Revised Statute requiring paperwork to be submitted to the Kentucky Board of Education or the Department of Education as permitted by statute.[16]

When approved as a School or program of Innovation by the Kentucky Board of Education, the District may be granted waivers and exemptions from selected Kentucky Administrative Regulations, Kentucky Revised Statutes, and may be granted waivers of certain Board policies this may include a school identified for comprehensive support and improvement under KRS 160.346.[11]

COMPREHENSIVE SUPPORT AND IMPROVEMENT

The Superintendent and Principal of a school identified for comprehensive support and improvement shall collaborate with the Kentucky Department of Education to create a turnaround training and support team. The Board shall approve the turnaround team.

When a school is identified for targeted support and improvement or comprehensive support and improvement for two (2) or more consecutive years, the Superintendent may remove the Principal.

SCHOOL FUNDS AND PROPERTY

The Board shall have control and management of all school funds and all school property of the District and may use its funds and property to promote public education.

Local, state, and federal tax dollars and resources shall not be used to advocate for or against any public question that appears on the ballot.[17]

ADMINISTRATION

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

General Powers and Duties of the Board

ADMINISTRATION (CONTINUED)

It is the goal of the Board that the District employ qualified personnel for all positions, establish fair and equitable procedures for transfers and promotions within the system; and provide, to the extent possible, working conditions and resources that enable each employee to support the District's Mission to provide relevant, comprehensive, quality instruction in order to educate, prepare and inspire our students to learn.

MANAGEMENT

The Board may set goals for the District and shall make and adopt, and may amend or repeal, rules, regulations, policies and bylaws for its meetings and proceedings for the management of the schools and school property of the District, for the transaction of its business, for the qualification and duties of employees, and the conduct of pupils.

SUBPOENA

The Board may, in any investigation or proceeding before it, concerning a matter that may be a proper subject of inquiry by it, summon witnesses by subpoena, enforce their attendance, and require that they testify under properly administered oath.[2]

INSURANCE

The Board may set aside funds to provide for liability and indemnity insurance against the negligence of the drivers or operators of school buses, other motor vehicles, and mobile equipment owned or operated by the Board.[3] The Board may expend funds necessary for liability insurance premiums and for the defense of any civil action brought against an individual Board member in an official or individual capacity, or both, on account of an act made in the scope and course of the performance of legal duties as a Board member.[4] The Board shall make available liability insurance coverage for the protection of all members of school councils from liability arising in the course of pursuing their duties as members of the councils.[9] In accordance with 702 KAR 3:330, the District shall provide Certified Employee Liability Insurance in an amount not less than one (1) million dollars for the protection of the employee from liability arising in the course and scope of pursuing the duties of his/her/their employment.[13]

As long as they pay the full cost of premiums required, Board members may choose to participate in any group life insurance[12] or any group medical or dental insurance provided by the District for employees.[10]

FREE SUPPLIES

The Board may furnish necessary school supplies free of charge to indigent children in its school district, or to such other children as it deems advisable, under such rules and regulations as it may adopt.

The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify for free and reduced-priced lunches. All students who qualify shall be informed in writing of the fee waiver provisions. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.[5]

General Powers and Duties of the Board

REPORTS

The Board shall, on forms prepared by the Commissioner of Education and approved by the Kentucky Board of Education, prepare and submit to the Kentucky Board of Education reports on all phases of its school service. It may prepare and publish for the information of the public a report on the progress of its schools.[6]

LEVY OF TAX RATES

As part of the budgetary process, and within the means of the tax structure and within the limits of its taxing power, the Board shall set and levy general and special building fund tax rates in compliance with statutory and regulatory requirements, including those mandated by the Kentucky General Assembly for the support of public education to promote and support the highest quality instructional program possible. When necessary, the District shall seek additional resources to support an adequate program of instruction and the construction of needed school facilities**.**[7]

Following approval of the District's general budget for the ensuing fiscal year, the Board shall levy the required ad valorem tax according to statutory requirements. Additional revenues from local tax sources shall be levied as designated by law when properly authorized.

The Board shall levy a tax rate sufficient to qualify the district for state matching funds under Support Education Excellence in Kentucky (SEEK) or other state matching fund programs. Prior to levying any local tax, the Board shall conduct a public hearing on the proposed local tax rates.

POWER TO BORROW FUNDS

The Board may borrow money on the credit of the Board and issue negotiable notes in anticipation of revenues from school taxes and state revenue for the fiscal year in which the money is borrowed, and may pledge the anticipated revenues for the payment of principal and interest on the loan.[8] Debt limitations imposed by law shall be scrupulously observed**.**

CONTRACT WITH CONSULTANTS

The Board may contract for consulting services to provide specialized advice or assistance to the school system concerning educational, management, or administrative matters.[4]

Professional service contracts for $20,000 or more shall be submitted to the Board prior to approval. The Superintendent is authorized to contract for all other professional services necessary for carrying out the policies of the Board without prior Board approval.[13] A list of all professional service contracts (regardless of dollar amount) shall be presented to the Board on a monthly basis.

Where appropriate, the Board may require bids for consulting services to be sought.

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

~~**CONTRACT WITH CONSULTANTS**~~

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General Powers and Duties of the Board

APPLICATIONS FOR GRANTS

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~~Where appropriate, the Board may require bids for consulting services to be sought.~~

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

APPLICATIONS FOR GRANTS

Schools, employees, and school-related groups who intend to apply for grants on behalf of the District or District schools shall first contact the Department of Resource Development. All grants sought shall contribute to the District's strategic plan.

Except as specifically permitted by law, all grant applications that require a contract or the commitment of District funds, time or resources shall be submitted to the Board for prior approval. When an application deadline prevents Board consideration, the Superintendent is authorized to approve submission of the grant. All grants awarded and all grant agreements shall be submitted to the Board for approval.

NONDISCLOSURE AGREEMENT

A District shall not enter into a nondisclosure agreement relating to misconduct involving a minor or student, including abusive conduct as defined in KRS 160.380.[19]

DISPLAY OF NATIONAL MOTTO

The Board shall require each elementary and secondary school to display the national motto, "In God We Trust," in a prominent location which means a school entryway, cafeteria, or common area where students are likely to see an item on display. Per KRS 158.195, the display may take the form of, but is not limited to, a plaque or student artwork.[15]

Pursuant to the mandate in KRS 158.195, each school in the District shall display a small poster (11" X 17") limited to the following language and displayed in a prominent location in the school:

> The phrase "In God We Trust" first appeared on U.S. coins in 1864, largely because of increased religious sentiment existing during the Civil War. The phrase later became the national motto and, in 1957, made it onto printed U.S. bills.

DISPLAY OF BILL OF RIGHTS

Each elementary and secondary classroom shall prominently display the Bill of Rights from the United States Constitution.[18]

DISPLAY OF NOTICE REGARDING EMPLOYMENT OF MINORS

The Board shall require each school that contains instructional space for students in grades six (6) through twelve (12) to conspicuously display in a prominent location, in both English and Spanish, a printed abstract of KRS 339.210 to 339.450, a list of the limited or prohibited occupations for minors, and a notice stating the working hours per day for each day of the week permissible for

General Powers and Duties of the Board

DISPLAY OF NOTICE REGARDING EMPLOYMENT OF MINORS (CONTINUED)

minors to work. The same information or display shall also be posted on the District's or school's website.[15]

RESPONSIBILITIES OF THE BOARD

The Board's chief concern is for the development and operation of the Jefferson County Public Schools in furthering the goals of quality education for each individual. Areas of action or functions which are proper responsibilities of the Board are as follows:

1. To promote and support the instructional program to the highest quality possible within the means of the tax structure;
2. To appoint a Superintendent of schools;
3. To oversee the administration of the schools in accordance with the Kentucky Revised Statutes and the policies of the Board, as permitted by law;
4. To set the general tax rates within the limits of its taxing power;
5. To examine and approve the annual budget;
6. To consider and pass upon the recommendations of the Superintendent, within the limits provided by the Kentucky Revised Statutes and federal law;
7. To receive from the Superintendent reports on the progress of the educational program;
8. To approve the purchase of building sites and enter into contracts for the erection of school buildings and additions necessary to provide adequate facilities for the school population;
9. To formulate and cause to be executed policies for the efficient operation of the District and all schools; and
10. To perform all other duties prescribed by the Kentucky Revised Statutes.

~~The Board's chief concern is for the development and operation of the Jefferson County Public Schools in furthering the goals of quality education for each individual. Areas of action or functions which are proper responsibilities of the Board are as follows:~~

~~1.~~11. ~~To promote and support the instructional program to the highest quality possible within the means of the tax structure;~~

~~2. To appoint a Superintendent of schools;~~

~~3. To oversee the administration of the schools in accordance with the Kentucky Revised Statutes and the policies of the Board, as permitted by law;~~

~~4. To set the general tax rates within the limits of its taxing power;~~

~~5. To examine and approve the annual budget;~~

~~6. To consider and pass upon the recommendations of the Superintendent, within the limits provided by the Kentucky Revised Statutes and federal law;~~

~~7.~~12. ~~To receive from the Superintendent reports on the progress of the educational program;~~

General Powers and Duties of the Board

~~8. To approve the purchase of building sites and enter into contracts for the erection of school buildings and additions necessary to provide adequate facilities for the school population;~~

~~9. To formulate and cause to be executed policies for the efficient operation of the District and all schools; and~~

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

~~The Board shall:~~

- ~~Delegate authority to the Superintendent over the District's day-to-day operations and implementation of the Board-approved strategic plan and budget in a manner that promotes the efficient, timely operation of the District, including, but not limited to, the authority over contracts related to daily operations of the District, pupil transportation, personnel matters, and the organizational structure of administrative staff;~~
- ~~By December 1 each year, approve a rolling five (5) year strategic plan for the district that outlines student outcome goals, faculty and staff improvement goals, facility and infrastructure improvement, and other key objectives that the Superintendent and board believe are in the best interest of student outcomes and the community;~~
- ~~Review and approve a rolling three (3) year projection of expenses and revenues;~~
- ~~Approve an annual budget for the District which shall include any budgetary decisions relevant to the District's ability to obtain necessary revenue, including tax revenue, in accordance with the requirements of state law and regulation;~~
- ~~By December 1 each year, oversee:~~

1. ~~An annual audit of the financial dealings of the District and the reporting of key financial performance data in order to ensure fair and accurate reporting to the Board; and~~Responsibilities of the Board (continued)
- ~~An annual review of student performance in the District and the reporting of key student performance data to ensure compliance with state and federal law and accurate reporting to the Board;~~
- ~~Recruit and hire the Superintendent and negotiate terms of employment and compensation of a prospective Superintendent;~~

~~2. Complete an annual review of the Superintendent's performance with regard to the duties assigned in #1 above and Superintendent duties set forth in KRS 160.370 (2)(b).14~~

REFERENCES:

[1]KRS 160.290
[2]KRS 160.300
[3]KRS 160.310
[4]KRS 160.160
[5]KRS 160.330
[6]KRS 160.340
[7]KRS 160.470
[8]KRS 160.540

General Powers and Duties of the Board

REFERENCES (CONTINUED):

[9]KRS 160.345
[10]KRS 160.280
[11]KRS 160.346~~; 701 KAR 5:140~~
[12]KRS 18A.205; KRS 18A.210
[13]702 KAR 3:330
[14]**KRS 160.370**
[15]KRS 158.195
[16]KRS 156.161
[17]KRS 48.025
[18]KRS 158.194
[19]KRS 160.148
KRS 116.200; KRS 156.072; KRS 156.160
KRS 160.1590; KRS 160.1592; KRS 160.1593; KRS 160.1594; KRS 160.1595
KRS 160.1599; KRS 160.380; KRS 161.158; KRS 162.010
KRS 339.210 to KRS 330.450; KRS 416.560
OAG 91-10; OAG 91-122; OAG 95-10; 702 KAR 3:220~~; 702 KAR 4:160~~

RELATED POLICIES:

01.41; 01.5; 01.7
03.124; 03.224; 04.92

LEGAL: HB 500 REQUIRES DISTRICTS TO DISPLAY ACADEMIC INFORMATION ON THE DISTRICT'S WEBSITE.
FINANCIAL IMPLICATION: NONE ANTICIPATED
LEGAL: HB 48 (2025) AMENDED KRS 158.4416 REMOVING TRAUMA-INFORMED APPROACH PLAN FROM THE COMPREHENSIVE DISTRICT IMPROVEMENT PLAN.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION 01.111

District Planning

The Board shall establish long-range, District-wide educational goals and objectives to guide the administration's development of annual objectives and budget priorities. The District-wide goals and objectives shall be based on a three to five (3-5)-year cycle, but shall be reviewed for revision every year.

DISTRICT IMPROVEMENT PLAN

The Superintendent shall develop, review, and revise annually a Comprehensive District Improvement Plan (CDIP) which shall include, but not be restricted to, statements of the District's goals and objectives, the annual school budget, current educational issues, and evaluation information relative to the major needs of the District and significant changes proposed for the coming year.

PLANNING

The Superintendent shall present to the Board for review and approval the form and function of the District planning process, including format and timelines.

PLANNING CYCLE

The District's planning cycle shall follow a process of continuous improvement as data becomes available. Thus, procedures should be in place allowing for regular review of progress relative to the Plan and District Goals. The structure of the CDIP shall include completion of a narrative summary of the current state of the District between August 1 and October 1 of each school year and completion of the needs assessment between October 1 and November 1 of each school year. A process for development of the CDIP shall be completed between November 1 and January 1 of each school year, and a District level plan for providing an equitable education to English Learners shall be completed by May 1 of each school year and other components required by state statutes or regulations. Unless otherwise noted, all additional components of the CDIP shall be complete by May 1 of each school year.

PLAN REQUIREMENTS

The District shall submit the NTI plan (Continuation of Learning plan) to the Department by May 1 for implementation at the beginning of the upcoming school term. The primary purposes of the CDIP shall be:

- To improve student achievement on state and federal mandated testing/accountability instruments and improve student learning outcomes on other success skills needed to be transition ready;
- To eliminate achievement gaps; and
- To develop District strategies and services to address deficiencies and/or sustain or strengthen current efforts.

The plan structure shall include the components set out in 703 KAR 5:225, the Every Student Succeeds Act of 2015 (ESSA), and KRS 158.649.

The plan shall be updated on an annual basis, provide assistance in reducing physical, mental health, and academic barriers to learning, and address student equity.

District Planning

PLAN REQUIREMENTS (CONTINUED)

Planning activities shall draw on information from a variety of sources that shall include an opportunity for parents and other citizens of the community to have input into the plan.

As part of the District planning process, the Board shall review District academic performance on the state assessments for various groups of students in compliance with legal requirements.[1]

By November 1 each year, the Board shall oversee an annual review of student performance in the District and the reporting of key student performance data to ensure compliance with state and federal law and accurate reporting to the Board.[2]

If the Board determines that a school has not met its target to reduce the identified gap in student achievement for a group of students, the Board shall require the council, or the Principal if no council exists, to submit its revisions to the school improvement plan describing the use of the professional development funds and funds allocated for continuing education to reduce the school's achievement gap for review and approval by the Superintendent. The plan shall address how the school will meet the academic needs of the students in the various gap groups.

BUDGET IMPLICATIONS

A presentation shall be made by staff members on the plan for the fiscal year under consideration, which shall include priorities, objectives, program plans, and budget implications.

~~**TRAUMA-INFORMED APPROACH PLAN**~~

~~The trauma-informed approach plan shall be reviewed and updated annually and submitted to the Kentucky Department of Education (KDE).~~

PUBLIC REVIEW

The plan shall have public review prior to presentation to the Board for final adoption. Opportunity for public and school staff review shall be provided for a period of at least two (2) weeks and shall be advertised in the newspaper of the largest circulation in the District, or as an alternative, **posted on the District web site** for electronic review and feedback.

BOARD APPROVAL

The plan shall be completed between November 1 and January 1 of each school year and presented to the Board for approval annually. If revisions are needed, the District planning committee shall forward proposed revisions to the Superintendent. Revisions must reflect the requirements of State and Federal Law. All recommendations for revisions require approval by the Board.

The Superintendent shall submit required assurances to the KDE no later than September 30 of each year.

IMPLEMENTATION

The District shall maintain a copy of each plan permanently and, consistent with the District's planning cycle, post the current plan on the District's web site.

The plan shall serve as a resource for Board decision making.

District Planning

SCHOOL PLANS

The District plan shall be broad enough to allow each school to develop its own plan, within the goals and objectives of the District.

DISTRICT REPORT CARDS

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

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

a. In the newspaper of the largest general circulation in the county;

b. Electronically on a website of the District; or

c. By printed copy at a prearranged site at the main branch of the public library within the District.

If b or c above is selected, the Superintendent shall cause notification to be published in the newspaper **of the** largest circulation in the county that includes the electronic address of the website or the address of the library where the report card can be viewed by the public.

The District shall send a District report card to parents containing information about performance as outlined in KRS 158.6453 and 703 KAR 5:140, and information on electronic access to a summary of the results for the District shall be published in the newspaper with the largest circulation in the county.

SUMMATIVE ASSESSMENT RESULTS

The District shall prominently display, in not less than 16-point type, on the District's internet landing page, the District's percentage of students scoring the following on the most recent Kentucky Summative Assessment (KSA):

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

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

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

District Planning

REFERENCES:

[1]KRS 156.500
[2]KRS 158.649
KRS 158.070~~; KRS 158.4416~~; KRS 158.6453
KRS 160.290; KRS 160.340; KRS 160.345; KRS 160.463
701 KAR 5:150; 703 KAR 5:140; 703 KAR 5:225; 703 KAR 5:280; 704 KAR 3:395
~~2024~~ HB 500, the 2026-2028 Executive Branch Budget Bill
P. L. 114-95, (Every Student Succeeds Act of 2015)

RELATED POLICIES:

02.44; 02.441; 02.442; 04.1; 09.21

LEGAL: HB727 AMENDS KRS 160.160 REQUIRING EACH BOARD TO REVIEW THE PROCEDURES AND RESPONSIBILITIES OF THE BOARD AND EMPLOYEES REGARDING THE DISTRICT BUDGET.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED
LEGAL: HB727 AMENDS KRS 160.160 CHANGING CHAIRMAN AND VICE-CHAIRMAN TO CHAIR AND VICE-CHAIR.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED
LEGAL: KRS 160.160 SPECIFIES THAT BOARD CHAIR TERMS ARE NOT TO EXCEED TWO (2) YEARS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Organizational Board Meetings

ELECTION OF CHAIR~~PERSON~~ AND VICE-CHAIR~~PERSON~~

The Board shall conduct an organizational meeting at its first regular meeting in January a~~A~~t the organizational meeting, the Board shall elect a Chair~~person~~ and a Vice-Chair~~person~~ from among its members.

TERM OF OFFICE FOR CHAIR~~PERSON~~ AND VICE-CHAIR~~PERSON~~

The Chair~~person~~ and Vice-Chair~~person~~ shall serve a term prescribed by the Board, not to exceed two (2) years.~~one (1) year terms beginning immediately following their election.~~

REVIEW OF BUDGET PROCEDURES AND RESPONSIBILITIES

Upon the election of a Chair and Vice-Chair, each Board shall review, with the Superintendent and the Finance Officer, the specific procedures and responsibilities of the Board and District employees relating to the District budget. The review shall not count toward the annual in-service training requirements.

REFERENCE:

KRS 160.160

RELATED POLICY:

01.45

RECOMMENDED: TO BE CONSISTENT WITH POLICY 01.41, PER KRS 160.160, CHAIRMAN AND VICE-CHAIRMAN WERE REVISED TO CHAIR AND VICE-CHAIR.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Duties and Responsibilities of Chair~~person~~ and Vice-Chair~~person~~

The duties of the Chair~~person~~ and Vice-Chair~~person~~ shall be as follows:

1. The Chair~~person~~ of the Board shall preside at all meetings of the Board and shall have a vote on motions placed for action before the board.
2. The Chair~~person~~ shall represent the Board in deliberations with other Boards, Districts, or agencies unless another member of the Board is so designated.
3. The Chair~~person~~ shall perform all duties required by the Kentucky Revised Statutes and shall perform such other duties as may be prescribed by action of the Board.
4. The Chair~~person~~ may call special meetings of the Board.[1]
5. The Chair~~person~~ may make or second motions and vote on motions.
6. The Chair~~person~~ shall **s**ign such documents on behalf of the Board as may require signature and countersign all orders of the Board[2] (including contracts and reports as required by law).
7. When outside agencies send communications and notifications only to the Chair~~person~~, the Chair~~person~~ shall bring before the Board information intended for all Board members.
8. In the event that the Chair~~person~~ of the Board is absent from any meeting of said board, the Vice-Chair~~person~~ of the Board shall act as Chair~~person~~ n. In the event that both are absent, the Board shall designate another member of the Board to act as temporary Chair~~person~~**.**
9. If for any reason the office of the Chair~~person~~ becomes vacant, the Vice-Chair~~person~~ shall act as Chair~~person~~ until a new Chair~~person~~ is elected and perform all duties of the ~~c~~Chair~~person~~ **when acting in that capacity. A new** Chair~~person~~ shall be elected on or before the second regular meeting date following the vacancy and shall serve until the first regular organizational meeting in January.

