

SB 1 Policies (after Injunction)

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Legal Status of the Board

CORPORATE POWERS

1. The Jefferson County Public School District shall be made up of the entire geographic area of Jefferson County, Kentucky, with the exception of the area included within the boundaries of the Anchorage Independent School District.
2. 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.³ 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. ³No 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.¹

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;

DISTRICT NONDISCRIMINATION (CONTINUED)

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

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

WEBSITE ACCESSIBILITY

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

Legal Status of the Board**WEBSITE ACCESSIBILITY (CONTINUED)**

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

REFERENCES:

¹[KRS 160.160](#)

²Americans with Disabilities Act

³[KRS 160.270](#)

⁴[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

Adopted/Amended: 10/14/2025

Order #: 2025-175

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 to request, on behalf of the District, a waiver of state regulations ~~and/or~~ a Kentucky Revised Statute requiring paperwork to be submitted to the Kentucky Board of Education or the Department of Education as permitted by statute.¹⁶

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

COMPREHENSIVE SUPPORT AND IMPROVEMENT

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

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.

ADMINISTRATION

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

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

MANAGEMENT

The Board shall by December 1 each year, approve a rolling five (5) year strategic plan for the district that outlines student achievement goals, faculty and staff improvement goals, facility and

General Powers and Duties of the Board

MANAGEMENT (CONTINUED)

infrastructure improvement, and other key objectives that the superintendent and board believe are in the best interest of student outcomes and the community.¹⁵

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

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 003:330](#), the District shall provide Certified Employee Liability Insurance in an amount not less than one (1) million dollars for the protection of the employee from liability arising in the course and scope of pursuing the duties of his/her/their employment.¹³

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

FREE SUPPLIES

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

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

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

REPORTS

The Board shall ~~on forms prepared by the Commissioner of Education and approved by the Kentucky Board of Education~~, prepare and submit to the Kentucky Board of Education reports on all phases of its school service on forms prepared by the Commissioner of Education and approved

General Powers and Duties of the Board**REPORTS (CONTINUED)**

by the Kentucky Board of Education.⁶

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

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

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

APPROVAL OF BUDGET AND LEVY OF TAX RATES

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

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

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

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

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.

CONTRACTS 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.

General Powers and Duties of the Board

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.

DISPLAY OF NATIONAL MOTTO

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

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

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

DISPLAY OF NOTICE REGARDING EMPLOYMENT OF MINORS

The Board shall require each school that contains instructional space for students in grades six (6) through twelve (12) to conspicuously display in a prominent location, in both English and Spanish, a printed abstract of [KRS 339.210](#) to 339.450, a list of the limited or prohibited occupations for minors, and a notice stating the working hours per day for each day of the week permissible for minors to work. The same information or display shall also be posted on the District's or school's website.¹⁵

RESPONSIBILITIES OF THE BOARD

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

1. To promote and support the instructional program to the highest quality possible within the means of the tax structure;
2. To recruit and hire the Superintendent and negotiate the terms of employment and compensation of a prospective Superintendent~~To appoint a Superintendent of schools;~~¹⁵
3. To complete an annual review of the Superintendent's performance with regard to the duties assigned in KRS 160.370(1) and (2)(b);¹⁵

4. To be responsible for the dismissal of the Superintendent;¹⁵
- 4.5. To oversee the administration of the schools in accordance with the Kentucky Revised Statutes and the policies of the Board, as permitted by law;
6. To review and approve a rolling three (3) year projection of expenses and revenues;¹⁵
- 5.7. To set the general tax rates within the limits of its taxing power;
8. To examine and approve the District's annual budget which shall include any budgetary decisions relevant to the district's ability to obtain necessary revenue, including tax revenue, in accordance with the requirements of state law and regulation;¹⁵
9. To oversee by December 1 each year:
 - a. An annual audit of the financial dealings of the district and the reporting of key financial performance data in order to ensure fair and accurate reporting to the board; and
 - b. An annual review of student performance in the district and the reporting of key student performance data to ensure compliance with state and federal law and accurate reporting to the board;¹⁵
10. To consider and pass upon the recommendations of the Superintendent, within the limits provided by the Kentucky Revised Statutes and federal law;
- 6.11. To receive from the Superintendent reports on the progress of the educational program;
- 7.12. 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;
- 8.13. To formulate and cause to be executed policies for the efficient operation of the District and all schools; and
- 9.14. To perform all other duties prescribed by the Kentucky Revised Statutes.