REFERENCES:

[1]KRS 160.270
[2]KRS 160.440

RELATED POLICY:

01.41

LEGAL: HB 869 AMENDS KRS 61.805 DEFINING TIME AS MEANING THE TIME OF DAY STATED IN BOTH EASTERN AND CENTRAL TIME. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS EFFECTIVE AS OF APRIL 27, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION 01.42

Regular Board Meetings

TIME AND PLACE

The Board shall conduct an organizational meeting at its first meeting in January. The dates, times (stated in both Eastern and Central time[6]), and places of regular meetings shall be approved each year by the Board and entered in its minutes. The schedule of regular meetings shall be made available to the public.[2] Rescheduled regular meetings shall be noticed and held as special meetings.[1 & 5]

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

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

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

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

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

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

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

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

OPEN MEETINGS

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

PUBLIC COMMENT PERIOD

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

VIDEO TELECONFERENCES

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

Regular Meetings

VIDEO TELECONFERENCES (CONTINUED)

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

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

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

REFERENCES:

[1]KRS 160.270
[2]KRS 61.820; OAG 78-274; OAG 78-614
[3]KRS 61.810
[4]KRS 61. 823; KRS 61.826
[5]92-OMD-1677; 04-OMD-056
[6]KRS 61.805
KRS 61.840**;** KRS 158.070
17-OMD-148

RELATED POLICIES:

01.421; 01.43; 01.44; 08.3; 08.31

LEGAL: HB 869 AMENDS KRS 61.805 DEFINING TIME AS MEANING THE TIME OF DAY STATED IN BOTH EASTERN AND CENTRAL TIME. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS EFFECTIVE AS OF APRIL 27, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED
RECOMMENDED: TO BE CONSISTENT WITH POLICY 01.41, PER KRS 160.160, CHAIRMAN WAS REVISED TO CHAIR.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION 01.44

Special Called Meetings

AUTHORIZATION

The Board may hold such special meetings as are necessary to expedite its business.[1] A special meeting may be open or closed, and the Board may accordingly conduct any activities in a special meeting that are permitted in an open or closed meeting.[2] The Board may consider only those subjects set forth in the notice of the meeting and agenda.[3]

CALL AND NOTICE

Special meetings may be called at any time by the ~~c~~Chair~~person~~ or by written request of three (3) of the members to the secretary of the Board. The notice shall consist of the date, time (stated in both Eastern and Central time[5]) and place of the special meeting and the agenda. Discussion and action at the meeting shall be limited to items listed on the agenda in the notice.[1]

DELIVERY AND TIMING OF NOTICE

Notice of a special meeting shall be delivered personally, by mail, by facsimile machine, **or by electronic mail (email)** to each Board member and to each local newspaper of general circulation, each news service, and each local radio and television station, which has on file with the Board written request to be notified of special meetings. The notice shall be delivered at least twenty-four (24) hours prior to the specified time of the meeting and shall list the matters to be discussed. Written notice shall also be posted at least twenty-four (24) hours before the meeting in a conspicuous place in the building where the meeting will take place and in the Board central office.[4]

EXCEPTION

Requirements for notice, delivery and timing are not required in case of an emergency, which prevents compliance. If emergency conditions exist such that injury, or damage to personal property, or financial loss to the Board is likely, less than twenty-four (24) hours notice may be given. In such a case reasonable effort shall be made to notify Board members, media organizations that have filed a written request for notification and the public of the emergency meeting. At the beginning of the meeting, the Chair~~person~~ shall explain, for the record, the emergency circumstances preventing compliance with notice, delivery, and timing requirements. This explanation shall be recorded in the minutes of the meeting. Discussion and action at this meeting shall be limited to the emergency for which the meeting has been called.[4]

REFERENCES:

[1]KRS 160.270
[2]OAG 78-274
[3]OAG 77-221; OAG 61-24
[4]KRS 61.823
[5]KRS 61.805
92-OMD-1677

LEGAL: HB 727 AMENDS KRS 160.180 REQUIRING ANNUAL IN-SERVICE TRAINING FOR SCHOOL BOARD MEMBERS TO INCLUDE ETHICS, OPEN MEETINGS, OPEN RECORDS, FINANCE TRAINING, AND SUPERINTENDENT EVALUATION. DIRECT THE KENTUCKY BOARD OF EDUCATION TO IDENTIFY CRITERIA TO FULFILL THE TRAINING REQUIREMENTS.
FINANCIAL IMPLICATIONS: COST OF TRAINING

POWERS AND DUTIES OF THE BOARD OF EDUCATION 01.83

In-service Training

IN-SERVICE TRAINING FOR BOARD MEMBERS IN OFFICE AS OF DECEMBER 31, 2014

Annual in-service training for all members of the Board in office as of December 31, 2014, shall include training on topics required by regulation that meet the minimum number of total training hours as follows:[1]

1. Twelve (12) hours for members with zero (0) to three (3) years of experience;
2. Eight (8) hours for members with four (4) to seven (7) years of experience; and
3. Four (4) hours for members with eight (8) or more years of experience.

The in-service training requirements shall include a minimum of:

1. One (1) hour of ethics training every year;
2. One (1) hour of open meetings and open records training every four (4) years; and
~~1.~~3. Two (2) hours of finance training every two (2) years.

IN-SERVICE TRAINING FOR BOARD MEMBERS WITH INITIAL SERVICE ON OR AFTER JANUARY 1, 2015

For all members of the Board who begin initial service on or after January 1, 2015, the in-service training requirements shall be~~include training on topics required by regulation that meet the minimum number of total training hours as follows~~:[1]

a. Twelve (12) hours for members with zero to eight (0-8) years of experience each year which shall include a minimum of:
    1. One (1) hour of ethics training each year; and
    2. One (1) hour of open meetings and open records training within the first twelve (12) months of initial service and at least once every four (4) years thereafter; ~~and~~
    3. Three (3) hours of finance training within the first two (2) years of initial service and two (2) hours of finance training at least once every two (2) years thereafter; and
    4. One (1) hour of superintendent evaluation within the first two (2) years of service; and
b. Eight (8) hours for members with more than eight (8) years of experience each year, which shall include a minimum of:
    1. One (1) hour of ethics training each year; ~~and~~
    2. One (1) hour of open meetings and open records training at least once every four (4) years; and
    3. Two (2) hours of finance training at least once every two (2) years.

Training topics for members with less than two (2) years of consecutive service shall include three (3) hours of finance and one (1) hour of Superintendent evaluation within the first two (2) years of service.

The Kentucky Board of Education shall identify the criteria for fulfilling the above requirements. ~~Training topics for members with less than two (2) years of consecutive service shall include three (3) hours of finance and one (1) hour of Superintendent evaluation within the first two (2) years of service.~~

In-service Training

OTHER BOARD MEMBER DEVELOPMENT ACTIVITIES

In addition to the in-service training required by state law, Board members shall be encouraged to participate in activities such as:

1. Attendance at school board and administrative conferences, conventions, and workshops on a local, regional, state, and national level;
2. Exchange of ideas through joint meetings with neighboring school boards;
3. Reports on educational programs presented at Board meetings by the Superintendent and staff; and
4. Regular exposure to professional journals and papers.

If a Board member obtains hours through any sources other than the Kentucky School Boards Association (KSBA), he/she/they shall have local Board approval prior to participation in the training event and, shall ensure that a copy of proof of attendance including a recitation of the time, date, location, and description of the training is sent by the training provider to KSBA within two (2) weeks of completion of the training.

~~IN-SERVICE TRAINING REGARDING CHARTER SCHOOL AUTHORIZATION~~

~~Separate and apart from the above in-service training, each member of the Board shall participate in in-service training regarding charter school authorization as follows:~~

~~When the Board, or a collaborative of local school boards including the Board, receives a charter school application, any member of the Board or boards who has not received charter authorization training within twelve (12) months immediately preceding the date the application was received shall receive six (6) hours of in-service training prior to evaluating the charter application. Except for training provided prior to July 15, 2020, the training shall be in addition to the annual in-service training required under KRS 160.180, and the Board shall select the trainer to deliver the training to its members. Charter authorization training shall not be required of any Board member until a charter application is submitted to the Board or boards.~~[2]

~~The charter authorization training requirements shall be approved by the Commissioner of Education and shall address the following topics of authorizer responsibility and charter school formation and operation:~~

~~1. Financial governance and transparency;~~

~~2. Conflict of interest;~~

~~3. Charter application;~~

~~4. Charter school contracting;~~

~~5. Charter school monitoring;~~

~~6. Charter school renewal, nonrenewal, and revocation;~~

~~7. Charter school closure;~~

~~8. Ethics;~~

In-service Training

~~IN-SERVICE TRAINING REGARDING CHARTER SCHOOL AUTHORIZATION (CONTINUED~~

~~9. Curriculum and instruction;~~

~~10. Educational services provided for special needs, at risk, English learner, gifted **and talented,** and other special population students; and~~

~~11.~~1. ~~Physical restraint and seclusion of students~~.

NEW BOARD MEMBER ORIENTATION

Each new member of the Board shall be afforded every opportunity to learn the functions and responsibilities entailed by election to the Board. It shall be the duty of the Superintendent and the administrative staff to assist each member-elect in understanding the functions, policies, and procedures of the Board and the operation of the school system before taking office. The following procedures shall be employed as a minimum:

1) The member-elect shall be given selected materials on the function of the Board and of the school system.
2) A copy of the Board's policies and bylaws and a copy of the administrative procedures shall be provided each new member, either in paper and/or electronic format.
3) A copy of the current budget of the school system and the opportunity to become fully acquainted with the financial structure of the school system shall be provided each member-elect.
4) The member-elect shall be invited to attend Board meetings and to participate in discussion prior to actual induction.
5) The incoming member shall be invited to meet with the Superintendent and other administrative personnel whom the Superintendent shall designate to discuss the services they perform for the Board.

REFERENCES:

[1]KRS 160.180
[2]KRS 160.1594
701 KAR 8:020
702 KAR 1:116
OAG 85-53; OAG 85-145

LEGAL: SB 2 AMENDS KRS 157.350 REQUIRING SUPERINTENDENT PERCENTAGE PAY INCREASE NOT BE GREATER THAN THAT PROVIDED FOR CLASSROOM TEACHERS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED
LEGAL: SB 2 AMENDS KRS 160.350 ADDING LANGUAGE TO PUBLISH THE SUPERINTENDENT'S CONTACT ON THE DISTRICT WEBSITE AND SUBMIT TO THE KENTUCKY DEPARTMENT OF EDUCATION WITHIN THIRTY (30) DAYS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Contract of Superintendent

CONTRACT

The Superintendent shall work under a written contract, mutually agreed to by the Board and the Superintendent. Except for individuals serving in an interim or acting capacity, the Superintendent shall be granted a contract by the Board for a term of one (1), two (2), three (3), or four (4) years in accordance with statutory requirements.[1]

The Board shall establish and approve the Superintendent's salary and length of term before entering into a contract for his/her employment. In determining compensation for the Superintendent, the Board shall consider the District's financial resources, current economic conditions, employee performance, and salary data for similar positions at relevant organizations within the region.

Any contract, renewal, or extension for the Superintendent entered into on or after July 1, 2026, shall not provide a percentage pay increase greater than that provided to District classroom teachers. Upon the expiration of the Superintendent's contract, the Board may negotiate a salary increase, which shall be set forth in a new contract. The Board may request a waiver of this paragraph from the Commissioner of Education. If the Commissioner denies the waiver request, the Board may request a waiver in accordance with KRS 156.161.

The Board shall approve the salary, benefits, and other conditions of employment to be provided to the Superintendent in an open and public meeting. All such payments, benefits, and conditions shall be clearly documented in the Superintendent's current employment contract and in any contractual extensions approved by the Board thereafter.

In accordance with KRS 160.350 the Superintendent's contract, and any amendments, renewals, extensions, or addendums, shall be published on the District's website and submitted to the Kentucky Department of Education, within thirty (30) days of execution.

VACANCY

When a vacancy occurs between a school Board election and the time that new members take office, the vacancy may not be filled until the new members take office. The Board may appoint an acting Superintendent during that period for a term not to exceed six (6) months. Such term may be renewed once for a period not to exceed three (3) months.

REFERENCES:

[1]KRS 160.350
KRS 156.161
KRS 157.350

LEGAL: HB 448 CREATES NEW SECTION OF KRS 17 REQUIRING CRIMINAL JUSTICE AGENCIES TO PROVIDE CRIMINAL HISTORY RECORDS TO REQUESTING AGENCIES WHEN THEY ARE CONDUCTING A BASIC SUITABILITY OR FITNESS ASSESSMENT FOR FEDERAL OR CONTRACTOR EMPLOYEES UNDER 5 U.S.C. SEC 9101.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

School Resource Officers (SROs)

DEFINITION

"School Resource Officer" or "SRO" means an officer whose primary job function is to work with youth at a school site who has specialized training to work with youth at a school site and is:

(a) 1. A sworn law enforcement officer certified under KRS 15.380 to KRS 15.404; or

2. A special law enforcement officer appointed pursuant to KRS 61.902 and certified under KRS 15.380 to KRS 15.404; or

3. A police officer appointed as a certified SRO; and

(b) Employed:

1. Through a contract between a local law enforcement agency and the District;

2. Through a contract as secondary employment for an officer, as defined in KRS 16.010, between the Department of Kentucky State Police and the District; or

3. Directly **by** the District as part of the JCPS Police.[1]

PURPOSE AND GOAL: SAFER SCHOOLS AND SAFER STUDENTS

The Board is responsible for the general management and control of schools in the District[2], including promoting and fostering a safe environment for students, staff, and visitors. Every student should have access to a safe, secure, and orderly school that is conducive to learning.[3] Central to that responsibility is the implementation of a fair and equitable system of behavior supports and interventions for all students. School administrators are expected to develop and implement a plan with teachers to ensure that expected behaviors are intentionally taught, modeled, learned, and reviewed to ensure understanding and success by students, school staff, and SROs.

The District's commitment to achieving racial equity through awareness, action, and accountability must be embedded in all school and District practices, to ensure that all students are treated fairly and without discrimination. Critical to school safety and student success is the importance of building and sustaining positive adult-to-student relationships that: celebrate and recognize positive student behavior; incorporate cultural competence; use age- and developmentally-appropriate strategies; and are based on mutual respect and two-way communication.

A central goal of implementing this system of strategies to develop positive relationships in schools is reducing the number of students who become engaged with the juvenile justice and criminal justice systems.

The purpose of the SRO program is not to enforce or administer matters of school discipline and student conduct. Such matters are the responsibility of other District or school personnel. The purpose of the SRO program is to: promote and foster a safe environment in schools, at school-sponsored events, and on school transportation; provide a law enforcement presence on school property and at school-sponsored events; enhance educational programs relating to safety and positive behaviors; build positive relationships with students to support academic success and personal growth; provide a liaison to community and law enforcement agencies, and contribute to the District focus on building trusting relationships in school communities through approaches such as restorative practices, positive behavior interventions and supports, social-emotional learning, and trauma-informed practice. The primary domain of activity for an SRO is outside the school building, except when called to respond to an incident or emergency by the principal or District administrator. An SRO shall work to develop strong working collaborative relationships

School Resource Officers (SROs)

PURPOSE AND GOAL: SAFER SCHOOLS AND SAFER STUDENTS (CONTINUED)

with principals; other school administrators; and with School Safety Administrators, whose primary domain of activity is within school buildings.

The goal of the SRO program is to promote safer schools and safer students by employing law enforcement officers with high levels of specialized school-specific and student-focused training to work proactively with others in the school community to create a safer and more supportive learning environment for all students. SROs shall work as a team with administrators and teachers to develop strategies to protect and support all children so they can reach their fullest potential. Administrators will work to facilitate opportunities for SROs who have mentoring relationships with students to maintain those relationships.

The SRO program is one component of a broader effort within schools and the District central office to promote and foster a safe learning environment for students, staff, and community. Schools are safer when administrators, teachers, and staff work intentionally to:

- Actively engage students in authentic learning that matters to their sense of self and personal development.
- Build a culture and climate that foster and sustain attitudes, beliefs, values, and practices that promote success for all students.
- Make racial equity foundational to all school systems and practices.
- Develop and implement a comprehensive system of supports to address student mental health, social, and emotional needs, and the roots of disruptive behavior.
- Collaborate closely with appropriately trained and equipped law enforcement professionals – SROs – to promote and foster a safe environment for students, faculty, staff, and the school community.
- An SRO will have such training, certification, and commission as is required by provisions of KRS Chapters 15, 61, and 158.
- In addition to requirements established under state law for SROs, an SRO employed by the District shall meet all additional training and other requirements established by the District in the SRO job description and in procedures to implement this policy.
- Per KRS 158.4414, an SRO who fails to successfully and timely complete SRO training requirements shall lose their SRO certification and shall no longer work in the District as an SRO. An SRO who fails to meet other requirements established by the District shall be subject to the provisions of the policies and procedures governing employee discipline.
- An SRO shall also obtain training on the use of physical restraint and seclusion including additional training applicable to “core team” school personnel designated to respond to dangerous behavior.
- An SRO is vested with law enforcement jurisdiction and authority as described in KRS 61.902 to KRS 61.930 and other applicable law, including, but not limited to, investigating and responding to possible criminal offenses and to health or safety threats to students or school personnel.

School Resource Officers (SROs)

ROLES AND EXPECTATIONS

- An SRO is vested with law enforcement jurisdiction and authority as described in KRS 61.902 to KRS 61.930 and other applicable law, including, but not limited to, investigating and responding to possible criminal offenses and to health or safety threats to students or school personnel.
- As authorized under the Family Educational Rights and Privacy Act ("FERPA"), SROs and all staff within the JCPS Police Department, are designated as the District's "law enforcement unit" possessing law enforcement authority and exercising safety and security functions as described in state law and referenced above. Records created and maintained by an SRO for a law enforcement purpose do not constitute education records under FERPA.[3] District staff other than law enforcement personnel are not responsible for the creation of law enforcement records and are expected to observe restrictions on access to such records. An SRO is expected to provide guidance and insight to District officials and staff on such restrictions.

NATURE OF EMPLOYMENT

An SRO is a classified employee. An SRO is therefore generally covered by District classified employee policies, including, but not limited to, policies regarding terms and conditions of employment; fringe benefits; employee discipline; and reductions in force.[4] However, as applied to an SRO, such general District classified employee policies may be subject to the terms of their contract with the District; their job description; and their authority to carry out certain law enforcement functions as permitted by law.[5] Police officers shall be granted with the protections provided in KRS 15.520 and shall be certified in accordance with KRS 15.380.[6] In accordance with KRS 61.926, 527.020, and 527.070, as applicable, each SRO shall be armed with a firearm, notwithstanding any provision of Board policy, school council policy, or memorandum of agreement.[5]

ASSIGNMENT

The Board shall ensure, for each campus in the District, that at least one (1) certified SRO is assigned to and working on-site full-time in the school building or buildings on the campus. If sufficient funds and qualified personnel are not available for this purpose for every campus, the Board shall fulfill the requirements on a per campus basis, as approved in writing by the State School Security Marshal, until a certified SRO is assigned to and working on-site full-time on each campus in the District.

BOARD MAY AUTHORIZE POLICE DEPARTMENT

KRS 158.471 provides that the Board is authorized to establish a police department for the District, appoint police officers and other employees, prescribe distinctive uniforms for the police officers of the District, and designate and operate emergency vehicles. Police officers appointed shall take an appropriate oath of office in the form and manner consistent with the constitution of Kentucky.

If the Board establishes a police department, the Superintendent/designee shall develop standard operating procedures governing the department.

School Resource Officers (SROs)

BOARD MAY AUTHORIZE POLICE DEPARTMENT (CONTINUED)

The District police department shall provide criminal history records information to a requesting agency when that requesting agency is conducting a basic suitability or fitness assessment for federal or contractor employees under 5 U.S.C. sec 9101 in accordance with KRS 17.162.

TRAINING REQUIREMENTS

All SROs shall successfully complete forty (40) hours of annual in-service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs, as well as all other additional training requirements for SROs established by the District. Any SRO who fails to successfully complete the state-mandated training requirements within the specified time periods, including approved extensions, shall lose their SRO certification and shall no longer serve in the capacity as an SRO. An SRO who has lost SRO certification due solely to the officer's failure to meet state training requirements may regain certification status as an SRO upon completion of the training deficiency, and may resume service in the capacity as an SRO. An SRO who fails to meet other training requirements established by the District shall be subject to the provisions of the policies and procedures governing employee discipline.

As set forth in KRS 158.4414, the course curriculum for in-service training certified or recognized by the Kentucky Law Enforcement Council for SROs, shall include but not be limited to:

(1) Foundations of school-based law enforcement;

(2) Threat assessment and response;

(3) Youth drug use and abuse;

(4) Social media and cyber security;

(5) School resource officers as teachers and mentors;

(6) Youth mental health awareness;

(7) Diversity and bias awareness training;

(8) Trauma-informed action;

(9) Understanding students with special needs; and

(10) De-escalation strategies.

Course curriculum for additional District-mandated SRO training shall include, but not be limited to:

(1) Bullying;

(2) Cross-cultural communication and bias awareness training;

(3) De-escalation strategies;

(4) Multi-Tiered Systems of Support and Positive Behavior Interventions and Supports (MTSS and PBIS);

(5) Restorative Practices;

(6) Safe Crisis Management;

(7) Student Support and Behavior Intervention Handbook;

School Resource Officers (SROs)

TRAINING REQUIREMENTS (CONTINUED)

(8) Trauma-informed action;

(9) Understanding students with special needs;

(10) Youth mental health awareness;

(11) Weapon qualification;

(12) Drug rehabilitation resources;

(13) Suicide prevention;

(14) Use of trained interpreters when engaging with a student, family member, or other individual whose first language is not English;

(15) Family Educational Rights and Privacy Act (FERPA); and

(16) All trainings required by the District for classified employees

Principals and School Safety Administrators shall be given training and guidance regarding positive and effective relationships with SROs, including the circumstances under which requesting support from an SRO is appropriate, and when it is not appropriate.

DATA COLLECTION, ANALYSIS, REPORTING, AND PROGRESS MONITORING

1. The SRO Standard Operating Procedures Manual, as described below, shall include detailed guidance for the reporting of incidents by SROs, including but not limited to: the types of incidents that must be reported; the information required; the form of documentation; and the delivery, storage, and maintenance of incident reports.

3. The Chief of Police shall create a Data Review Team to establish program goals and metrics to assist in measuring progress toward meeting those goals. The Executive Officer ~~Chief of~~ Accountability, Research and Systems Improvement/designee shall assist the Data Review Team in establishing metrics and data collection and analysis protocols. The Data Review Team shall include the Chief of Opportunity and Access ~~Equity~~ Officer/designee, the Executive Director, Success and Resilience ~~Assistant Superintendent of Culture and Climate~~/designee, Executive Officer, ~~Chief of~~ Exceptional Child Education/designee, and three mental health professionals, who may include, but are not limited to, a school psychologist, counselor, or mental health practitioner**.**

4. The Chief of Police shall prepare regular reports for the Superintendent and the Board outlining program implementation activities, progress towards meeting goals, challenges, next steps, and program needs.

4. The Chief of Police shall establish an SRO Community Data Review Team, which shall meet at least quarterly to review and analyze aggregate data regarding incidents reported by SROs and make recommendations to the District regarding the SRO program. The SRO Community Data Review Team shall include individuals with knowledge and expertise regarding data analysis, violence prevention, justice-involved youth, racial equity in the school setting, and other pertinent matters.

5. As Racial Equity and Culture and Climate are two of the three pillars of the District, the Data Review Team shall closely monitor, consistently report, and actively work to reduce both racial disproportionality in and the overall number of citations, arrests, and other law enforcement involvement with students.

School Resource Officers (SROs)

DATA COLLECTION, ANALYSIS, REPORTING, AND PROGRESS MONITORING (CONTINUED)

6. The Chief of Police/designee shall establish a process whereby authentic student feedback regarding the School Safety Program and SRO is collected, analyzed, and shared with District leadership and the Board.

7. The Chief of Police/designee shall notify the Superintendent, Chief of Strategy and Innovation, ~~Staff~~ General Counsel, and all Board members, as soon as possible and within three (3) days, of all incidents in which an SRO:

    a. Detains a student under the age of eighteen (18) into custody under KRS 610.190 for an offense for which an adult could be arrested, including a physical detention to another location and a detention that results in the issuance of a citation and release;

    b. Arrests an adult student including a physical arrest to another location and an arrest that results in the issuance of a citation and release;

    c. Arrests an individual who is not a student;

    d. Unholsters a firearm or Taser; or

    e. Discharges a firearm or Taser.

STANDARD OPERATING PROCEDURES MANUAL

The Chief of Police ~~Superintendent~~/designee shall prepare an SRO Standard Operating Procedures (SOP) Manual to provide operational guidance to the JCPS Police Department and SROs. The SOP Manual shall provide written processes that describe in detail how to perform tasks specific to the SRO program to meet statutory, regulatory, and Board policy standards; establish expectations for high quality operations; and to create a culture of accountability and continuous improvement.

Using national best practices and procedures for school resource officer programs, the District shall establish an SOP Manual Team, including members from District departments and the community, to develop SRO SOPs.

The manual shall be reviewed and updated by a reconstituted SOP Manual Team at least once every two years, and as needed.

SUPERINTENDENT TO REPORT

No later than November 1 of each year, the Superintendent shall report to the Center for School Safety the number and placement of SRO in the District. The report shall include the source of funding and method of employment for each position.

GUARDIANS

Beginning with the 2025-2026 school year, the Board, if unable to meet the requirement for each campus in the District, that at least one (1) certified SRO is assigned to and working on-site full-time in the school building or buildings on the campus, may in consultation with and approval by the State School Security Marshal, employ one (1) or more Guardians to provide safety and security measures for schools within the District. The use of Guardians shall not be used to replace

School Resource Officers (SROs)

GUARDIANS (CONTINUED)

the certified SRO, but only to provide safety and security resources until a certified SRO is available.

If ~~Beginning with the 2025-2026 school year, if~~ the District that has met the requirement for each campus in the District, that at least one (1) certified SRO is assigned to and working on-site full-time in the school building or buildings on the campus, the District may employ one (1) or more Guardians to provide additional school safety and security measures within the District.[7]

REFERENCES:

[1]KRS 158.441
[2]KRS 160.290
[3]20 U.S.C. 1232(g)(a)(4)(ii); 34 C.F.R. § 99.8
[4]KRS 161.011
[5]KRS 61.902 – KRS 61.930; KRS 527.020; KRS 527.070; KRS 70.290
[6]KRS 158.471
[7]KRS 158.4414
KRS 15.380 to KRS 15.404; KRS 15.520
KRS 17.162; KRS 158.440 – KRS 158.4461
KRS 158.471; KRS 158.473; KRS 158.475; KRS 158.477; KRS 158.479; KRS 158.481
704 KAR 7:160
5 U.S.C. sec 9101

RELATED POLICIES:

02.311; 09.14; 09.2211; 09.227; 09.422; 09.425; 09.4361

LEGAL: HB 869 AMENDS KRS 61.805 DEFINING TIME AS MEANING THE TIME OF DAY STATED IN BOTH EASTERN AND CENTRAL TIME. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS EFFECTIVE AS OF APRIL 27, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

School Council Meetings (SBDM)

OPEN MEETING AND OPEN RECORD REQUIREMENTS

All meetings of the council are open to the public and subject to the open meetings law KRS 61.805, et seq. Council records are also subject to open records law and the Records Retention Schedule, Public School District, incorporated by reference in 725 KAR 1:061.

SCHEDULE

The first meeting of the council shall be called by the Principal; thereafter, the council shall set its own meeting schedule. At the first meeting, the council shall adopt a schedule of regular meetings for the fiscal year, identifying the date, time (stated in both Eastern and Central time[4]) and place of each meeting. Any meeting held due to a change to this schedule shall be a special-called meeting.[1]

All meetings of the council and any committees or subcommittees thereof, shall be held at specified times and places which are convenient to working parents/guardians and the public. The schedule of regular meetings shall be made available to the public.[2] Advance notice of meetings shall be given to parents/guardians and teachers.

AGENDA

A written agenda shall be prepared and copies made available to the public at all meetings of the council. The agenda of each council meeting shall provide an opportunity for interested persons to address the council.

PUBLIC MEETINGS

A quorum of the school council must be present for the transaction of business. All meetings at which a quorum of council members are present at which any public business is discussed or at which any action is taken are to be public meetings, open to the public at all times, except as provided in KRS 61.810.[3]

OPEN RECORDS

The Principal shall be the Chair of the council and shall be responsible for securing minutes that record the council's actions. Minutes shall be approved by the council and forwarded by the Principal to the Superintendent/designee, to be kept in a permanent file along with other council records and shall be open to public inspection. The Superintendent shall keep the board informed of council actions.

REFERENCES:

[1]92-OMD-1677
[2]KRS 61.820; OAG 78-274, OAG 78-614
[3]KRS 61.810
[4]KRS 61.805
KRS 61.815; KRS 61.823; KRS 61.826
KRS 61.835; KRS 61.840; KRS 61.846
KRS 61.848; KRS 61.850; KRS 61.870; KRS 61.872
KRS 61.874; KRS 61.876; KRS 61.884
Records Retention Schedule, Public School District

School Council Meetings (SBDM)

RELATED POLICIES:

01.43; 01.44; 10.11

LEGAL: HB 500 PROVIDES THAT A LOCAL BOARD MAY REDUCE THE ALLOCATIONS TO INDIVIDUAL SCHOOLS AS OUTLINED IN 702 KAR 3:246, NOTWITHSTANDING KRS 160.345(8). ALLOCATIONS SHALL NOT BE LESS THAN $100 PER PUPIL IN AVERAGE DAILY ATTENDANCE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION 02.4242

School Budget and Purchasing (SBDM)

BOARD ALLOCATIONS

The Board shall appropriate to each school an amount equal to or greater than that specified by the formula prescribed in 702 KAR 3:246. Notwithstanding KRS 160.345(8), the Board may reduce the allocations to individual schools within the District; however, the allocation shall not be less than one hundred ($100) dollars per pupil in average daily attendance.[1] School councils shall be provided notice of allocations for the next budget year in accordance with the timelines required by regulation.[1][2]

An amount for professional development shall be allocated as required by Kentucky Administrative Regulation.

SCHOOL RESPONSIBILITY

The school administration (SBDM council or the Principal with consultation from the participatory management committee) shall prepare a detailed budget using the basic allocation to purchase the necessary certified and classified positions, supplies and instructional materials, professional training, etc., to provide a sound program of instruction to all of the school's students.

School administration shall submit this budget to the Superintendent in accordance with the budgeting calendar approved by the Board.

Schools may request additional general fund monies from the Board. The Board shall consider such requests under the following conditions:

1. Each school shall have a budget and all expenditures shall be made in accordance with this budget. In addition, the school shall comply with all federal and state laws and regulations.
2. The ratio of teachers to students shall be flexible depending upon grade levels, course offerings, accrediting standards, other applicable state laws and regulations and provisions of negotiated agreements.

The school shall, in expending allocated funds, comply with all state and Board budgeting, purchasing and reporting laws, regulations, policies and procedures. Board purchasing procedures shall be followed in the expenditure of these funds. Expenditure of these funds, with the exception of personnel salaries, shall be accomplished only by completing a central office purchase order.

The Board allocation is the total financial resource available to that school in those budget categories for the fiscal year. The council may reassign these funds to alternate budget categories for purposes consistent with its responsibilities. The school shall not expend or commit to expend any funds in excess of those allocated to the school. Should this occur, the employee(s) responsible shall be subject to appropriate disciplinary action, and the Superintendent may require the school/council to present, for Board approval, a plan to reimburse the District for the amount spent in excess of the allocation.

All state allocated funds managed by the school but not expended by the end of the fiscal year, shall revert to the District general fund, unless the school council has received Board approval to escrow the funds to be used at a future date for an approved project.

School Budget and Purchasing (SBDM)

BOARD APPROPRIATION

The Superintendent shall determine which curriculum, textbooks, instructional materials, and student support services shall be provided in the school after consulting with the Board, the Principal, and the school council and after a reasonable review and response period for stakeholders in accordance with applicable state laws, regulations, and Board policy.

PURCHASING

In order to comply with state accounting and bidding requirements, all purchases of goods and services shall be made in conformity with Board policy.

SUPERINTENDENT'S RESPONSIBILITY

The Superintendent/designee shall prepare and provide the school a monthly statement of the current financial status of funds allocated to the school. This statement shall include the beginning unencumbered balance for each category of authorized expenditure, an itemized listing of purchase orders paid, an itemized listing of purchase orders authorized but not paid, and the end-of-the-month unencumbered balance of funds allocated.

EXPENDITURE OF FUNDS

In schools where SBDM has been implemented, the school council shall determine the expenditure of funds allocated to the school. In schools not operating under SBDM, the District administration shall determine the expenditure of these funds.

REFERENCES:

[1] ~~2~~HB 500, the 2026-2028 Executive Branch Budget Bill
[2] ~~1~~702 KAR 3:246; School Council Allocation Formula
704 KAR 3:510; KRS 156.445; KRS 160.345
OAG 91-10; OAG 91-206; OAG 92-59

RELATED POLICIES:

02.4331
04.1; 08.1

LEGAL: HB 500 REQUIRES SCHOOLS TO DISPLAY ACADEMIC INFORMATION ON THE SCHOOL'S INTERNET LANDING PAGE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Comprehensive School Improvement Plan

RESPONSIBILITY

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

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

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

The primary purposes of the CSIP shall be:

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

FORM

Unless the school planning committee requests and is granted a waiver by the Board, the school committee shall use the platform provided by the Kentucky Department of Education**.** The CSIP structure shall include the components set out in 703 KAR 5:225, Every Student Succeeds Act of 2015 (ESSA), and the elements required by KRS 158.649.

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

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

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

PUBLIC REVIEW

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

Comprehensive School Improvement Plan

SCHOOL REPORT CARDS

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

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

a. In the newspaper of the largest general circulation in the county;

b. Electronically on a website of the District; or

c. By printed copy at a prearranged site at the main branch of the public library within the District.

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

Each school shall send to parents a school report card containing information about school performance as outlined in KRS 158.6453 and 703 KAR 5:140, and information on electronic access to a summary of the results for the district shall be published in the newspaper with the largest circulation in the county.

The School shall prominently display in a banner format, in not less than 16-point type, on the School's internet landing page and at the top of each page of the School's website, the School's percentage of students scoring the following on the most recent Kentucky Summative Assessment (KSA):

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

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

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

BOARD REVIEW

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

Comprehensive School Improvement Plan

REFERENCES:

KRS 158.645; KRS 158.6451; KRS 158.6453; KRS 158.649
KRS 160.290; KRS 160.345; KRS 160.463
703 KAR 5:140; 703 KAR 5:225; 703 KAR 5:280; HB 500, the 2026-2028 Executive Branch ~~2024~~ Budget Bill
P. L. 114-95 (Every Student Succeeds Act of 2015)

RELATED POLICIES:

01.111; 02.432

LEGAL: HB 253 AMENDS KRS 160.380 TO REQUIRE DISTRICTS TO DISCLOSE ANY DISCIPLINARY ACTIONS RELATED TO ABUSIVE CONDUCT OF APPLICANTS AND ADDS ANNUAL NOTIFICATION OF SELF-REPORTING REQUIREMENT OF CHILD ABUSE OR NEGLECT. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED
LEGAL: HB 727 AMENDS KRS 160.380 REMOVING THE REQUIREMENT OF THE SUPERINTENDENT TO CONDUCT A SEARCH TO LOCATE MINORITY TEACHERS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF JULY 1, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

- CERTIFIED PERSONNEL -

Hiring

SUPERINTENDENT'S RESPONSIBILITIES

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

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

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

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

EFFECTIVE DATE

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

QUALIFICATIONS

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

Hiring of certified personnel who have previously retired under TRS shall be in compliance with applicable legal requirements.[2]

PRE-EMPLOYMENT INQUIRIES

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

CRIMINAL BACKGROUND CHECK AND TESTING

Applicants, employees, and student teachers assigned within the District shall undergo records checks and testing as required by applicable statutes and regulations.[1]

Hiring

CRIMINAL BACKGROUND CHECK AND TESTING (CONTINUED)

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

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

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

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

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

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

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

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

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

Hiring

REPORT TO SUPERINTENDENT

An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. Any failure to report this finding shall result in the employee being subject to dismissal or termination**.** The Superintendent shall annually notify District employees of the self-reporting requirement.

VACANCIES POSTED

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

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

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

REVIEW OF APPLICATIONS

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

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

RELATIONSHIPS

All applications shall require a response concerning the relationship as defined in KRS 160.180 and KRS l60.380 of each applicant to the Superintendent, any Principal of the District, any other District employees, or a Board member. The hiring of a relative of the Superintendent, a Board member or principal of the District is subject to the restrictions provided in KRS l60.l80 and KRS l60.380.

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

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

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

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

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

Hiring

RELATIONSHIPS (CONTINUED)

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

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

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

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

Exception to the above is substitute personnel.

CONTRACT

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

JOB DESCRIPTION

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

INTENT

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

REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT

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

Hiring

REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT (CONTINUED)

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

EMPLOYEES SEEKING A JOB CHANGE

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

JOB SHARING

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

EXCHANGE OF TEACHERS

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

DISCLOSURE OF DISCIPLINARY ACTION

If requested by a school district, public school, or nonpublic school regarding an applicant for a position, the district that employs or previously employed the applicant shall disclose any disciplinary action, and any resulting resignation or termination, related to abusive conduct while the applicant was employed by the district in accordance with KRS 160.380. This also applies to a school district, public school, or nonpublic school located in a member state of the Interstate Teacher Mobility Compact.

The District considering the applicant for employment shall, if the application is for a certified position, request information from the Education Professional Standards Board (EPSB) related to pending and resolved disciplinary action against the applicant involving abusive conduct. The EPSB shall provide the requested information, if applicable, within ten (10) working days.

If there is a finding of abusive conduct regarding an applicant, the applicant shall be:

1. Ineligible for hire by the District; and
2. Subject to dismissal or termination if the applicant is hired by the District or is a current employee of the District.

Hiring

REFERENCES:

[1]KRS 160.380
[2]KRS 161.605~~; 702 KAR 1:150~~
[3]P. L. 114-95, (Every Student Succeeds Act of 2015)
20 U.S.C. § 7926; 42 U.S.C. § 9843a(g)
45 C.F.R. § 1302.90
KRS Chapter 13B
KRS 17.160; KRS 17.165; KRS 17.500 to KRS 17.580
KRS 156.106; KRS 160.345; KRS 160.390
KRS 161.042; KRS 161.611; KRS 161.750; KRS 335B.020; KRS 405.435
KRS 439.3401
KRS Chapter 510
16 KAR 9:080; 702 KAR 3:320; 704 KAR 7:130
OAG 18-017; OAG 73-333; OAG 91-10; OAG 91-149; OAG 91-206
OAG 92-1; OAG 92-59; OAG 92-78; OAG 92-131; OAG 97-6
Records Retention Schedule, Public School District

RELATED POLICIES:

01.11; 02.4244; 03.132

LEGAL: SB 2 AMENDS KRS 157.350 REGULATING SALARY INCREASES FOR ADMINISTRATORS FOR CONTRACTS ENTERED INTO ON OR AFTER JULY 1, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

- CERTIFIED PERSONNEL -

Salaries

SINGLE-SALARY BASIS

The Board shall approve salary schedules for all employees based on job qualifications, duties, and responsibilities for each position.

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

An administrator, as defined in KRS 161.720, shall not receive a percentage pay increase greater than the percentage pay increase provided to classroom teachers, unless the pay increase is:

a) In conjunction with a professional advancement that imposes a significant change in job duties and responsibilities; or

b) The result of local board action to uniformly increase the pay associated with a specific job category.

If requested by the Board, the Commissioner of Education may grant a waiver in accordance with KRS 156.161**.**

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

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

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

QUALIFICATIONS

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

DETERMINATION OF EXPERIENCE

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

Salaries

DETERMINATION OF EXPERIENCE (CONTINUED)

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

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

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

Experience credit shall not be given for the following:

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

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

EXTENDED EMPLOYMENT

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

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

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

EXTRA SERVICES, AND SUPPLEMENTARY PAY

The Board shall approve a schedule of compensation for extra services.

NATIONAL BOARD CERTIFIED TEACHER (NBCT) SUPPLEMENT

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

Salaries

RANK AND EXPERIENCE

The rank and experience of certified personnel shall be determined at time of hire. The Board shall direct the Superintendent to validate all experience of professional personnel employed in the District.

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

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

SENIORITY

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

EXCEPTION

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

PAYROLL DISTRIBUTION

Employees shall be paid according to a schedule approved annually by the Board. The District shall furnish the employee with **an** electronic statement. **E**mployees shall be provided access to a computer and printer for review and printing of their statement.

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

NOTICE OF SALARY

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

PAYROLL DEDUCTIONS

The Board shall approve all payroll deductions as specified by KRS 161.158 and Board Policy 03.1211.

REFERENCES:

KRS 156.161; KRS 157.075; KRS 157.320; KRS 157.350; KRS 157.360
KRS 157.390; KRS 157.395; KRS 157.397; KRS 157.420
KRS 160.290; KRS 160.291; **KRS 160.346**
KRS 161.1211; KRS 161.134; KRS 161.168; KRS 161.720; KRS 161.760
KRS 337.070; KRS 424.120; 16 KAR 1:040; OAG 97-25
702 KAR 3:060; 702 KAR 3:070; 702 KAR 3:100; 702 KAR 3:310
29 C.F.R. Section 541.303; 29 C.F.R. Section 541.602; 29 C.F.R. Section 541.710

Salaries

RELATED POLICIES:

03.114; 03.1211; 03.4

LEGAL: HB 253 AMENDS KRS 160.380 TO REQUIRE EMPLOYEES TO NOTIFY THE SUPERINTENDENT WITHIN SEVEN (7) CALENDAR DAYS OF BEING CHARGED WITH A FELONY. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL 03.1311

- CERTIFIED PERSONNEL -

Transfer

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

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

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

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

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

EMPLOYEE REQUESTS

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

TEMPORARY DUTY

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

Transfer

TRANSFER OF EMPLOYEES CHARGED WITH A FELONY

Notwithstanding any ~~other policy~~ provision of the Kentucky Revised Statutes to the contrary, any certified employee of the District shall notify the Superintendent within seven (7) calendar days of being charged with any offense which is classified as a felony. ~~t~~The Superintendent may transfer the~~an~~ employee ~~charged with a felony offense as permitted under~~ to a second position in accordance with KRS 160.380.

The Superintendent shall annually notify District employees of the self-reporting requirement.

REFERENCES:

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

RELATED POLICY:

02.4244

LEGAL: SB 46 AMENDS 160.380 TO DIRECT THE SUPERINTENDENT TO REQUIRE NON-CDL DRIVERS OF NON-SCHOOL BUS PASSENGER VEHICLES TO MEET SPECIFIC REQUIREMENTS BEFORE TRANSPORTING STUDENTS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF MARCH 27, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED
LEGAL: SB 59 AMENDS KRS 48.025 EXPLICITLY APPLYING THE PROHIBITION TO SCHOOL DISTRICTS ON USING TAX DOLLARS TO ADVOCATE FOR OR AGAINST A PUBLIC QUESTION AND ESTABLISHES PENALTIES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

- CERTIFIED PERSONNEL -

Use of School Property

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

Local, state and federal tax dollars and resources shall not be used to advocate for or against any public question that appears on the ballot.

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

OUTSIDE WORK

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

RESOURCES DEVELOPED AT DISTRICT EXPENSE

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

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

ACCEPTABLE USE OF DISTRICT TECHNOLOGY DEVICES, NETWORKS, AND RESOURCES

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

USE OF BOARD-OWNED VEHICLES

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

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

The Superintendent shall require any driver of any non-school bus passenger vehicle owned, leased or contracted by the District which is authorized to transport students to and from approved school activities and who does not have a valid commercial driver's license to meet the requirements set forth in KRS 160.380.

Use of School Property

USE OF ASSIGNED TELECOMMUNICATION DEVICES

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

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

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

RESPONSIBILITY FOR DAMAGES

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

REFERENCES:

KRS 48.025; KRS 160.290; KRS 160.380
KRS 189.292; KRS 189.294
KRS 281A.205
702 KAR 5:080
15-ORD-190

RELATED POLICY:

03.1721

LEGAL: SB 59 AMENDS KRS 48.025 EXPLICITLY APPLYING THE PROHIBITION TO SCHOOL DISTRICTS ON USING TAX DOLLARS TO ADVOCATE FOR OR AGAINST A PUBLIC QUESTION AND ESTABLISHES PENALTIES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL 03.1324

- CERTIFIED PERSONNEL -

Political Activities

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

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

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

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

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

SCHOOL BOARD ELECTIONS

The Superintendent shall inform all District employees of the provisions of KRS 161.164.

USE OF TAX DOLLARS AND RESOURCES

Local, state, and federal tax dollars and resources shall not be used to advocate for or against any public question that appears on the ballot. The Superintendent shall inform all District employees of the provisions of KRS 48.025.

REFERENCES:

KRS 48.025; KRS 161.164; KRS 161.990
OAG 63-572; OAG 72-700; OAG 92-145

RELATED POLICY:

03.113

LEGAL: HB 253 CREATES A NEW SECTION OF KRS 158 TO PROHIBIT DISTRICTS FROM PROVIDING OR UTILIZING ANY PROFESSIONAL DEVELOPMENT THAT USES THE THREE-CUEING SYSTEM OF TEACHING STUDENTS TO READ. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED
LEGAL: HB 253 ALSO AMENDS KRS 156.095 ADDING TRAINING FOR ALL EMPLOYEES ON APPROPRIATE RELATIONSHIPS AND COMMUNICATIONS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.
FINANCIAL IMPLICATIONS: COST OF TRAINING

- CERTIFIED PERSONNEL -

~~Staff Meetings and~~ Professional Development

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

STAFF ORIENTATION

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

PROFESSIONAL DEVELOPMENT PROGRAM TO BE PROVIDED

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

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

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

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

a. How to respond to an active shooter situation training prepared by the Department of Criminal Justice Training in collaboration with the Kentucky Department of Education, the Kentucky Law Enforcement Council, and the Center for School Safety;

b. Child abuse and neglect prevention, recognition, and reporting training from the list of trainings approved by the KDE.

c. Suicide prevention training:

    1. High-quality, evidence-based suicide prevention training, including risk factors, warning signs, protective factors, response procedures, referral, postvention, and the recognition of signs and symptoms of possible mental illness.

Professional Development

PROFESSIONAL DEVELOPMENT PROGRAM TO BE PROVIDED (CONTINUED)

Postvention means a series of planned supports and interventions with persons affected by a suicide for the purpose of facilitating the grieving or adjustment process, stabilizing the environment, reducing the risk of negative behaviors, and limiting the risk of further suicides through contagion; and

d. Self-study review of seizure disorder materials.

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

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

The District is prohibited from providing or utilizing any professional development that uses the three-cueing system of teaching students to read.

APPROPRIATE RELATIONSHIPS AND COMMUNICATIONS WITH STUDENTS

By June 30, 2027, all employees shall complete training developed by the Kentucky Department of Education in collaboration with the Education Professional standards Board, related to appropriate relationships and communication with students, inappropriate relationships and communication with students, sexual grooming, and sexual misconduct.

Beginning with the 2027-2028 school year, all new employees shall be required to undergo the training listed above within ninety (90) days of the employee's initial hiring. Any new employee who has completed the training within the prior five (5) years with a previous employer shall be exempt from the training.

SCHOOL RESPONSIBILITIES

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

DOCUMENTATION

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

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

Professional Development

REFERENCES:

KRS 156.095; KRS 156.492; KRS 156.553
KRS 158.070; KRS 158.306; KRS 158.645; KRS 158.6451; KRS 160.345
704 KAR 3:035; 704 KAR 3:325
P. L. 114-95 (Every Student Succeeds Act of 2015)

RELATED POLICIES:

03.1911; 09.22

LEGAL: HB 253 AMENDS KRS 160.380 TO REQUIRE DISTRICTS TO DISCLOSE ANY DISCIPLINARY ACTIONS RELATED TO ABUSIVE CONDUCT OF APPLICANTS AND ADDS ANNUAL NOTIFICATION OF SELF-REPORTING REQUIREMENT OF CHILD ABUSE OR NEGLECT. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL 03.21

- CLASSIFIED PERSONNEL -

Hiring

SUPERINTENDENT'S RESPONSIBILITIES

All appointments, promotions, and transfers of classified personnel for positions authorized by the Board shall be made by the Superintendent who, at the first meeting following such actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes.

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

EFFECTIVE DATE

A personnel action shall not be effective until the employee receives written notice of such action from the Superintendent.

PRE-EMPLOYMENT INQUIRIES

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

CRIMINAL BACKGROUND CHECK AND TESTING

Applicants and employees shall undergo records checks and testing as required by applicable statutes and regulations.[1&2] Bus drivers and applicants requiring a Commercial Driver's License (CDL) must undergo additional background and substance use checks per Board Policy 06.221.

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

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

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

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

Hiring

CRIMINAL BACKGROUND CHECK AND TESTING (CONTINUED)

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

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

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

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

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

REPORT TO SUPERINTENDENT

An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. Any failure to report this finding shall result in the employee being subject to dismissal or termination. The Superintendent shall annually notify District employees of the self-reporting requirement.

EDUCATIONAL REQUIREMENTS

No person shall be initially hired unless s/he holds at least a high school diploma or high school certificate of completion or GED certificate or is provided an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee. Licenses or credentials issued by a government entity that require specialized skill or training may also substitute for this requirement. An employee shall hold the qualifications for the position as established by the Commissioner of Education.[3]

All paraprofessionals shall satisfy educational requirements specified by federal law.[4]

VACANCIES POSTED

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

Vacancies may also be posted and advertised outside the District.

Hiring

VACANCIES POSTED (CONTINUED)

The Superintendent shall implement procedures for emergency hiring of staff to prevent disruption of necessary instructional or support services.

REVIEW OF APPLICATIONS

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

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

RELATIONSHIPS

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

A relative of the Superintendent shall not be employed except as provided by KRS 160.380.[1]

The Superintendent shall not employ a relative of a Board member. No employee may use his/her/their employment status to influence the employment in the Jefferson County School District of a relative which is defined for the purposes of this paragraph of this policy as the employee's father, mother, brother, sister, husband, wife, son, and daughter.

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

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

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

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

Hiring

EMERGENCY HIRING

The Superintendent/designee shall implement procedures for emergency hiring of staff to prevent disruption of necessary instructional or support services.

JOB DESCRIPTION

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

CONTRACT

The District shall enter into written contracts with all full-time and part-time classified staff.

JOB SHARING

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

REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT

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

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

EMPLOYEES SEEKING A JOB CHANGE

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

DISCLOSURE OF DISCIPLINARY ACTION

If requested by a school district, public school, or nonpublic school regarding an applicant for a position, the district that employs or previously employed the applicant shall disclose any disciplinary action, and any resulting resignation or termination, related to abusive conduct while the applicant was employed by the district in accordance with KRS 160.380. If there is a finding of abusive conduct regarding an applicant, the applicant shall be:

1. Ineligible for hire by the District; and

~~1.~~2. Subject to dismissal or termination if the applicant is hired by the District or is a current employee of the District.

Hiring

REFERENCES:

[1]KRS 160.380
[2]702 KAR 5:080
[3]KRS 161.011
[4]P. L. 114-95, (Every Student Succeeds Act of 2015)
20 U.S.C. § 7926; 42 U.S.C. § 9843a(g)
34 C.F.R. § 200.58; 45 C.F.R. § 1302.90
49 C.F.R. § 382.701; 49 C.F.R. § 382.703
KRS Chapter 13B
KRS 17.160; KRS 17.165; KRS 17.500 to KRS 17.580
KRS 156.070; KRS 160.345; KRS 160.390
KRS 335B.020; KRS 405.435
KRS 439.3401
KRS Chapter 510
OAG 18-017; OAG 91-10; OAG 91-149; OAG 91-206
OAG 92-1; OAG 92-59; OAG 92-78; OAG 92-131; OAG 97-6
Kentucky Local District Classification Plan; 13 KAR 3:030; 702 KAR 3:320
Records Retention Schedule, Public School District

RELATED POLICIES:

01.11; 02.4244; 03.232; 03.27; 03.5; 06.221

LEGAL: HB 253 AMENDS KRS 160.380 REQUIRING EMPLOYEES TO NOTIFY THE SUPERINTENDENT WITHIN SEVEN (7) CALENDAR DAYS OF BEING CHARGED WITH A FELONY. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL 03.2311

- CLASSIFIED PERSONNEL -

Transfer

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

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

EMPLOYEE REQUESTS

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

TEMPORARY DUTY

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

TRANSFER OF EMPLOYEES CHARGED WITH A FELONY

Notwithstanding any ~~other policy~~ provision of the Kentucky Revised Statutes to the contrary, any classified employee of the District shall notify the Superintendent within seven (7) calendar days of being charged with any offense which is classified as a felony. ~~t~~The Superintendent may transfer the~~an~~ employee ~~charged with a felony offense as permitted under~~ to a second position in accordance with KRS 160.380.

The Superintendent shall annually notify District employees of the self-reporting requirement.

REFERENCES:

KRS 160.380
KRS 160.390
OAG 92-135
OAG 92-1

LEGAL: SB 46 AMENDS 160.380 DIRECTING THE SUPERINTENDENT TO REQUIRE NON-CDL DRIVERS OF NON-SCHOOL BUS PASSENGER VEHICLES TO MEET SPECIFIC REQUIREMENTS BEFORE TRANSPORTING STUDENTS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF MARCH 27, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED
LEGAL: SB 59 AMENDS KRS 48.025 EXPLICITLY APPLYING THE PROHIBITION TO SCHOOL DISTRICTS ON USING TAX DOLLARS TO ADVOCATE FOR OR AGAINST A PUBLIC QUESTION AND ESTABLISHES PENALTIES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

- CLASSIFIED PERSONNEL -

Use of School Property

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

Local, state and federal tax dollars and resources shall not be used to advocate for or against any public question that appears on the ballot.

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

OUTSIDE WORK

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

RESOURCES DEVELOPED AT DISTRICT EXPENSE

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

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

ACCEPTABLE USE OF DISTRICT TECHNOLOGY DEVICES, NETWORKS, AND RESOURCES

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

USE OF BOARD-OWNED VEHICLES

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

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

The Superintendent shall require any driver of any non-school bus passenger vehicle owned, leased or contracted by the District which is authorized to transport students to and from approved school activities and who does not have a valid commercial driver's license to meet the requirements set forth in KRS 160.380.

Use of School Property

USE OF ASSIGNED TELECOMMUNICATION DEVICES

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

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

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

RESPONSIBILITY FOR DAMAGES

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

REFERENCES:

KRS 48.025; KRS 160.290; KRS 160.380; KRS 189.292
KRS 189.294; KRS 281A.205
702 KAR 5:080
15-ORD-190

RELATED POLICY:

03.2721

LEGAL: SB 59 AMENDS KRS 48.025 EXPLICITLY APPLYING THE PROHIBITION TO SCHOOL DISTRICTS ON USING TAX DOLLARS TO ADVOCATE FOR OR AGAINST A PUBLIC QUESTION AND ESTABLISHES PENALTIES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL 03.2324

- CLASSIFIED PERSONNEL -

Political Activities

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

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

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

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

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

SCHOOL BOARD ELECTIONS

The Superintendent shall inform all District employees of the provisions of KRS 161.164.

USE OF TAX DOLLARS AND RESOURCES

Local, state, and federal tax dollars and resources shall not be used to advocate for or against any public question that appears on the ballot. The Superintendent shall inform all District employees of the provisions of KRS 48.025.

REFERENCES:

KRS 48.025; KRS 161.164; KRS 161.990
OAG 63-572; OAG 72-700; OAG 92-145

RELATED POLICY:

03.212

LEGAL: HB 253 AMENDS KRS 156.095 ADDING TRAINING FOR ALL EMPLOYEES ON APPROPRIATE RELATIONSHIPS AND COMMUNICATIONS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED
LEGAL: KRS 161.011 SPECIFIES THAT DISTRICTS MAY PROVIDE TRAINING OPPORTUNITIES TO CLASSIFIED STAFF.
FINANCIAL IMPLICATIONS: COST OF TRAINING

- CLASSIFIED PERSONNEL -

~~Staff Meetings and~~ Professional Development

~~**APPROPRIATE RELATIONSHIPS AND COMMUNICATIONS WITH STUDENTS**~~

~~By June 30, 2027, all employees shall complete training developed by the Kentucky Department of Education in collaboration with the Education Professional standards Board, related to appropriate relationships and communication with students, inappropriate relationships and communication with students, sexual grooming, and sexual misconduct.~~

~~Beginning with the 2027-2028 school year, all new employees shall be required to undergo the training listed above within ninety (90) days of the employee's initial hiring. Any new employee who has completed the training within the prior five (5) years with a previous employer shall be exempt from the training.~~

~~**OTHER TRAINING**~~

~~If financially feasible, the Board may provide training opportunities for classified employees focusing on topics to include but not be limited to suicide prevention, abuse recognition, and cardiopulmonary resuscitation.~~

The Board expects all employees to participate in meetings or activities designed to increase their skills and competencies or to contribute to their professional growth. Accordingly, the District shall provide professional development opportunities for employees to develop their skills and to receive training necessary for the performance of duties.

STAFF ORIENTATION

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

APPROPRIATE RELATIONSHIPS AND COMMUNICATIONS WITH STUDENTS

By June 30, 2027, all employees shall complete training developed by the Kentucky Department of Education in collaboration with the Education Professional standards Board, related to appropriate relationships and communication with students, inappropriate relationships and communication with students, sexual grooming, and sexual misconduct.

Beginning with the 2027-2028 school year, all new employees shall be required to undergo the training listed above within ninety (90) days of the employee's initial hiring. Any new employee who has completed the training within the prior five (5) years with a previous employer shall be exempt from the training.

OTHER TRAINING

If financially feasible, the Board may provide training opportunities for classified employees focusing on topics to include but not be limited to suicide prevention, abuse recognition, and cardiopulmonary resuscitation.

REFERENCES:

KRS 156.095; KRS 158.070: KRS 161.011
P. L. 114-95, (Every Student Succeeds Act of 2015)
34 C.F.R. 200.58

LEGAL: HB 67 CREATES A NEW SECTION OF KRS 160 ESTABLISHING THE CALENDAR AND PROCEDURES TO ADOPT A DISTRICT BUDGET AND INCLUDES THE FINANCE OFFICER TO ASSIST IN ESTABLISHING THE DISTRICT BUDGET.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Budget Planning and Adoption

ANNUAL OPERATING BUDGET

The annual operating budget of the District is a plan that defines the allocation of resources to support costs of the program of public education approved by the Board. The Superintendent, ~~and~~ the Chief Business ~~Financial~~ Officer, and the Executive Officer Finance shall establish a budget for each fiscal year.

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

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

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

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

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

TIMELINE

The calendar and timeline for establishing the District budget shall be in accordance with KRS 160.461 ~~On or before January 31, the Board shall formally and publicly examine a detailed estimate of revenues and proposed expenditures by line item for the following fiscal year. A budget known as the "Tentative Working Budget", must be approved by the Board on or before May 30, to include no less than a minimum reserve of two percent (2%) of the total budget.~~ The Superintendent shall not propose and the Board shall not adopt a draft, tentative, or working budget that does not include a minimum reserve of at least two percent (2%) of the total budget.

Budget Timelines are now located in 04.1 AP.11

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

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

Budget Planning and Adoption

BUDGET CONTROL RESPONSIBILITY

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

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

PUBLICATION

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

REFERENCES:

KRS 156.160; KRS 157.330; KRS 157.350; KRS 157.360
KRS 157.440; KRS 160.370; KRS 160.390
KRS 160.460; KRS 160.461; KRS 160.470; KRS 160.530
KRS 424.145; KRS 424.250
702 KAR 3:100; 702 KAR 3:110; 702 KAR 3:246; OAG 67-510

RELATED POLICIES:

01.11; 02.4242; 02.4331; 04.91

EXPLANATION: HB 67 CREATES A NEW SECTION OF KRS 160 ESTABLISHING THE CALENDAR AND PROCEDURES ADOPTING THE DISTRICT BUDGET.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Budget Calendar and Timeline

TIMELINE

On or before January 31, the Superintendent shall submit to the Board for review at a public meeting a draft budget that provides line item estimated revenues and proposed expenditures for the subsequent fiscal year.

On or before May 31:

1. And at least two (2) weeks prior to the required public meeting, the Superintendent shall submit to the Board a complete proposed tentative budget for consideration; and
2. At a public meeting:
    a. The Board shall review the proposed tentative budget; and
    b. After any discussion or amendments, the Board shall adopt a tentative budget for the subsequent fiscal year; and

On or before September 30:

1. And at least two (2) weeks prior to the required public meeting, the Superintendent shall:
    a. Submit to the Board a complete proposed working budget for consideration;
    b. Submit to the Board a report explaining:
        i. The projected revenues from the various taxes levied by the District;
        ii. The appropriations that the District expects to receive from state and federal resources;
        iii. The projected expenditures for personnel, transportation, maintenance, and materials for the operation of the District.
        iv. Any one (1) time major expenses expected for the year, including those for special projects or programs;
        v. The projected revenues and expenditures associated with restricted funds, including facilities funds;
        vi. The costs associated with debts incurred by the District; and
        vii. How the minimum reserve required shall be maintained; and
    c. Deliver the items listed above in a digital format to Board members. However, if a Board member requests the items also be delivered in physical format, the Superintendent shall provide those within one (1) business day of the request in the format requested;
2. At a public meeting of the Board:
    a. The Superintendent shall present to the Board;

Budget Calendar and Timeline

TIMELINE (CONTINUED)

i. The proposed working budget; and

ii. The report required in subparagraph 1.b.

b. The Board shall review the proposed working budget; and

c. After any discussion or amendment, the Board shall adopt a working budget for the fiscal year.

3. The Board shall submit to the Kentucky Department of Education the adopted working budget for final approval.

RELATED PROCEDURE:

04.1 AP.2

LEGAL: HB 67 AMENDS KRS 160.530 CLARIFYING THAT EXPENDITURES SHALL BE MADE IN ACCORDANCE WITH THE DISTRICT'S WORKING BUDGET APPROVED BY THE KENTUCKY DEPARTMENT OF EDUCATION.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED
LEGAL: SB 59 AMENDS KRS 48.025 EXPLICITLY APPLYING THE PROHIBITION TO SCHOOL DISTRICTS ON USING TAX DOLLARS TO ADVOCATE FOR OR AGAINST A PUBLIC QUESTION AND ESTABLISHES PENALTIES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Fiscal Accounting and Authority to Encumber/Expend Funds

FISCAL ACCOUNTING AND REPORTING

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

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

EXPENDITURE OF FUNDS

Expenditures from any District fund shall be made in accordance with the Board approved working budget~~s approved by the Board~~ that has been submitted and approved by the Kentucky Board of Education. All purchases shall require the prior approval of the Superintendent or the Superintendent's designee.

Local, state, and federal tax dollars and resources shall not be used to advocate for or against any public question that appears on the ballot.[1]

AUTHORITY TO OBLIGATE

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

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

CREDIT CARDS

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

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

REFERENCES:

[1]KRS 48.025
KRS 160.340; KRS 160.370; KRS 160.390
KRS 160.470; KRS 160.530; KRS 160.550
702 KAR 3:050; 702 KAR 3:120; 702 KAR 3:246
School Council Allocation

RELATED POLICIES:

02.4242; 04.311; 04.3111, 04.9

LEGAL: HB 757 CREATES NEW SECTION OF KRS 160 ALLOWING THE ROUNDING OF CASH TRANSACTIONS WHEN PENNIES ARE NOT AVAILABLE FOR DEBTS OWED TO THE DISTRICT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

District Accounts

MANAGEMENT

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

SYSTEM OF ACCOUNTING

The Board intends that accounting practices follow state and federal laws and regulations and generally accepted accounting principles. Therefore, the District shall follow a uniform financial accounting system provided by the Kentucky Department of Education.

Financial reports and statements shall be developed on a regular schedule in order to meet legal requirements and to keep the Board informed of the status of the District's fiscal affairs.

As advised by the Board's auditor/Certified Public Accountant, determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with governmental accounting standards. This process shall include leave accumulated by employees and all Board properties and funds, including those that have been escrowed.

CASH ROUNDING TRANSACTIONS

In payment of debts owed to the District the rounding of cash transactions shall be in accordance with KRS 160.515. Noncash transactions shall continue to be settled to the cent without rounding.

ELECTRONIC FUNDS TRANSFER (EFT)

The District may participate in EFTs. Properly approved electronic payments on behalf of the District may be made in accordance with applicable laws and regulations. The Board authorizes schools to accept electronic receipts and make payments in accordance with Accounting Procedures for Kentucky School Activity Funds and applicable laws and regulations.

CAPITAL OUTLAY FUND

The expenditure of public school capital outlay funds shall be determined by the Board on the recommendation of the Superintendent and in accordance with the provisions set out in KRS 157.420 [4] and applicable state budget provisions.

REFERENCES:

[1]KRS 160.370
[2]KRS 160.560
[3]KRS 160.440
[4]KRS 157.420
KRS 157.060; KRS 157.620
KRS 160.340; KRS 160.476; KRS 160.515
702 KAR 3:120; KETS District Administrative System Chart of Accounts and Chart of Accounts Descriptions
702 KAR 3:130; Accounting Procedures for Kentucky School Activity Funds
Governmental Accounting Standards Board (GASB)

LEGAL: HB 392 AMENDS KRS 45A.385 INCREASING THE AMOUNT FOR SMALL PURCHASE PROCEDURES.
FINANCIAL IMPLICATIONS: POTENTIAL SAVINGS FROM REDUCED USAGE OF FULL RFP PROCESS
LEGAL: REVISIONS TO 7 C.F.R. 210.21 REGARDING THE PURCHASE OF AGRICULTURAL PRODUCTS. NEW LANGUAGE IS MOVED TO POLICY AREA 07.13.
FINANCIAL IMPLICATIONS: POTENTIAL COST SAVINGS IN SCHOOL NUTRITION PROCUREMENT

Model Procurement Code Purchasing

AUTHORITY

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

GENERAL PURCHASING REQUIREMENTS

All contracts and purchases shall comply with the local public agency provisions of the Code and the Board's procurement regulations. All contracts and purchases shall be made through competitive sealed bidding[1] or competitive negotiation, both of which may include the use of a reverse auction, unless the purchase or contract satisfies the requirements for noncompetitive negotiation or small purchases.

SMALL PURCHASES

District small purchase procedures may be used for any contract in which the aggregate amount does not exceed fifty~~forty~~ thousand dollars ($50,000.00~~40,000.00~~). Beginning on January 1, 2030, and then every five (5) years thereafter the small purchase maximum shall be increased by $10,000.[4]

SUPERINTENDENT TO APPROVE CONTRACTS

The Board shall authorize the Superintendent to approve contracts, in accordance with small purchase procedures adopted by the Board, for any contract for which a determination is made that the aggregate amount of the contract does not exceed twenty thousand dollars ($20,000) and require the Superintendent to provide a quarterly report to the Board on any purchases made under this provision.[5]

IDENTIFYING FORMER BUSINESS NAMES

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

TRAINING AND APPRENTICESHIP PROGRAMS

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

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

Model Procurement Code Purchasing

PURCHASING FROM MINORITY, WOMEN, AND VETERAN-OWNED ENTERPRISES

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

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

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

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

LEADERSHIP

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

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

ADMINISTRATION

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

DEFINITIONS

As used in this policy:

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

Model Procurement Code Purchasing

DEFINITIONS (CONTINUED)

Goods means supplies, materials, and equipment.

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

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

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

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

M/WBE means a minority and women business enterprise.

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

CERTIFICATION OF M/W/VBE

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

SUPPORT FOR M/W/VBE VENDOR UTILIZATION

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

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

M/W/VBE GOALS AND GOOD FAITH EFFORT

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

1. Fifteen percent (15%) MBE participation;

Model Procurement Code Purchasing

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

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

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

PURCHASE OF GOODS AND OTHER SERVICES

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

DETERMINATION OF ANNUAL GOALS

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

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

DOCUMENTATION, REPORTING, AND EVALUATION

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

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

The Chief Equity Officer shall:

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

Model Procurement Code Purchasing

ETHICAL STANDARDS

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

REPORTING AND CONSEQUENCES OF STATUTORY VIOLATIONS BY CONTRACTORS

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

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

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

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

BIDDER'S STATEMENT ON STAFFING CAPABILITIES

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

PROCEDURES SETTING FORTH ADDITIONAL REQUIREMENTS FOR BIDDERS

The Chief Financial Officer shall establish procedures for the following:

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

Model Procurement Code Purchasing

PROCEDURES SETTING FORTH ADDITIONAL REQUIREMENTS FOR BIDDERS (CONTINUED)

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

PUBLIC-PRIVATE PARTNERSHIPS

The Board may utilize a public-private partnership delivery method. Public-private partnerships shall comply with KRS 65.028 and other applicable state laws and regulations.

FEDERAL AWARDS/CONFLICT OF INTEREST

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

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

RECIPROCAL PREFERENCE FOR RESIDENT BIDDERS

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

USE OF NON-RESIDENT SUBCONTRACTORS

A bidder that is awarded a contract for a construction, renovation, or repair services project that utilizes subcontractors shall make an effort to subcontract with resident businesses of the Commonwealth. Bidders that utilize subcontractors based outside of Kentucky shall submit documentation of their efforts to solicit pricing from subcontractors based in the Commonwealth.

Model Procurement Code Purchasing

~~EXEMPTIONS~~

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

BACKGROUND CHECKS

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

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

OPEN RECORDS

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

REFERENCES:

[1]Includes the State Bid List
[2]KRS 160.303; 200 KAR 5:400; KRS 45A.494
[3]2 C.F.R. 200.318
[4]KRS 45A.385;
[5]KRS 160.370
[6]KRS 160.380
KRS 156.076; KRS 160.290
KRS 45A.070; KRS 45A.343; KRS 45A.345; KRS 45A.352; KRS 45A.360; KRS 45A.370
KRS 45A.380; KRS 45A.420; KRS 45A.445; KRS 45A.455
KRS 45A.460; KRS 45A.620
KRS 65.027; KRS 65.028KRS 160.151; KRS 162.070; KRS 164A.575; KRS 176.080
200 KAR 5:355
OAG 79-501; OAG 82-170; OAG 82-407
Kentucky Educational Technology Systems (KETS)

RELATED POLICIES:

05.1; 06.4; 07.13

LEGAL: HB 67 AMEND KRS 160.463 REQUIRING A SCHOOL DISTRICT TO PUBLISH FINANCIAL REPORTS ON A DISTRICT FINANCIAL DISCLOSURE WEBSITE AND IDENTIFYING THE INFORMATION THAT SHALL BE PUBLISHED ON THE WEBSITE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT 04.91

Financial Statements and Reports

The Board shall direct the Superintendent to publish on the District's main website a link to the District financial disclosure website that contains the required financial information. Financial reports and statements shall be developed on a regular schedule in order to meet legal requirements and to keep the Board informed of the status of the District's fiscal affairs. The Superintendent shall cause financial statements and annual financial reports to be produced and reported in accordance with KRS 160.431 and KRS 160.463. Annual financial reports shall be posted on the District's financial disclosure website as required by law. The District shall post on the financial disclosure website for a minimum of two (2) years the written report from the Kentucky Department of Education indicating the financial status of the District.

~~Once the Board has approved the annual financial statement, it shall be posted on the District web site and advertised as required by law.~~

The Chief Business Officer or Executive Officer Finance ~~finance officer~~ shall present a monthly financial report for Board approval to include the previous month's revenues and expenditures of the District. Financial reports shall be posted on the District website as required by law. ~~Financial reports shall be posted on the District website as required by law.~~

References:

KRS 160.431
KRS 160.463
KRS 424.230
Governmental Accounting Standards Board

RELATED POLICY:

04.1

LEGAL: HB 652 AMENDS KRS 158.4433 MOVING THE SCHOOL MAPPING DATA PROGRAM TO THE KENTUCKY 911 SERVICES BOARD. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 14, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Safety

BOARD TO ADOPT PLAN

The Board shall adopt a plan for immediate and long-term strategies to address school safety and discipline, which shall be reviewed annually and revised, as needed. This plan shall utilize information gathered from the District assessment of school safety and student discipline required by law and shall include the Board's Student Support and Behavior Intervention Handbook and a description of instructional placement options for threatening or violent students. ~~The committee that develops the initial plan for Board consideration shall include at least one (1) representative from each school in the District, as well as representatives from the community as required by law.~~ The annual review and revision of the plan shall be completed by District Administration, in consultation with appropriate stakeholders.

The plan shall identify measures to be taken in protecting students, staff, visitors, and property. Areas addressed by the plan shall include, but not be limited to, the following:

1. School facility design, maintenance, and usage;
2. Safety and security procedures, orientation and training in use and management of equipment and facilities;
3. Supervision of students;
4. Compliance with state and federal safety requirements;
5. Periodic reports to the Board concerning implementation of the plan and its effects on District students, personnel, and operations; and
6. Community involvement.

SCHOOL MAPPING DATA

"School mapping data" means mapping information provided in an electronic or a digital format to assist first responders in responding to emergencies at schools. A participating district or campus shall not be required to adopt new school mapping data if, as of July 1, 2024, the District or campus previously implemented school mapping data with capabilities that meet the requirements of the Kentucky 911 Services Board.~~Center for School Safety~~

DISTRICT SCHOOL SAFETY COORDINATOR

The Superintendent shall appoint an individual to serve as the District's School Safety Coordinator (SSC) and primary point of contact for public school safety and security functions.[1] The SSC shall:

1. Complete the school safety coordinator training program developed by the Center for School Safety within six (6) months of their date of appointment;
2. Designate a school safety and security threat assessment team at each school in the District consisting of two (2) or more staff members to identify and respond to students exhibiting behavior that indicates a potential threat to school safety or security. Members of a threat assessment team may include school administrators, school counselors, school safety officers, school-based mental health services providers, teachers, and other school personnel;

Safety

DISTRICT SCHOOL SAFETY COORDINATOR (CONTINUED)

3. Ensure that members of threat assessment teams receive training as required under Board Policy 09.429 regarding the purpose of the team, team guiding principles, and the members' roles in enhancing school safety and school security through identifying and responding to students exhibiting behavior that indicates a potential threat to school safety or school security. Training shall address the following: strategies to properly respond to students who provide information about a threatening or concerning situation, ways to assess and respond to potential threats, how and to whom they should report threatening communications or behavior, and strategies to understand, identify, and address implicit bias of team members.
4. Provide training to school Principals on procedures for completion of the school security risk assessment;
5. Review all school security risk assessments completed within the District and prescribe recommendations as needed in consultation with the state school security marshal;
6. Formulate recommended policies and procedures, which shall be excluded from the application of KRS 61.870 to KRS 61.884, for an all-hazards approach including conducting emergency response drills for hostage, active shooter, and building lockdown situations in consultation and coordination with appropriate public safety agencies to include but not be limited to fire, police, and emergency medical services for review and adoption as part of the school emergency plan required by KRS 158.162. The recommended policies shall encourage the involvement of students, as appropriate, in the development of the school's emergency plan;
7. Maintain the District's copies of the school mapping data created through the School Mapping Data Program to be made available to appropriate public safety agencies, but which shall be excluded from the application of KRS 61.870 to 61.884; and
8. Ensure each school campus is toured at least once per school year, in consultation and coordination with appropriate public safety agencies, to review policies and procedures and provide recommendations related to school safety and security.

The SSC, and any school employee participating in the activities of a School Safety and Security Threat Assessment Team, acting in good faith upon reasonable cause in the identification of students, shall be immune from any civil or criminal liability that might otherwise be incurred or imposed from:

a. Identifying the student and implementing a response pursuant to policies and procedures adopted as required above; or
b. Participating in any judicial proceeding that results from the identification.

SUPERINTENDENT TO REPORT

No later than November 1 of each year, the Superintendent shall report to the Center for School Safety the number and placement of School Resource Officers (SROs) in the District. The report shall include the source of funding and method of employment for each position.

Safety

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)

The District shall maintain AEDs in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with KRS 311.665 to KRS 311.669.

The District shall notify the local emergency medical services system and the local emergency communications or vehicle dispatch center of the existence, location, and type of each AED.

AEDs shall be kept on school property and will not accompany EMS personnel to a hospital emergency room.

SCHOOL EMERGENCY PLANNING

The Board shall require the school council or, if none exists, the Principal to adopt an emergency plan for the school that shall include:

1. Procedures to be followed in cases of medical emergency, fire, severe weather, earthquake, or a building lockdown as defined in KRS 158.164;
2. A written cardiac emergency response plan; and
3. A copy of the data created through the School Mapping Data Program or, if the school mapping data is unavailable, a diagram of the facility that clearly identifies the location of each AED.

The emergency plan shall be provided to appropriate first responders, and all school staff.

Following the end of each school year, the school nurse, the school council, or if none exists, the Principal, and first responders shall review the emergency plan and revise it as needed.

The school emergency plan shall address staff responsibilities for safely evacuating students needing special assistance during safety drills and actual emergency situations, including students with disabilities and those with 504 plans. The Principal shall discuss the emergency plan with all school staff prior to the first instructional day annually and document the date and time of any discussion.

The cardiac emergency response plan shall be rehearsed by simulation prior to the beginning of each athletic season by all:

1. Licensed athletic trainers, school nurses, and athletic directors; and
2. Interscholastic coaches and volunteer coaches of each athletic team active during that athletic season.

Whenever possible, first responders shall be invited to observe emergency response drills.

In addition, the school council or, if none exists, the Principal shall:

1. Establish and post primary and secondary evacuation routes in each room by any doorway used for evacuation;

Safety

SCHOOL EMERGENCY PLANNING (CONTINUED)

2. Identify the best available severe weather safe zones, in consultation with local and state safety officials and informed by guiding principles set forth by the National Weather Service and the Federal Emergency Management Agency, and post the location of the safe zones in each room. These safe zones are to be reviewed by the local fire marshal or fire chief;
3. Develop school procedures to follow during an earthquake;
4. Develop and adhere to practices to control access to the school. Practices shall include but not be limited to:
   - Controlling outside access to exterior doors during the school day;
   - Controlling the main entrance of the school with electronically locking doors, a camera, and an intercom system;
   - Controlling access to individual classrooms;
   - Requiring classroom doors to be equipped with hardware that allows the door to be locked from the outside but opened from the inside;
   - Requiring classroom doors to remain closed and locked during instructional time, except in instances when only one (1) student and one (1) adult are in the classroom or when approved in writing by the State School Security Marshal;
   - Requiring classroom doors with windows to be equipped with material to quickly cover the window during a building lockdown;
   - Allowing for the use of secondary locking mechanisms on classroom doors, notwithstanding any provisions of the Kentucky Building Code promulgated pursuant to KRS Chapter 198B to the contrary;
   - Requiring all visitors to report to the front office of the building, provide valid identification, and state the purpose of the visit; and
   - Providing a visitor's badge to be visibly displayed on a visitor's outer garment.
5. Maintain a portable AED in a public, readily accessible, well-marked location in every school building and, as funds become available, at school-sanctioned athletic practices and competitions and:
   a) Adopt procedures for the use of the portable AED during an emergency;
   b) Adopt policies for compliance with KRS 311.665 to KRS 311.669 on training, maintenance, notification, and communication with the local emergency medical services system;
   c) Ensure that a minimum of three (3) employees in the school and all interscholastic athletic coaches be trained on the use of a portable AED in accordance with KRS 311.667;

Safety

SCHOOL EMERGENCY PLANNING (CONTINUED)

d) Ensure that all interscholastic athletic coaches maintain a cardiopulmonary resuscitation certification recognized by a national accrediting body on heart health; and

e) No later than November 1 of each school year, submit an annual report to the Kentucky Department of Education on:

i. The number and location of each portable AED in every school building;

ii. The name, school, and training date of each District employee and interscholastic athletic coach in the District trained in the use of a portable AED; and

iii. The progress made towards having a portable AED at all school-sanctioned athletic practices and competitions; and

6. Require development of an event-specific emergency action plan for each school-sanctioned nonathletic event held off-campus to be used during a medical emergency, which may include the provision of a portable AED. The plan shall:

a) Include a delineation of the roles of staff and emergency personnel, methods of communication, any assigned emergency equipment including a portable AED, a cardiac emergency response plan, and access to and plan for emergency transport; and

b) Be in writing and distributed to any member of school personnel attending the school-sanctioned event in an official capacity.

No later than November 1 of each school year, the Superintendent shall send verification to the Kentucky Department of Education that all schools are in compliance with school emergency planning requirements.

By August 1 of each year, the Superintendent shall report to the Kentucky Department of Education on the number of portable AEDs at each school within the District.[2]

PRECAUTIONS

Precautions will be taken for the safety of the students, employees, and visitors.

REPORTING HAZARDS

Each employee observing a potential safety or security hazard shall report such hazard in writing to building administrators who shall then report the physical hazard using the work order system to the Department of Facilities/Transportation who, in turn, shall make a prompt inspection and initiate steps to remedy the condition.

COMMUNICATION SYSTEM

The Board shall establish a process for a two-way communication system for an employee to notify the Principal, supervisor or other administrator of an emergency. The process may include, but is not limited to, use of intercoms, telephones, and two-way radios.

Safety

REFERENCES:

[1]KRS 158.4412
[2]KRS 158.1621
KRS Chapter 198B
KRS 61.870 to KRS 61.884
KRS 158.110
KRS 158.148; KRS 158.162; KRS 158.164; KRS 158.4410; KRS 158.4433; KRS 158.445
KRS 160.290; KRS 160.445
KRS 311.665 to KRS 311.669: KRS 311.667; KRS 411.148
702 KAR 1:180

RELATED POLICIES:

02.31; 03.14; 03.24; 05.2; 05.21; 05.41; 05.411; 05.42; 05.45; 05.47; 05.5
09.22; 09.221; 09.4 (entire section); 10.5

LEGAL: SB 101 AMENDS KRS 158.150 ADDING BUS STOP TO THE JURISDICTION OF THE DISTRICT.
FINANCIAL IMPLICATIONS: POTENTIAL LOSS OF ADA FUNDING

SCHOOL FACILITIES 05.48

Weapons

This policy applies to all individuals on District property including students, staff members, and visitors to the school. Violations of this policy shall be reported to a law enforcement agency.

WEAPONS PROHIBITED

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds or a bus stop, in any school vehicle or at any school-sponsored event is prohibited.[3]

Violation of this policy by an employee is grounds for disciplinary action up to and including termination.

Violation of this policy by a student shall require that the Principal immediately make a report to the Superintendent/designee, who shall determine the appropriate disciplinary action in accordance with Board policies and the Student Support and Behavior Intervention Handbook, including, but not limited to placement in an alternative program or setting in lieu of expulsion. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored event that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

LOOK-ALIKE WEAPONS

Any toy or model weapon that looks enough like an authentic weapon to be reasonably mistaken for one will be considered a look-alike weapon. Any student who represents a look-alike weapon to a staff member or another student as a real weapon and/or who uses it to intimidate, threaten, or harass someone will be treated as if he or she used a real weapon.

EXCEPTIONS:

- An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070.
- Law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, are authorized to bring weapons onto school property in the performance of their duties.

STATE AND FEDERAL REQUIREMENTS REGARDING STUDENTS

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be placement in an alternative program or setting in lieu of expulsion for at least twelve (12) months under Board Policy 09.4341 and KRS 158.150.[1]

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

Weapons

STATE POSTING REQUIREMENTS

The Superintendent/designee shall post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR ($10,000) FINE.[1]

The above criminal penalty shall not apply to those persons listed in KRS 527.070 (3).

STATE REPORTING REQUIREMENTS

An employee of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if the employee knows or has reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

For state reporting purposes, a deadly weapon shall be defined as:

1. a weapon of mass destruction;
2. any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
3. any knife other than an ordinary pocket knife or hunting knife;
4. billy, nightstick or club;
5. blackjack or slapjack;
6. nunchaku karate sticks;
7. shuriken or death star; or
8. artificial knuckles made from metal, plastic, or other similar hard material.

An employee who receives information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above.

ENFORCEMENT

In the enforcement of this policy, a Principal may authorize, based on reasonable suspicion, searches in compliance with applicable Board policies.

Weapons

REFERENCES:

[1]KRS 527.070; ~~KRS 158.150;~~ 20 U.S.C. § 7961~~7141~~; (Gun-Free Schools Act); 18 U.S.C. §921(a)
KRS 158.4414
KRS 158.150; KRS 158.155, KRS 158.4431
KRS 160.290, KRS 160.340, KRS 161.790
KRS 237.106; KRS 237.110, KRS 237.138 to KRS 237.142
KRS 500.080; KRS 508.075, KRS 508.078; KRS 527.020
20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA)
Section 504 of the Rehabilitation Act of 1973, as amended

RELATED POLICIES:

02.31
09.4341
09.436
09.4361

LEGAL: SB 46 AMENDS KRS 156.153 REVISING NINE (9) PASSENGER VEHICLE TO TEN (10) OR FEWER PASSENGERS TO BE USED ALONG REGULAR BUS ROUTES AND APPROVED SCHOOL ACTIVITIES. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF MARCH 27. 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED
LEGAL: HB 7 CREATES NEW SECTION OF KRS 158 ALLOWING THE USE OF CAMERA MONITORING SYSTEMS ON SCHOOL BUSES OPERATED BY THE DISTRICT AND ALLOWS THE ENFORCEMENT OF A CIVIL PENALTY FOR STOP ARM CAMERA VIOLATIONS RECORDED BY A CAMERA MONITORING SYSTEM.
FINANCIAL IMPLICATIONS: COST OF CAMERA MONITORING SYSTEM, AND NOTIFICATION OF AND COLLECTION OF FINES

Transportation Safety

DEVELOPMENT OF PROGRAM

The Superintendent/designee shall develop a transportation safety program as required by applicable federal and state laws and administrative regulations. Appropriate safety information shall be disseminated annually in writing to District employees, parents, and students.

BOOSTER SEATS

When a student under eight (8) years of age and between forty (40) and fifty-seven (57) inches in height is transported in a District-owned or leased vehicle designed for ten (10)~~nine (9)~~ or fewer passengers, the student shall be properly secured in a child booster seat. In accordance with KRS 189.125, a child of any age who is greater than fifty-seven (57) inches in height is not required to be secured in a booster seat.

CAMERA MONITORING SYSTEM

In accordance with KRS 158.485 – KRS 158.490 the District may install and maintain a camera monitoring system on any school bus for the enforcement of a civil penalty against the owner of a motor vehicle for a stop arm camera violation.

REFERENCES:

KRS 156.153
KRS 158.110
KRS 158.485-KRS 158.490
KRS 189.125
702 KAR 5:030
702 KAR 5:060
702 KAR 5:080
45 C.F.R. § 1310.11

RELATED POLICY:

06.12

LEGAL: SB 46 AMENDS KRS 156.153 REVISING NINE (9) PASSENGER VEHICLE TO TEN (10) OR FEWER PASSENGERS TO BE USED ALONG REGULAR BUS ROUTES AND APPROVED SCHOOL ACTIVITIES. DRIVERS MUST SUBMIT TO DRUG TESTING CONSISTENT WITH FEDERAL DRUG TESTING REQUIREMENTS AND BACKGROUND CHECKS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF MARCH 27, 2026.
FINANCIAL IMPLICATIONS: COST OF DRUG TESTING, BACKGROUND CHECKS, AND CA/N CHECKS

Bus Scheduling and Routing

RESPONSIBILITIES

The Superintendent/designee shall be responsible for preparing schedules and routes for all buses in accordance with applicable statutes and **a**dministrative regulations in the most efficient and effective routing system possible. This shall include a system for notifying parents/guardians, pupils, and drivers of their bus schedules and routes, including any changes that are made. For those schools serving breakfast, bus schedules shall be set so that students arrive in sufficient time to **receive** breakfast prior to the instructional 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]

INFORMATION TO BE PREPARED

The Superintendent/designee shall prepare or cause to be prepared the following information:

- Pupil transportation maps,
- Bus route descriptions, and
- Reports necessary for calculating the amount to which the District is entitled under the Fund for Excellence in Education in Kentucky.

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.

The District 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

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 until 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 a vending machine, school store or canteen, classroom, teacher, parent group, 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.

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.

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

School and Community Nutrition Procurement

FOOD PURCHASING

The School and Community Nutrition Services (SCNS) Unit shall purchase food products and recurring common use items in compliance with the regulations stated in the Kentucky Model Procurement Code and in a manner that provides full and open competition consistent with the standards in applicable federal regulations**.** A school shall submit requests for food according to the method approved by the SCNS Unit.

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 fifteen thousand dollars ($15,000) using federal micro-purchase thresholds or up to three hundred fifty thousand dollars ($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 shall 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. A conflict of interest arises when one of the following has a financial or other interest in the firm selected for the award:
   a) **A** District employee, officer, or agent;
   b) Any member of the immediate family of a District employee, officer, or agent;
   c) The spouse or partner of a District employee, officer, or agent;
   d) An organization that employs or is about to employ one of the above.
2. **A** District employee, officer, or agent shall neither solicit nor accept a gratuity, favor, or anything of monetary value from a contractor, potential contractor, or a party to a subagreement. In determining whether an item is an impermissible gratuity or of monetary value, "gratuity" means a payment, loan, subscription, advance, deposit of money, services, or anything of more than twenty-five dollars ($25.00) in value, present or promised, unless a consideration of substantially equal or greater value is received.
3. The purchase during the school day of any food or service from a contractor for individual use is prohibited.

School and Community Nutrition Procurement

CONFLICT OF INTEREST (CONTINUED)

4. The removal of any food, supplies, equipment, or school property, including, but not limited to, records, and recipe books, is prohibited.

5. The outside sale of surplus items, including, but not limited to, used oil and empty cans will be sold by contract between the District and the outside agency. Individual sales by any school employee to an outside agency or other school employee is prohibited.

Failure of any employee to abide by the conflict of interest provisions of this policy may result in disciplinary action, including but not limited to, a fine, suspension, or termination.

USE OF DONATED COMMODITIES

The **SCNS** shall develop a program for the use of donated foods in compliance with the regulations of the U. S. Department of Agriculture, the Kentucky Department of Education, and Kentucky Department of Agriculture. Commodity foods shall be used solely for the benefit of eligible persons served by the SCNS Unit.

DONATION OF PERISHABLES

Donation of leftovers, scraps, unused food, or commodities to an organization or agency shall occur pursuant to procedures established by the Superintendent/designee and a partnership agreement with the recipient organization or agency. Food items may be donated only if they are: food items deemed surplus after being served once as a leftover; perishable food items deemed to go out of date before they can be used as intended in the Federal meal programs administered by SCNS; or perishable food items deemed surplus as a result of an unscheduled school closing. Donated surplus perishable food items shall be the sanitation and transportation responsibility of the recipient organization or agency.

REFERENCES:

KRS 158.855
~~2 C.F.R. 200.318~~; 7 C.F. R. 200.21
2 C.F.R. 200.320
KRS 160.290; KRS 260.016
KRS 424.260
KRS 45A.345 – KRS 45A.460
702 KAR 6:01

RELATED POLICY:

04.32 or 04.33

EXPLANATION: 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 EFFECTIVE AS OF MARCH 27, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Procurement of School NutritionFood Service Supplies

In accordance with United States Department of Agriculture regulations, the District shall approve a Procurement Plan for the School Nutrition Program. The plan shall be periodically reviewed by School and Community Nutrition Services and revised as needed.

AGRICULTURAL PRODUCTS

Federal regulatory requirements provide a geographic preference bidding exception for purchases of unprocessed locally grown or locally raised agricultural products using school nutrition service funds. Perishables purchased using school nutrition service funds shall be procured in accordance with applicable federal regulations.

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.

RELATED PROCEDURE:

04.32 AP.1

LEGAL: HB 253 CREATES A NEW SECTION OF KRS 158 PROHIBITING DISTRICTS FROM UTILIZING A THREE-CUEING SYSTEM BY THE 2029-2030 SCHOOL YEAR AND TO REQUIRE INTERDISCIPLINARY EARLY CHILDHOOD THROUGH GRADE FIVE EDUCATORS TO COMPLETE A SCIENCE OF READING PROFESSIONAL LEARNING PROGRAM BY JUNE 30, 2029. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION 08.1

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 self-knowledge 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.

INSTRUCTIONAL GOALS

1. Use basic communication and mathematics skills for purposes and situations they will encounter throughout their lives;
2. Apply core concepts and principles from mathematics, the sciences, the arts, the humanities, social studies, and practical living studies to situations they will encounter throughout their lives;
3. Become self-sufficient individuals of good character exhibiting the qualities of altruism, citizenship, courtesy, hard work, honesty, human worth, justice, knowledge, patriotism, respect, responsibility, and self-discipline;
4. Become responsible members of a family, work group, or community, including demonstrating effectiveness in community service;
5. Think and solve problems in school situations and in a variety of situations they will encounter in life;
6. Connect and integrate experiences and new knowledge from all subject matter fields with what they have previously learned and build on past learning experiences to acquire new information through various media sources; and
7. Express their creative talents and interests in visual arts, music, dance, and dramatic arts.

Curriculum

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

In any school administered under the provisions of KRS 160.345, the Superintendent shall determine which curriculum, textbooks, instructional materials, and student support services shall be provided in the school after consulting with the Board, the Principal, and the school council and after a reasonable review and response period for stakeholders. All council policies shall be designed to meet student academic achievement expectations and goals established by statute, regulation and Board policy.

~~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. 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.

ACADEMIC FREEDOM

The classroom teachers representing the District shall have the primary responsibility for the delivery of established program of studies in assigned areas. All methods and techniques utilized in the fulfillment of this responsibility shall be exemplified by sound educational practices and respect for all students.

COMPREHENSIVE ARTS EDUCATION

The Board supports a Comprehensive Arts Plan designed to serve as a framework to strengthen the developmental arts program; to utilize community resources; and to incorporate the arts into the total instructional program for all students of the District.

Curriculum

JUNIOR RESERVE OFFICERS TRAINING CORPS PROGRAM (JROTC)

The Board may establish and operate a high school JROTC program in accordance with federal requirements. Each school that maintains a JROTC unit shall permit membership in the unit to homeschooled students residing in the District who are qualified for membership in the unit (but for lack of enrollment in the District).

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
Section 2031 of Title 10, United States Code
P.L. 116-92

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

DEFINITION

"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.

PROGRAM TO ASSIST STUDENTS WITH CHARACTERISTICS OF 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 program ~~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 the utilization of evaluation tools to accurately identify students who are displaying characteristics of dyslexia. Any qualified dyslexia evaluation tool utilized by a local district shall address but not be limited to the following components:
    1. Phonological awareness and phonemic awareness;
    2. Sound symbol recognition;
    3. Alphabet knowledge;
    4. Decoding skills;
    5. Encoding skills; and
    6. Rapid naming.
- 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

Dyslexia

PROGRAM TO ASSIST STUDENTS WITH CHARACTERISTICS OF DYSLEXIA

- 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 through grade three (3) that were participating in literacy interventions within the school setting; and

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

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

Physical Education

All elementary, middle, and high school students shall receive organized physical education instruction ~~as set forth in the Kentucky Academic Standards~~ in accordance with the required academic standards for physical education set forth in 704 KAR 8:050 and in the minimum ~~unit~~ requirements for high school graduation set forth in 704 KAR 003:305.

In the event that a high school student's physical condition prohibits participation in a physical education course, the Board may authorize an exemption for the student from the one-half unit credit of physical education required for graduation in accordance with 704 KAR 4:010. In the event that a high school student's religious convictions prohibit participation in a physical education course, the Board may authorize an exemption for a student from the one-half unit credit of physical education required for graduation in accordance with 704 KAR 4:010.[1] ~~Upon presentation of a certificate from a licensed physician or an affidavit from a leader of a religious denomination to that effect, in conformity with the requirements set forth in 704 KAR 4:010, 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.~~

If a school offers the Reserve Officers Training Corps (ROTC) program, the course shall be accepted as meeting the one-half (1/2) unit physical education requirement for high school graduation.

REFERENCES:

~~[1]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 procedures ~~policies~~ that establish ~~determine~~ the writing program for the District and ensure that the writing program procedures are ~~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 ~~the~~ name of the complainant;

b. The ~~the~~ name and grade level of the student;

c. A ~~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 ~~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: 09.4281 Reporting Educational Concerns or Grievances; 09.42811 Harassment/Discrimination; 09.428111 Title IX Sexual Harassment; 08.2322 Review of Instructional Materials; and 10.2 Citizen Suggestions and Complaints.

REFERENCES:

KRS 158.1415; KRS 158.192
Mahmoud v. Taylor, 606 U.S. 522 ___(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

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

Religious Beliefs Excusal Process

This parent or guardian complaint must be submitted in writing to the Principal of the school where the student is enrolled alleging that specific curricular material is in conflict with the parent's or guardian's sincerely held religious beliefs.

COMPLAINANT (PARENT OR GUARDIAN)

Complainant Name _____ Date _____

Home Address _____ Phone _____

Student Name(s) _____

Home Address _____ Phone _____

School _____ Grade Level _____

COMPLAINT(S)

Provide a reasonably detailed description of the specific material to which the parent or guardian objects, sufficient to allow the Principal to locate and evaluate the materials. (Use additional sheet if necessary.)

_____

_____

_____

_____

_____

STATEMENT (USE ADDITIONAL SHEET IF NECESSARY)

Provide a statement that the parent or guardian sincerely believe the identified materials conflicts with their religious beliefs.

_____

_____

_____

_____

_____

_____ _____

Complainant's Signature **Date**

LEVEL ONE: SCHOOL PRINCIPAL NAME: _____

The Principal/designee shall review the identified material to confirm whether it demonstrably contains the content described in the complaint above before acting on the request. If the Principal determines that the identified material does not demonstrably contain the content described by the parent or guardian, the request may be denied.

Religious Beliefs Excusal Process

PRINCIPAL'S DETERMINATION (USE ADDITIONAL SHEET IF NECESSARY.)

Principal's Signature **Date**

A parent or guardian not having filed the appeal may request in writing access to the appealed materials, programs, or events for review and shall abide by the school's and District's policies and procedures when requesting and reviewing such information.

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LEVEL TWO: APPEAL OF THE PRINCIPAL'S DETERMINATION TO THE SUPERINTENDENT

If the Principal denies a request, the parent or guardian may appeal in writing to the Superintendent within ten (10) calendar days of receipt 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.

Complainant Name**:** _____

Date appeal submitted at this level to the Superintendent: _____

Complainant's Signature **Date**

SUPERINTENDENT'S DETERMINATION (USE ADDITIONAL SHEET IF NECESSARY.)

Superintendent's Signature **Date**

Religious Beliefs Excusal Process

LEVEL THREE: APPEAL OF THE SUPERINTENDENT'S DETERMINATION TO THE BOARD
(USE ADDITIONAL SHEET IF NECESSARY.)

If the Superintendent denies the appeal, the parent or 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.

Complainant Name: _____

Date appeal submitted at this level to the Board: _____

_____

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Complainant's Signature **Date**

BOARD'S FINAL DISPOSITION (USE ADDITIONAL SHEET IF NECESSARY.)

_____

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_____

Board Chair's Signature **Date**

LEGAL: HB 67 AMENDS KRS 160.145 ADDING ADDITIONAL INDIVIDUALS FOR REPORTING PURPOSES. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 13, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION 08.2323

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

Communication, data, and files transferred through District technologic resources are not private. They may be reviewed by specific District personnel, or by someone appointed by them (i.e., independent contractors, law enforcement, etc.), to ensure that all Board policies, administrative procedures, and state and federal laws are followed. Violation of this policy may result in disciplinary action in accordance with the Student Support and Behavior Intervention Handbook, agreements with employee organizations, and Board policies relating to personnel matters.

Internet safety measures, which shall apply to all District-owned devices with Internet access, and personal devices that are permitted to access the District's network, shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking' and other unlawful activities by minors online;
- 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 Superintendent/designee shall develop and implement appropriate administrative procedures to provide guidance for access to electronic media. Procedures 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.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in digital messaging, and cyberbullying awareness and response.

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 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.

Access to Electronic Media
(Acceptable/Responsible Use Policy)

PERMISSION/AGREEMENT FORM(CONTINUED)

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.

EMPLOYEE USE

The District recognizes the value of information systems, applications, and data as well as computers, storage, network, and other electronic devices to improve and enhance student learning. To this end, the District encourages the responsible use of these computing equipment resources in support of the educational mission and goals of the District.

The District technological resources help employees carry out the District's educational mission, conduct research, and communicate with others about District work. Along with this access comes the availability of materials that may not be considered appropriate for use in the workplace. Because it is impossible to control all materials available through the Internet, each employee is ultimately responsible for observing the JCPS standards outlined in the Employee AUA, as well as other applicable school and District rules for behavior and communications.

In accordance with KRS 160.145, 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. 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~~.

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.

Access to Electronic Media
(Acceptable/Responsible Use Policy)

EMPLOYEE USE (CONTINUED)

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 Traceable Communications for complete details and guidelines regarding Traceable Communications, including the definition of "qualified school volunteer." See Administrative Procedure 08.2324 AP.2 Traceable Communication Forms for the form a parent/guardian is required to complete to give consent for communication outside of the Traceable Communication System.

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.

All users of District technological resources, including but not limited to, servers, both wired and wireless networks, storage media, as well as software, operating systems, accounts, and any type of system installed on this equipment on District premises, are covered by the Acceptable Use Agreement. It is the responsibility of every employee to know and understand the Agreement and to conduct their activities accordingly.

All District employees, including all personnel affiliated with the school that will be using the computing equipment listed, shall adhere to the Agreement. Employees are required to sign the Employee Acceptable Use Agreement (Administrative Procedure 05.51 AP.21) at the beginning of each contract year acknowledging they have read and agree to comply with the Employee Acceptable Use Agreement. New employees are required to sign the Employee Acceptable Use Agreement upon being hired.

- This Employee Acceptable Use Policy applies to the use of the District-provided technological resources, regardless of the geographic location, as follows:
- Data and system use shall comply with the District standards found in the Board-approved policies and administrative procedures.
- Unauthorized access to data and/or systems is prohibited.
- Users must prevent unauthorized disclosure or modification of sensitive information/data, including Personally Identifiable Information (PII).
- While using the District network, users should have no expectation of privacy. The District has the right to monitor all traffic on the District network.

Access to Electronic Media

(Acceptable/Responsible Use Policy)

ACCESS IS A PRIVILEGE, NOT A RIGHT

Access to this shared resource is given to employees who agree to utilize the District's technological resources to support the educational business of the District and to act in a considerate and responsible manner.

USE OF TECHNOLOGY IN THE CLASSROOM

Employees are encouraged to use electronic mail and other District technologic resources to promote student learning and for communication with parents 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.

COMMUNITY USE

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

The District may provide Wi-Fi internet access for guests to schools and other District facilities that may be used without prior approval. With the approval of the principal/designee, a community member may be granted access to District electronic information sources and programs available through the District's technology system, provided he/she/they attend any required training and abide by the rules of usage established by the Superintendent/designee.

An employee or student shall be subject to disciplinary action, up to and including termination (employee) or placement in an alternative program or setting in lieu of expulsion (student) for violating this policy and acceptable use administrative procedures established by the District.

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 AAAAI-enhanced or generative features. These procedures shall be reviewed and update 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 us of these emerging technologies, including the appropriate and inappropriate uses of AI (e.g. for inspiration vs. cheating or plagiarism.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. A student or employee who defaces 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.

Access to Electronic Media
(Acceptable/Responsible Use Policy)

RESPONDING TO CONCERNS

A school or District administrator 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 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.
2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

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.

ACRONYMS & KEY TERMINOLOGY

The National Institute of Standards and Technology (NIST) IR 7298, Glossary of Key Information Security Terms, is the primary reference document that the District uses to define common cybersecurity terms. Key terminology includes:

- Artificial Intelligence:
    - A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments.
- District Technological Resource:
    - A term describing any data, device, application, service, or other components of the environment that supports information-related activities.
- Personally Identifiable Information or PII:
    - Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means.

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

Employee Acceptable Use Agreement

EXECUTIVE SUMMARY

Overview

The District recognizes the value of information systems, applications, and data as well as computers, storage, network, and other electronic devices to improve and enhance student learning. To this end, the District encourages the responsible use of these computing equipment resources in support of the educational mission and goals of the District.

The JCPS Networks help employees carry out the District's educational mission, conduct research, and communicate with others about District work, Along with this access comes the availability of materials that may not be considered appropriate for use in the workplace. Because it is impossible to control all materials available through the Internet, each employee is ultimately responsible for observing the JCPS standards outlined below, as well as other applicable school and District rules for behavior and communications. The District has drafted this agreement governing the voluntary use of computing resources to provide guidance to District employees regardless of whether the District provides the equipment, or the individual/group obtains the same through donations from any organization.

Purpose

The purpose of this the Employee Acceptable Use Agreement is to establish acceptable and unacceptable use of any computing device or electronic resource listed as part of this Agreement. All users of computer equipment listed, including but not limited to, servers, both wired and wireless networks, storage media, as well as software, operating systems, accounts, and any type of system installed on this equipment on-premise at the District, are covered by this Agreement. It is the responsibility of every employee to know and understand this agreement and to conduct their activities accordingly.

Scope

All District employees, including all personnel affiliated with the school that will be using the computing equipment listed, shall adhere to this Agreement. Employees are required to sign this Employee Acceptable Use Agreement at the beginning of each school contract acknowledging they have read and agree to comply with the Employee Acceptable Use Agreement. New employees are required to sign the Employee Acceptable Use Agreement upon being hired.

This Employee Acceptable Use Agreement applies to the use of the District-provided IT resources, regardless of the geographic location, as follows:

- Data and system use shall comply with the District policies and standards found in the District Board-approved policies and administrative procedures.
- Unauthorized access to data and/or systems is prohibited.
- Users must prevent unauthorized disclosure or modification of sensitive information/data, including Personally Identifiable Information (PII).
- While using the District network, users should have no expectation of privacy. The District has the right to monitor all traffic on the District network.

Access is a privilege, not a right

Access to this shared resource is given to employees who agree to utilize the JCPS Networks to support the educational business of the District and to act in a considerate and responsible manner.

Employee Acceptable Use Agreement

ACCEPTABLE USE OF INFORMATION SYSTEMS, APPLICATIONS, AND DATA

Employees shall:

- In accordance with District administrative procedures, immediately report all lost or stolen equipment, known or suspected security incidents, known or suspected security policy violations or compromises, or suspicious activity. Known or suspected security incidents are inclusive of an actual or potential loss of control or compromise, whether intentional or unintentional, of authenticator, password, or sensitive information or data, including PII, maintained or in possession of the user.
- Ensure that software, including downloaded software and cloud services, are properly licensed, free of malicious code, and authorized for installation and use before installing or using it on the District-owned systems.
- Log off or lock systems when leaving them unattended.
- Complete security awareness training before accessing any system and on an annual basis thereafter. Permit only authorized users to use organization-provided systems.
- Secure sensitive information or data (on paper and in electronic formats) when left unattended.
- Keep sensitive information or data out of sight when visitors are present.
- Sanitize or destroy electronic media and papers that contain sensitive data when no longer needed, in accordance with the District records management and sanitization policies, or as otherwise directed by management.
- Only access sensitive information or data necessary to perform job functions and for which the user has the appropriate access authorization from the District.
- Use PII only for the purposes for which it was collected, including conditions set forth by stated privacy notices and published notices.
- Ensure the accuracy, relevance, and completeness of PII, as necessary.

PROHIBITED USE OF INFORMATION SYSTEMS, APPLICATIONS, AND DATA

Employees shall not:

- Access and/or share information or data outside the purview of their job function except that incidental personal use is permitted.
- Direct or encourage others to violate organizational policies, administrative procedures, standards, or guidelines.
- Circumvent security safeguards or reconfigure systems except as authorized (e.g., violation of least privilege).
- Use another user's account, identity, or password.
- Exceed authorized access to sensitive information or data.
- Cause congestion, delay, or disruption of service to any District-owned IT resource. For example, sending greeting cards, video, sound, or other large file attachments can degrade the performance of the entire network, as do some uses of "push" technology, such as audio and video streaming from the Internet.

Employee Acceptable Use Agreement

PROHIBITED USE OF INFORMATION SYSTEMS, APPLICATIONS, AND DATA

Employees shall not:

- Create, download, view, store, copy or transmit materials related to sexually explicit or sexually-oriented materials.
- Create, download, view, store, copy or transmit materials related to gambling, illegal weapons, terrorist activities, illegal activities, or activities otherwise prohibited.
- Create, download, view, store, copy or transmit content generated with an Artificial Intelligence (AI) system in an inappropriate or unethical manner, including, but not limited to:
    - Fraudulent activity, including but limited to impersonating individuals or organizations to steal money, information, or other assets.
    - Harassment or discrimination.
    - Impersonation: Creating AI-generated audio or video to mimic real people.
    - Appropriated likeness: Using or altering a person's likeness without consent.
    - Creating a false online persona to deceive or manipulate others or spread false information (sockpuppeting).
    - Generating explicit content.
    - Falsification: Using AI to fabricate evidence such as reports or documents.
    - Intellectual Property (IP) infringement: Using someone's intellectual property without permission.
    - Counterfeiting: Producing items that imitate original works and attempt to pass as real.
    - Scaling and amplification: Automating and amplifying content distribution.
- Store sensitive information or data in public folders or other insecure physical or electronic storage locations.
- Share sensitive information or data, except as authorized and with formal agreements that ensure third-parties will adequately protect it.
- Disclose student educational records, including any student information or data, except as permitted by the Family Educational Rights and Privacy Act (FERPA), state and federal law, and the District Board policy.
- Transport, transfer, email, remotely access, or download sensitive information or data, inclusive of PII, unless such action is explicitly permitted by the manager or owner of such information or data.
- Store sensitive information/data on mobile devices such as laptops, smartphones, USB flash drives, or on remote systems without authorization or appropriate safeguards, as stipulated by organization policies.

Employee Acceptable Use Agreement

PROHIBITED USE OF INFORMATION SYSTEMS, APPLICATIONS, AND DATA (CONTINUED)

- Knowingly or willingly conceal, remove, mutilate, obliterate, falsify, or destroy information/data for personal use for self or others.

Employees shall not:

- Use organization-provided IT resources for commercial purposes or in support of "for-profit" activities or in support of other outside employment or business activity (e.g., such as consulting for pay, administration of business transactions, the sale of goods or services, etc.).
- Engage in any outside fund-raising activity, including non-profit activities, endorsing any product or service, participating in any lobbying activity, or engaging in any prohibited partisan political activities.
- Establish unauthorized personal, commercial, or non-profit organizational web pages on organization-provided systems.
- Use organization-owned IT resources as a staging ground or platform to gain unauthorized access to other systems.
- Create, copy, transmit, or retransmit chain letters or other unauthorized mass mailings regardless of the subject matter.
- Use organization-owned IT resources for activities that are inappropriate or offensive to fellow employees or the public. Such activities include, but are not limited to:
    - Harassment, bullying, intimidation, or other abusive conduct that ridicules others on the basis of race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex (including sexual orientation and gender identity), gender expression, veteran status, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions of an employee.
    - Hate speech
    - Nudity, obscenity, and/or vulgarity
    - Discussion of conduct illegal for a minor; and
    - Promotion or depictions of illegal conduct, including inappropriate drug or alcohol use.
- Add personal IT resources to existing organization-owned systems without the appropriate management authorization, including the installation of personal networks and reconfiguration of systems.
- Intentionally acquire, use, reproduce, transmit, or distribute any controlled information or data including computer software and data that includes information or data subject to the Privacy Act, copyrighted, trademarked or material with other intellectual property rights (beyond fair use), proprietary data, or export-controlled software or data.
- Send anonymous messages.
- Remove organization-approved IT resources from organization property without prior management authorization.

Employee Acceptable Use Agreement

ADDITIONAL RULES FOR SECURITY & PRIVILEGED USERS (CONTINUED)

- Modify software without management approval.
- Implement the use of purchased or free software, including enrolling, rostering, or sharing any student data as part of a course curriculum without successful completion of the district software approval process.
- Share any exploits or compromises discovered in the network or systems. If one is discovered, it should be reported to the IT department immediately.
- Post information or data on external blogs or social media including, but not limited to, networking sites, newsgroups, bulletin boards, or other public forums in a manner that violates Board policy.

USE OF TECHNOLOGY IN THE CLASSROOM

Employees are encouraged to use electronic mail and other District technology resources to promote student learning and for communication with parents 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.

SOCIAL NETWORKING SITES

An employee may set up social networking accounts using District resources and following District procedures to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

Networking, communication, and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for an employee to utilize a social networking site for instructional, administrative, or other work-related communication purposes, he/she/they shall comply with the following:

1. Request prior permission from the Superintendent/designee.
2. If permission is granted, set up the site in accordance with following District guidelines developed by the Superintendent/designee. Guidelines may specify whether access to the site must be given to school/District technology staff.
3. Notify the parent/guardian of each participating student of the site and obtain written permission for students to become “friends” prior to a student being granted access. This permission shall be kept on file at the school as determined by the Principal.
4. Once the site has been created, the sponsoring employee shall be responsible for the following:

Employee Acceptable Use Agreement

SOCIAL NETWORKING SITES (CONTINUED)

a. Monitoring and managing the site to promote safe and acceptable use; and

b. Observing confidentiality restrictions concerning release of student information under state and federal law.

An employee is discouraged from creating or using a personal social networking site to which they invite students to be friends. An employee who takes such action does so at their own risk.

An employee shall be subject to disciplinary action if the employee's conduct relating to use of technology or online resources violates this policy or other applicable policy, administrative procedure, or statutory or regulatory provisions governing employee conduct. 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 confidentiality of student information. Conduct in violation of that Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to the Education Professional

Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

TRACEABLE COMMUNICATIONS SYSTEMS

In accordance with KRS 160.145, the Board shall designate a traceable communication for District employees to communicate electronically with students enrolled in the District.

A District employee or qualified school volunteer shall not engage in unauthorized electronic communication.

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.

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 Traceable Communications for complete details and guidelines regarding Traceable Communications, including the definition of "qualified school volunteer." See Administrative Procedure 08.2324 AP.2 Traceable Communication Forms for the form a parent/guardian is required to complete to give consent for communication outside of the Traceable Communication System.

COMMUNITY USE

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

Employee Acceptable Use Agreement

COMMUNITY USE (CONTINUED)

The District may provide Wi-Fi internet access for guests to schools and other District facilities that may be used without prior approval. With the approval of the Principal/designee, a community member may be granted access to District electronic information sources and programs available through the District's technology system, provided he/she/they attend any required training and abide by the rules of usage established by the Superintendent/designee.

An employee or student shall be subject to disciplinary action, up to and including termination (employee) or placement in an alternative program or setting in lieu of expulsion (student) for violating this policy and acceptable use administrative procedures established by the District.

RESPONSIBILITY FOR DAMAGES

An individual shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. A student or staff member who defaces a District web site or makes unauthorized changes to a web site shall be subject to disciplinary action, up to and including placement in an alternative program or setting in lieu of expulsion or termination, as appropriate.

RESPONDING TO CONCERNS

A school or District administrator 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

A user with network access shall not utilize District resources to establish electronic mail accounts through a third-party provider 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 sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions
2. that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
3. Maintaining and securing a usage log; and
4. Monitoring online activities of minors.

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.

ADDITIONAL RULES FOR SECURITY & PRIVILEGED USERS

Certain security and system administration personnel are elevated privileges by the Chief Information Officer/designee. Elevated privileges establish specific job-related roles and permissions for an employee and may provide significant access to processes and data in District

Employee Acceptable Use Agreement

ADDITIONAL RULES FOR SECURITY & PRIVILEGED USERS (CONTINUED)

systems. As such, Security, Network, Systems, and Database Administrators have added responsibilities to ensure the secure operation of any the District systems.

Personnel with elevated privileges are to:

- Advise the asset owner on matters concerning cybersecurity.
- Assist the asset owner in developing security plans, risk assessments, and supporting documentation for the certification and accreditation process.
- Ensure that any changes to any system that affect contingency and disaster recovery plans are conveyed to the asset custodian responsible for maintaining continuity of operations plans for that system.~~FACILITIES 05.51 AP.21~~
- Ensure that adequate physical and technical safeguards are operational within their areas of responsibility and that access to information/data is restricted to authorized personnel on a need-to-know basis.
- Verify that users have received appropriate security training before allowing access to any system.
- Implement applicable security access procedures and mechanisms, incorporate appropriate levels of system auditing, and review audit logs.
- Document any known or suspected security incidents or violations and report them to the Executive Administrator for Information Security and Cyber GRC (Governance, Risk, and Compliance).
- Employees are responsible for ensuring the protection and security of these devices, which includes reasonable protection from any environmental elements. Promptly report any theft of these devices to the immediate supervisor or manager.

BRING YOUR OWN DEVICE (BYOD)

Management Intent:

The purpose of the Bring Your Own Devices (BYOD) agreement is to specify what security measures have to be in place and to define acceptable use when personal devices are used to access District systems and data.

The following provisions apply to BYOD:

- Texting or emailing while driving is strictly prohibited.
- Access to the District emails and documents is only permitted as an exception to this Agreement if the following controls are in place.
    - The Personal Device must be protected by a passcode.
    - The Personal Device cannot be jailbroken, (i.e. modified to remove restrictions imposed by the manufacturer or operator), (e.g. to allow the installation of unauthorized software).

Employee Acceptable Use Agreement

BRING YOUR OWN DEVICE (BYOD) (CONTINUED)

- District information/data cannot be shared with or sent to unauthorized third parties.
- District confidential information/data shall be deleted from Personal Devices upon separation with the District.
- The District reserves the right to disconnect devices or disable services without notification.
- A lost or stolen device must be reported to the District IT within twenty-four (24) hours. Personal Device users are responsible for notifying their mobile carrier immediately upon loss of a device.
- A personal device user is expected to use their devices in an ethical manner at all times and adhere to the District's Acceptable Use Agreement as outlined in this document.
- A personal device user is personally liable for all costs associated with their devices.
- A personal device user assumes full liability for risks including, but not limited to, the partial or complete loss of the District and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.
- The District shall not reimburse the employee for the cost of the device or plan.

The District shall not be responsible for supporting Personal Devices including connectivity to the District systems. The District reserves the right to take appropriate disciplinary action up to and including termination for non-compliance with this agreement.

ACRONYMS & KEY TERMINOLOGY

The National Institute of Standards and Technology (NIST) IR 7298, *Glossary of Key Information Security Terms*, is the primary reference document that the District uses to define common cybersecurity terms. Key terminology to be aware of includes:

Adequate Security:

A term describing protective measures that are commensurate with the consequences and probability of loss, misuse, or unauthorized access to or modification of information.

Artificial Intelligence:

A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments.

Artificial Intelligence System:

Any data system, software, hardware, application, tool, or utility that operates in whole or in part using AI.

Asset:

A term describing any data, device, application, service, or other components of the environment that supports information-related activities. An asset is a resource with economic value that a the District owns or controls.

FERPA:

Family Educational Rights and Privacy Act (FERPA) – the federal law in the United Stated that governs the privacy of student educational records.

IT:

Information Technology

Employee Acceptable Use Agreement

ACRONYMS & KEY TERMINOLOGY (CONTINUED)

Jailbroken:

Modification (a smartphone or other electronic device) to remove restrictions imposed by the manufacturer or operator, (e.g. to allow the installation of unauthorized software).

PII:

Personally Identifiable Information: Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means.

Spam:

Electronic junk mail or junk newsgroup postings. Messages that are unsolicited, unwanted, and irrelevant.

ENFORCEMENT

As an employee of the District and as a user of the District computer network, I have read and hereby agree to comply with all the District employee acceptable technology use policies, including those summarized in this Employee Acceptable Use Agreement, and Board policies 03.1321, 03.2321, and 08.2323, as applicable. I understand that if I violate any of those policies, I may lose access to the District technology resources and I may be subject to discipline, up to and including termination of employment.

Employee Name (Please print) _____

_____ _____

Employee's Signature ***Date***

RELATED POLICIES:

03.1321; 03.2321; 08.2323

RELATED PROCEDURES:

08.2323 (all procedures)

Review/Revised:4/29/2025

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

DEFINITIONS

"Family member" means:

1. A parent, brother, sister, son, daughter, aunt, uncle, cousin, nephew, niece, or grandparent related to the student by consanguinity, affinity, or adoption; or

2. An adult that resides in the same household as the student.

"Parent" means a parent, legal guardian, a person acting as a parent in the absence of a parent or guardian, or other individual or agency responsible for the student.

"Qualified school volunteer" means an adult who:

1. Is not:
    a. A school district employee; or
    b. Enrolled in the school district; and
2. Has served the school or school district at any point during the current school year:
    a. As a student teacher, a nonfaculty coach or assistant coach, a nonfaculty sponsor of an extracurricular program or activity, or a school-sponsored academic tutor; or
    b. In a nonfaculty student services role designated as a qualified school volunteer by the local board of education.

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

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

"Unauthorized electronic communication":

1. Means private electronic communication with a student enrolled in a school district by the school district's employee or qualified school volunteer who is not the student's family member that occurs outside of a designated traceable communication system and without prior written parental consent;

2. Includes any private electronic communication with a student or students enrolled in the school district through a personal email account, text messaging, social media, or other private electronic communication program outside of the traceable communication system; and

3. Does not include:
    a. Virtual school instruction, including nontraditional instruction, online course instruction, and home-health instruction;
    b. Academic feedback mechanisms;
    c. Electronic translation services;
    ~~**a.**~~**d.** Electronic communication with any telephone number provided by a parent for the purpose of school communication with that parent;

Traceable Communications

DEFINITIONS (CONTINUED)

e. Electronic communication in which a parent of the student is included as a recipient or participant;

f. Electronic communication between two (2) or more school district employees or qualified school volunteers and one (1) or more students that is in direct relation to an academic, athletic, or extracurricular purpose;

g. Electronic communication between a school resource officer or director of pupil personnel and a student in which the principal, vice principal, or a school-based mental health services provider, as defined by KRS 158.4416, is included as a recipient that is in direct relation to the safety, engagement, or attendance of a student;

h. Voice communication on an official telephone number affiliated with the school or school district;

i. Social media posts and comments that are not private electronic communication;

j. Electronic communication related to commercial products or services with a telephone number, email address, or other electronic account affiliated with a lawful commercial business; or

~~**b.**~~ Secure messaging for healthcare providers.

TRACEABLE COMMUNICATION SYSTEM

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.

UNAUTHORIZED ELECTRONIC COMMUNICATION

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.~~

Traceable Communications

~~DEFINITIONS (CONTINUED)~~

~~Parent~~

~~4. "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:~~

~~3. Are designated by a Board of Education;~~

~~4. Trace all communications sent to or by a student; and~~

~~5. 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.~~

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 AND DISCIPLINARY ACTION

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.

Traceable Communications

REPORTING AND DISCIPLINARY ACTION (CONTINUED)

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 **Board** Chair.

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 Board Policy 03.17 Discipline/Nonrenewal/ Resignation and KRS 161.790;
    c. 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 **Board Policy 03.27 Discipline, Suspension, and Dismissal of Employees and** KRS 161.011 ~~(7)~~; and
    d. 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.
    ~~d.~~e. 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 Board Policy 03.17 Discipline/Nonrenewal/Resignation and KRS 161.120 and KRS 156.132.

REFERENCES:

KRS 156.132
KRS 160.145
KRS 161.011; KRS 161.120; KRS 161.790
03.1321; 3.13214; 03.1325; 03.162; 03.17

Traceable Communications

REFERENCES (CONTINUED):

03.2321; 03.23214; 03.2325; 03.262; 03.2621; 03.27
03.6
08.13531; 08.2323

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

EXPLANATION: HB 67 AMENDS KRS 160.145 RELATING TO UNAUTHORIZED ELECTRONIC COMMUNICATION IN SCHOOLS.
COST: NONE ANTICIPATED

Traceable Communications

A parent/guardian may submit written consent to authorize a designated District employee or qualified school volunteer as defined in Board Policy 08.2324Traceable Communications who is not a family member to participate in private electronic communication with his or her child outside of the traceable communication system.

The written consent:

a. Shall be filed in the administrative office of the student's school;

b. Shall be submitted to the administrative office of the school prior to any private electronic communication being sent from a District employee or qualified school volunteer to a student outside of the traceable communication system;

c. Shall designate each specific District employee or qualified school volunteer that may participate in private electronic communication with the student outside of the traceable communication system and shall not be transferable to any other District employee or qualified school volunteer;

d. May be revoked by the parent who filed the consent at any time. Upon notice of a revocation, the school's administrative office shall promptly notify the employee or qualified school volunteer subject to the revocation.

e. May establish terms limiting electronic communication with a student including establishing an expiration for the term of the consent. Any electronic communication with the student enrolled in the school district outside of the traceable communication shall comply with all terms of the written consent.

f. Shall not be rejected or denied by the school or District unless the written consent fails to properly identify the applicable student, District employee, or qualified school volunteer. Upon receipt of the written consent, the administrative office shall deliver a copy of the written consent to the District and the designated District employee or qualified school volunteer.

g. Shall not be compelled as a requirement for a student to participate in an academic, athletic, or extracurricular opportunity; and

~~a.~~**h.** Shall not authorize a District employee or qualified school volunteer to engage in inappropriate or sexual electronic communication with a student or be used as a basis of a defense for a District employee or qualified school volunteer that engages in inappropriate or sexual communication with a student or students.

EXPLANATION: HB 67 AMENDS KRS 160.145 RELATING TO UNAUTHORIZED ELECTRONIC COMMUNICATION IN SCHOOLS.
COST: NONE ANTICIPATED

Consent for Outside Traceable Communications

~~A parent may authorize a designated District employee or volunteer, who is not a family member, to communicate electronically with his or her child outside of the traceable communication system.~~

~~a. A completed form for each designated District employee or volunteer shall be filed in the administrative office of the student's school prior to any outside electronic communication being sent and may be revoked by a parent at any time.~~

I hereby consent to authorize the following District employee or qualified school volunteer who is not a family member to participate in private electronic communication with my child outside of the traceable communication system.

Name of Student:_____

~~I hereby consent to authorize the following to communicate with my child outside of the traceable communication system.~~

Name of ~~e~~Employee~~s~~/**Q**ualified School ~~v~~Volunteer**s**:_____

_____

If applicable, terms limiting electronic communication including expiration date:

_____

_____

~~Reason(s) for the communication:_____~~

_____

_____

~~Is Parent to be included on all communications? ☐ Yes ☐ No~~

~~Expiration Date for this form's consent:_____~~

My consent does not authorize a District employee or qualified school volunteer to engage in inappropriate or sexual electronic communication with my child~~student~~ or be used as a basis of a defense for a District employee or qualified school volunteer that engages in inappropriate or sexual electronic communication with my child.

_____ _____

Signature of Parent/Guardian Date

Any electronic communication with the~~a~~ student **enrolled in the District** outside of the traceable communication system shall comply with all terms of this written consent.

_____ _____

~~Signature of Employee or Volunteer Date~~

Consent for Outside Traceable Communications

The District or the school shall not reject or deny the written consent unless it fails to properly identify the applicable student, District employee, or qualified school volunteer.

Upon receipt of this consent, the administrative office shall deliver a copy of this consent to the District and the designated school employee or qualified school volunteer.

For administrative office use only:

_____ _____

Received by Date

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

Employee Reports of Criminal Activity

To promote the safety and well-being of students, employees shall report criminal activity as required by state law.

KRS 620.030

A District employee 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 make a report to the appropriate state agency as required by KRS 620.030.

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 JCPS Police Department and to either the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the JCPS Police Department 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 ~~A~~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 ~~D~~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 JCPS Police Department 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 Support and Behavior Intervention Handbook~~Code of Conduct~~.

The District ~~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 JCPS Police Department ~~District's law enforcement agency~~ shall file a weekly report for the preceding week identifying all reports received under KRS 158.155.

Employee Reports of Criminal Activity

KRS 158.156

An employee who knows or has reasonable cause to believe that a student has been the victim of a 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 make a report to the victim's Principal as required by KRS 158.156. The Principal shall file a written report with the District which will provide the report to the Board and the appropriate law enforcement agency within forty-eight (48) hours of the original report. The Principal shall also notify the parents/guardians of the students involved.

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, an employee shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. The employee shall discuss the report with the victim prior to contacting a law enforcement officer.

KRS 209A.110

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

KRS 158.154

A principal who has a reasonable belief that an act has occurred on school property, on a school bus or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law or damage to the property shall immediately report the act to the appropriate law enforcement agency as required by KRS 158.154.

REFERENCES:

KRS 158.154; 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

Employee Reports of Criminal Activity

RELATED POLICIES:

03.13251; 03.23251; 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

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 neglected[1] or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately:

1. 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] or
2. Make a report through the online reporting system established by the Cabinet for Health and Family Services.

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

Upon notification, the Principal/designee 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.

Child Abuse

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.

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 parent[3] 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:

[1]KRS 600.020
[2]KRS 620.030; KRS 620.040
[3]OAG 85-134; OAG 92-138
[4]KRS 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

Child Abuse

REFERENCES (CONTINUED):

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

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

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 school-based decision making (SBDM),consistent with Board policy, the school 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 trips as provided by law.[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]

STUDENTS WITH DISABILITIES

Students with disabilities shall have an equal opportunity to participate in nonacademic and extracurricular services and activities, including, but not limited to, extracurricular athletics, intramural athletics, and clubs.

NOTE: The District may require a level of skill or ability of a student in order for that student to participate in a selective or competitive program or activity, so long as the selection or competition criteria are not discriminatory.

EXPULSION

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

REFERENCES:

[1]KRS 161.185
[2]KRS 158.153
[3]KRS 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:

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

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, off school property, at a bus stop~~off school property~~, or at a school sponsored event ~~function sponsored event (and the incident is likely to substantially disrupt the education process),~~ shall be subject to appropriate disciplinary action, including suspension or placement in an alternative program in lieu of ~~, or in lieu of~~ expulsion.[1] Procedures for dealing with aggressive and assaultive behavior and the resulting consequences shall be set out in the Student Support and Behavior Intervention Handbook.

A student 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 (and the incident is likely to substantially disrupt the educational process) shall be subject to appropriate disciplinary action[1] up to and including placement in an alternative program setting in lieu of expulsion from school and/or legal action.

THREATS THAT POSE A DANGER TO STUDENTS, FACULTY, OR STAFF

Any student who is determined by the District through clear and convincing evidence to have made threats that pose a danger to the well-being of students, faculty, or staff shall be placed in an alternative program or setting in lieu of expulsion for a period of at least twelve (12) months.

In accordance with Board Policy 09.4341Alternative Education Programs:

- Placement decisions for a student with a disability under the IDEA shall be made by the Admissions and Release Committee (ARC) as required under federal law and corresponding District policies and procedures.
- Placement decisions for a student identified under Section 504 shall be made through the team process as required under federal law and corresponding District policies and procedures.

REMOVAL OF STUDENTS

A school administrator, teacher, or other school employee ~~-~~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. Verbal or written statements or gestures by a student indicating intent to harm himself/herself/themselves, others, or property.
2. Physical attack by a student so as to intentionally inflict harm to themselves, others or property.

Assault and Threats of Violence

REMOVAL OF STUDENTS (CONTINUED)

In accordance with ~~Per~~ KRS 158.150, the Principal may establish a process, in accordance with Board Policy 09.426 Disrupting the Educational Process and subject to review and approval by the Principal Supervisor ~~Zone Assistant Superintendent~~ 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 District Student Support and Behavior Intervention Handbook.

Removal of a student from a bus shall be made in compliance with 702 KAR 5:080. Each school shall develop procedures for the immediate removal of a threatening or violent student from the classroom and submit them to the Superintendent/designee for approval.

When a teacher or other employee removes a student, the employee shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal/designee shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

REPORT TO LAW ENFORCEMENT AGENCY

In accordance with ~~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 JCPS Police Department and either to the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the JCPS Police Department ~~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 ~~A~~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 ~~D~~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 JCPS Police Department 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, a District employee shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. The employee shall discuss the report with the victim prior to contacting a law enforcement officer.

A District employee shall report to a law enforcement officer when the employee has a belief that the death of a person with whom the employee 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 a District employee 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 a District employee has reasonable cause to believe that an individual with whom the employee has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, the employee shall provide educational materials to the individual relating to such abuse and information on access to regional domestic violence programs or rape crisis centers and how to access a protective order. 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 District's area.

NOTIFICATIONS

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify a staff member or student who has been threatened and the parent/guardian of the student who is 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/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:

[1]KRS 158.150
[2]KRS158.1559
KRS 158.155; KRS 160.290
KRS 161.155; KRS 161.190; KRS 161.195
KRS 209A.020; ~~KRS 209.160~~KRS 209A.045
KRS 209A.100; KRS 209A.110; KRS 209A.130
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

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

Student Disciplinary Processes

STUDENT DISCIPLINE AND BEHAVIOR IMPROVEMENT

Procedures used by schools for student discipline and behavior improvement shall conform with the provisions of the Student Support and Behavior Intervention Handbook under Board Policy 09.438.

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 the 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 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 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 shall not be administered in a manner that is humiliating, degrading, or unduly severe. Teachers shall note make remarks to pupils concerning a student's perceived shortcomings. Teachers may appropriately and professionally discuss concerns directly with a student when other students are not present.

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:

Student Disciplinary Processes

TREATMENT OF PUPILS (CONTINUED)

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.
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, consistent with Board policy. 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 consultation with the Advisory Leadership Team, consistent 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**,** if the District employs or contracts with such officers.

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:

[1]KRS 158.153
[2]KRS 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

Student Disciplinary Processes

RELATED POLICYIES:
~~01.111;~~ 09.14

DRAFT

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 on~~to a~~ school property under its jurisdiction or to 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 must 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:

[1]KRS 158.150
[2]KRS 158.155
[3]20 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

DRAFT

LEGAL: SB 4 AMENDS KRS 161.027 REMOVING THE BOARD MEMBER NUMBER EXEMPTION FOR COUNTIES WITH A FIRST-CLASS CITY AND COUNTY MERGER.
FINANCIAL IMPLICATIONS: COST SAVINGS OF FEWER BOARD MEMBERS

Legal Status of the Board

CORPORATE POWERS

1. The Jefferson County Public School District shall be made up of the entire geographic area of Jefferson County, Kentucky, with the exception of the area included within the boundaries of the Anchorage Independent School District.

~~1.~~2. The District is under the management and control of the Board of Education. Through December 31, 2026, the Board shall consist ~~consisting~~ of seven (7) members. Beginning with the organizational Board meeting to be held within ten (10) days of January 1, 2027, the Board shall consist of five (5) Board members. The members initially elected for Division Four and Division Five shall serve for a two (2) year term with subsequent terms being a standard four (4) year term. Members initially elected for Divisions One, Two, and Three shall be for a standard four year term.[5] Each member shall be elected by the voters of the member's respective division on a non-partisan ballot, in a November general election, for a term of four years.

~~2. The District is under the management and control of the Board of Education consisting of fiveseven (57) members. Each member shall be elected by the voters of the member's respective division on a non-partisan ballot, in a November general election, for a term of four years.~~

3. The Board shall always act as a body politic and corporate with perpetual succession. No individual member and no group comprised of less than the full membership shall act to bind the Board.
4. The Board shall be known as the "Board of Education of Jefferson County, Kentucky."
5. The Board may sue and be sued; make contracts; expend funds necessary for liability insurance premiums and for the defense of any civil action brought against an individual Board member in the member's official or individual capacity, or both, on account of an act made in the scope and course of the member's performance of legal duties as a Board member; purchase, receive, hold, and sell property; issue its bonds to build and construct improvements; and do all things necessary to accomplish the purposes for which it is created.

DISTRICT NONDISCRIMINATION

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

The District shall comply with all applicable provisions of the Civil Rights Act of 1964; the Equal Educational Opportunities Act of 1974; Title IX of the Education Amendments of 1972; the Individuals with Disabilities Education Act of 1990; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and the Age Discrimination Act of 1975, and shall provide annual assurances of compliance to the Kentucky Department of Education.

NOTICE OF CONTACT INFORMATION RELATING TO DISCRIMINATION CONCERNS

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

WEBSITE ACCESSIBILITY

The District is committed to ensuring accessibility of its website for students, employees, visitors, and members of the community with disabilities. All pages on the District's website shall conform

Legal Status of the Board

WEBSITE ACCESSIBILITY (CONTINUED)

to Level AA of the Web Content Accessibility Guidelines (WCAG) 2.0 developed by the World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI), or updated equivalents of these guidelines.

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

REFERENCES:

[1]KRS 160.160
[2]Americans with Disabilities Act
[3]KRS 160.210, non-codified text in Section 17 of Senate Bill 4 (2026 RS)
KRS Chapter 344
Section 504 of the Rehabilitation Act of 1973
Title VI of the Civil Rights Act of 1964
42 U.S.C. 200e, Civil Rights Act of 1964, Title VII
20 U.S.C. 1681, Education Amendments of 1972, Title IX
Genetic Information Nondiscrimination Act of 2008
20 U.S.C. 7905 (Boy Scouts of America Equal Access Act)
Web Content Accessibility Guidelines
Bostock v. Clayton County, Georgia 140 S. Ct. 1731 (2020)
H.R. 1065 (EH) - Pregnant Workers Fairness Act

RELATED POLICIES:

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

DRAFT

LEGAL: SB 4 AMENDS KRS 160.180 ADDING RESTRICTIONS ON QUALIFICATIONS OF BOARD MEMBERS RELATED TO LARGE DISTRICTS AS DEFINED IN KRS 160.160
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Board Member Qualifications

ELIGIBILITY

Board member qualifications are established by applicable provisions of the Kentucky Constitution and Kentucky Revised Statutes. The specific constitutional and statutory provisions prevail over the following general description. A person shall only be eligible for membership on the Board, if the person:[1]

1. Has attained the age of twenty-four (24) years;
2. Has been a citizen of Kentucky for at least three (3) consecutive years preceding the election;
3. Is a legally qualified voter of the division or district (in the case of independent school districts) for which the person is elected;[2]
4. Has completed at least the twelfth (12th) grade or has been issued a High School Equivalency Diploma, as evidenced by;
    a. An affidavit signed under penalty of perjury certifying completion of the twelfth (12th) grade or the equivalent that has been filed with the nominating petition required by KRS 118.315; or
    b. A transcript evidencing completion of the twelfth (12th) grade or the results of a twelfth (12th) grade equivalency examination that has been filed with the nominating petition required by KRS 118.335;
5. Does not hold any elective federal, state, county, or city office, serve as an officer or employee of a city, county, town or other municipality, hold an office of "trust or profit" under the United States or another state, or serve as an appointed officer of a special purpose governmental entity with taxation authority unless specifically authorized by statute;
6. Is not, at the time of his/her/their election, directly or indirectly, interested in the sale to the Board of books, stationery or any other property, materials, supplies, equipment, or services for which school funds are expended;
7. Has not been removed from membership on a Board of Education for cause; and
8. Does not have a relative, as defined in KRS 160.180, employed by the District in the case of a person elected after July 13, 1990. This shall not apply to a member holding office on July 13, 1990 who has a relative who was initially employed by the District before the member was elected to the Board; and
9. For large districts, as defined in KRS 160.160, including Jefferson County Public Schools, is not an employee of a board of education in the Commonwealth of Kentucky whose position requires work on more than one hundred (100) days per year.

A Board member shall be eligible for reelection unless the member becomes disqualified.

REFERENCES:

[1]Kentucky Constitution Sections 165, 237; KRS 61.080; KRS 160.180
[2]Moore v. Tiller, KY., 409 S.W. 2d 813 (1966); KRS 160.210
KRS 156.460; KRS 156.465
OAG 18-018; OAG 80-234; OAG 14-005

LEGAL: SB 46 AMENDS KRS 156.153 REVISING NINE (9) PASSENGER VEHICLE TO TEN (10) OR FEWER PASSENGERS TO BE USED ALONG REGULAR BUS ROUTES AND APPROVED SCHOOL ACTIVITIES. DRIVERS MUST SUBMIT TO DRUG TESTING CONSISTENT WITH FEDERAL DRUG TESTING REQUIREMENTS AND BACKGROUND CHECKS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF MARCH 27, 2026.
FINANCIAL IMPLICATIONS: COST OF DRUG TESTING, BACKGROUND CHECKS, AND CA/N CHECKS

Transportation Services Policy

The Board shall adopt a District Transportation Services Policy that contains the terms and conditions for the use of District transportation services for students who are transported and for their parents/guardians. The policy shall be based on the Statewide Transportation Services Policy Guidelines provided by the Kentucky Department of Education and shall update the policy every two (2) years.[1]

This policy sets forth those components of the JCPS Student Support and Behavior Intervention Handbook (SSBIH) and, Board Policies that collectively establish those terms and conditions for the use of District transportation services by students.

STUDENTS' RESPONSIBILITIES FOR CONDUCT ON THE BUS

Students shall conform to transportation rules and procedures prescribed by the District under state statutes, federal, state, and local regulations, and Board Policy.

- Students shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the students to enter the bus.
- Students shall not cross the roadway when proceeding to enter or after leaving the school bus until signaled to do so by the bus driver.
- When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Students shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.
- When students enter the bus, they shall proceed directly to a seat.
- Students shall remain seated until the bus has come to a complete stop.
- Students shall not extend their arms, legs, or heads out the bus windows.
- Students shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.
- Students shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train. (Board Policy 06.32)

PROHIBITED ITEMS

Passengers shall not bring an object on the school bus that may block the bus aisles or exits or otherwise impede exiting the bus.

The following are not to be transported on the bus:

1. Firearms or weapons, either operative or ceremonial (exception: archery bows, used in connection with a school archery team, may be transported inside the passenger compartment and arrows transported in the underneath storage compartment);
2. Live animals, except for a service animal necessary for a student to attend school; or
3. Glass objects or helium balloons.

Bus drivers shall promptly report the possession of a prohibited item to the compound coordinator and the Principal. (Board Policy 06.432)

Transportation Services Policy

REPORTING OF VIOLATIONS OF DISTRICT POLICY ON THE BUS

A bus driver shall promptly report any violation of District policy or school rules using the District Bus Referral Process established by the Success and Resilience ~~Culture and Climate~~ Department. A student discipline incident report shall be initiated by the driver and given to the Principal or designee for appropriate disciplinary action. A driver may file a written or electronic complaint or report of student misconduct including a recommendation to revoke transportation privileges, which shall be considered as a factor in the determination of disciplinary action. A driver may be heard at any disciplinary hearing relating, at least in part, to misconduct that occurred during the driver's transportation of the student. (Board Policy 06.34)

INVESTIGATING AND RESPONDING TO A COMPLAINT OF A VIOLATION OR BULLYING

The Principal/designee shall investigate and respond to of a complaint of a behavior violation or bullying on the bus in accordance with the provisions of the Student Support and Behavior Intervention Handbook (SSBIH). This includes reporting to JCPS Police Department and local law enforcement or the Kentucky State Police in accordance with KRS 158.156 when there is reasonable cause to believe that a student has committed a felony against another student (Board Policy 09.2211).

DETERMINATION OF DISCIPLINARY ACTION

Disciplinary action shall be determined in accordance with Board policy and the provisions of the SSBIH. The Superintendent/designee shall apply the provisions of the SSBIH and Transportation Services Policy without partiality or discrimination (Board Policy 09.4).

WITHHOLDING OF RIDING PRIVILEGES

When a bus driver alleges a student has committed a behavior violation that places the student or others at risk of physical harm, a student may be refused transportation as investigations and safety plans are established. Parents or guardians who commit behavior that places their student or other students at risk of physical harm or otherwise make it unsafe for the driver to continue transporting students may be criminally charged. Parent and guardian misconduct may also be a consideration for future transportation privileges for the student (SSBIH).

RETALIATION AND DISCRIMINATION PROHIBITED

Employees and other students shall not retaliate or discriminate against a student because they report a violation of the SSBIH or assist or participate in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation (SSBIH, Board Policy 09.42811).

DISCHARGE OF PUPILS FROM BUS

A driver is in charge of his/her/their bus, and the driver's first responsibility shall be to the safe transportation of passengers. In the event that one or more students are behaving in a threatening or violent manner or in such a way as to endanger the safety of other students on the bus, the driver shall stop the bus and contact the compound coordinator to send someone to pick up the student or, if the behavior warrants, the driver shall call the District Security and Investigations Unit. The compound coordinator shall notify Principal who shall notify the student's parent/guardian. (Board Policy 06.34)

Transportation Services Policy

DISCHARGE OF PUPILS FROM BUS (CONTINUED)

The Principal is authorized to withhold bus riding privileges up to a maximum of five (5) school days per incident for threatening or violent behavior. Additional days of bus service may be withheld in accordance with the District procedures. The Principal shall notify the parent/guardian in a case where bus riding privileges have been withheld. (Board Policy 06.34)

EXTENDED SUSPENSION OF BUS-RIDING PRIVILEGES

In an instance of terroristic threatening, assault of a student or staff member, or weapons possession or use on a bus, a Principal may request for permission to suspend the bus-riding privileges of a student beyond five (5) days per incident. (Board Policy 06.34)

CRIMINAL VIOLATIONS (KRS 158.148)

KRS 511.020 makes it a Class B felony for a person, with the intent to commit a crime, knowingly entering or remaining unlawfully upon a school bus, and when in effecting entry or while upon the school bus or in the immediate flight therefrom, the person or another participant in the crime causes physical injury to another person or uses or threatens the use of a dangerous instrument against another person.

KRS 508.078 makes it a Class C felony for a person to intentionally threaten to commit any act likely to result in death or serious physical injury to any employee of an elementary or secondary school, which includes a school bus driver.

KRS 508.025 makes it a Class D felony for a person to recklessly, with a deadly weapon or dangerous instrument, or intentionally cause or attempt to cause physical injury to a school bus driver or other school employee acting in the course and scope of their employment.

KRS 519.020 makes it a Class A misdemeanor for a person to obstruct governmental operations, which includes intentionally obstructing, impairing, or hindering the performance of a governmental function by using or threatening to use violence, force, or physical interference.

KRS 525.070 makes it a Class B misdemeanor for a person, with intent to intimidate, harass, annoy, or alarm another person, to strike, shove, kick, or otherwise subject another to physical contact. (KRS 158.148, Board Policy 09.2211)

RESTITUTION OF DAMAGES

A parent/guardian may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child. (Board Policy 06.34)

RESPONSE TO CONDUCT ON THE BUS BY STUDENTS WITH SPECIAL NEEDS

A student with special needs who exhibits inappropriate conduct on a bus shall be managed in accordance with the student's Individual Education Plan (IEP) or 504 Plan the Individuals with Disabilities Education Act (IDEA); state and federal special education regulations; and Board policies and District administrative procedures relating to Exceptional Child Education. (Board Policy 06.34)

TRANSPORTATION FOR CO-COCURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Guidelines for bus transportation for co-curricular and extracurricular activities are set forth in the JCPS Field Trip Procedures Handbook. (Board Policy 09.36)

Transportation Services Policy

USE OF BUSES BY OUTSIDE GROUPS

The Board will not grant, lease, or lend school vehicles to groups or organizations not a part of the school program, except the Board may authorize the use of school buses for civilian defense and military mobilization purposes during a period of actual emergency. (Board Policy 06.5)

BUS STOP DISTANCE

Bus stops are one mile or less for middle/high school students and half a mile or less for elementary students.

SPECIAL TRANSPORTATION SERVICES FOR STUDENTS WITH SPECIAL CIRCUMSTANCES

The District uses vehicles that were designed and built by the manufacturer for passenger transportation of ten~~nine~~ (10~~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.

JCPS provides a variety of transportation services in addition to traditional buses for students who require additional support in accordance with federal and state law, including:

- Special Needs Transportation (SNT) for students with disabilities with an IEP that includes SNT.
- White Fleet or vendor-provided car service for homeless children and children in foster care to allow them to attend their school of origin.
- Early Childhood Transportation.

REFERENCES

[1]KRS 158.110
KRS 156.153

RELATED POLICIES

06.22; **06.31,** 06.34
09.226; 09.422
09.438

EXPLANATION: 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).
COST IMPLICATIONS: NONE ANTICIPATED

Student Enrollment and Homeless/Foster Care Status

GUIDELINES FOR ENROLLMENT

1. In general, only minimal information, such as name and age, can be required to enroll any student in school.
2. Homeless children and youth are to be immediately enrolled in the District.
3. Types of reliable proof of a student's identity and age may include, but are not be limited to:
   - Passport
   - Military identification or immigration card
   - Baptismal certificate
   - Copy of the record of baptism that has been notarized or duly certified and reflects the date of the student's birth
   - Any religious record authorized by a religious official
   - Recording of the student's name and birth in a family Bible or other religious text
   - Notarized statement from the parents or another relative or guardian as to the date of the student's birth
   - Prior school record indicating the date of the student's birth
   - Driver's license or learner's permit
   - Adoption record
   - Affidavit of identity and age
   - Any government document or court record reflecting the date of the student's birth
   - Oral proof when the native language of a parent or guardian is not a written language.
4. A student's exact date of birth (month, day and year) is not required for initial enrollment.

HOMELESS STUDENTS AND UNACCOMPANIED YOUTH

In accordance with the McKinney-Vento Homeless Assistance Act and applicable state law, Board Policy 09.12 Admissions and Attendance:

- Defines the terms "residence," "school of origin," and "homeless."
- Sets forth the rights of children and unaccompanied youth experiencing homelessness.
- Establishes the process for resolution for a dispute regarding eligibility, school selection, or enrollment.
- Sers forth the responsibilities of the District Homeless Liaison.
- Requires that decisions regarding the enrollment of a homeless child shall be based on a determination of the best interest of the child.

The District student assignment plan is in effect for all students, including students experiencing homelessness. All students have the right to file for a transfer to request placement in a school that is out of their local resides area. Transfers allow for the appropriate placement of all District students.

Student Enrollment and Homeless/Foster Care Status

HOMELESS STUDENTS AND UNACCOMPANIED YOUTH (CONTINUED)

When a District student loses housing, the parent/ guardian or unaccompanied youth (with the assistance of the District Homeless Liaison) is to complete a transfer form with the District's homeless coordinator to request that the student remains in the school of origin, defined as "the school the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled." This transfer allows the District to process the continued placement of a homeless student who may be attending a school outside of the local resides area. Proof of homelessness can be provided to parents/guardians or unaccompanied youth by the District homeless coordinator's office working in collaboration with the student assignment staff.

If the District is unable to place a homeless student in the requested school, a letter will be sent to the parent/guardian. The parent/guardian has the right to appeal the decision to the District homeless coordinator's office under the McKinney-Vento Act. If the parent/guardian disagrees with the decision made, he or she shall follow the dispute resolution process in Board Policy 09.12. If the dispute remains unresolved, the parent/guardian may appeal the decision to the state homeless coordinator's office at the Kentucky Department of Education (KDE).

The District Homeless Liaison assists with placement of students who are homeless, including students who are living with a friend, relative, or someone else due to economic hardship, loss of housing, or similar reason. Once a child is designated with the homeless status, "the status is retained for the entire school year, even if he or she obtains housing."

CHILDREN IN FOSTER CARE

In accordance with applicable state law and policy guidance from the Cabinet for Families and Children, Board Policy 09.12 Admissions and Attendance:

- Defines "foster care."
- Describes the role of the District Foster Care Liaison.
- Requires that decisions regarding the enrollment of a child in foster care shall be based on a determination of the child's best interest.

The Foster Care Liaison's responsibilities shall be to ensure that:

1. The child in foster care remains in his or her school of origin, unless it is determined that remaining in the school of origin is not in that child's best interest;
2. If it is not in the child's best interest to stay in his or her school of origin, the child is immediately enrolled in the new school even if the child is unable to produce records normally required for enrollment; and
3. That the new (enrolling) school immediately contacts the school of origin to obtain relevant academic and other records.