REFERENCES:

- ¹[KRS 160.290](#), [KRS 160.370](#)
- ²[KRS 160.300](#)
- ³[KRS 160.310](#)
- ⁴[KRS 160.160](#), [KRS 160.370](#)
- ⁵[KRS 160.330](#)
- ⁶[KRS 160.340](#), [KRS 160.370](#)
- ⁷[KRS 160.470](#)
- ⁸[KRS 160.540](#)
- ⁹[KRS 160.345](#)
- ¹⁰[KRS 160.280](#)
- ¹¹[KRS 160.346](#); [701 KAR 005:140](#)
- ¹²[KRS 18A.205](#); [KRS 18A.210](#)
- ¹³[702 KAR 003:330](#); [KRS 160.370](#)
- ¹⁴[704 KAR 003:455](#)
- ¹⁴¹⁵[KRS 160.370](#)
- ¹⁵¹⁶[KRS 158.195](#)
- ¹⁶¹⁷[KRS 156.161](#)
- [KRS 116.200](#); [KRS 156.072](#); [KRS 156.160](#);
- [KRS 160.1590](#); [KRS 160.1592](#); [KRS 160.1593](#); [KRS 160.1594](#); [KRS 160.1595](#)
- ~~[KRS 160.1599](#)~~; [KRS 161.158](#); [KRS 162.010](#); [KRS 339.210](#) to [KRS 330.450](#); [KRS 416.560](#)

(CONTINUED)

General Powers and Duties of the Board

REFERENCES (CONTINUED)

[OAG 91-10](#); [OAG 91-122](#); [OAG 95-10](#); [702 KAR 003:220](#); [702 KAR 004:160](#)

RELATED POLICIES:

01.41; 01.5; 01.7
03.124; 03.224; 04.92

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

Board Meetings

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

RULES OF ORDER

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

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

SUSPENSION OF RULES OF ORDER

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

QUORUM

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

MAJORITY VOTE

A concurring vote of a majority of the full Board is necessary to take any particular action, unless otherwise specified by statute.²

VOTING METHOD

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

ABSTENTIONS

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

MINUTES

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

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

Board Meetings

MINUTES (CONTINUED)

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

REFERENCES:

¹[KRS 160.270](#) (1)

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

[OAG 88-35](#)

[OAG 92-77](#)

[OAG 92-136](#)

03-OMD-006

Adopted/Amended: 1/5/2021

Order #: 2021-7

Board Meeting Agenda

AGENDA PREPARATION AND DISSEMINATION

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

There are two types of regular meetings of the Board:

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

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

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

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

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

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

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

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

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

BOARD BUSINESS MEETING AGENDA FORMAT

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

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

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

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

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

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

PERSONS ADDRESSING THE BOARD AT A BOARD BUSINESS MEETING

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

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

BOARD WORK SESSION MEETING AGENDA FORMAT

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

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

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

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

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

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

PERSONS ADDRESSING THE BOARD AT A BOARD WORK SESSION MEETING

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

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

CONSENT CALENDAR ITEMS

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

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

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

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

BOARD MEMBER REQUESTS FOR INFORMATION REGARDING AGENDA ITEMS

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

PUBLIC COMMENT PERIOD

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

DISTRICT EMPLOYEES/MEMBERS OF THE PUBLIC

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

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

REFERENCE:

¹[KRS 160.270](#)
[KRS 160.290](#)

RELATED POLICIES:

01.42; 01.421; 01.44; 01.5
03.16; 03.26

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

Administrative Organization

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

REFERENCES

¹KRS 160.370

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

Duties of Superintendent

EXECUTIVE OFFICER

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

SPECIFIC DUTIES

The Superintendent shall:

1. Serve as chief executive officer of the Board, attend all meetings, act as secretary, and make recommendations to the Board;
2. See that the laws relating to the schools, the administrative regulations of the Kentucky Board of Education, and the policies of the Board are carried into effect;¹
3. Prepare, under the direction of the Board, all rules, bylaws, and statements of policy for review, approval ~~and~~/or adoption by the Board;
4. Provide a quarterly, informational report to the board on the administrative actions taken by the Superintendent to carry out the District's daily operations and implementation of the strategic plan as well as a budget-to-actual financial update;²
- ~~4.5.~~Administer the planning, development, coordination, and evaluation of the total operation of the system;
- ~~5.6.~~Assume general supervision over the school system, including but not limited to the general conduct of schools, the course of instruction, employment matters of all employees and contractors, and the management of business affairs of the District and over all personnel as provided by the Kentucky Revised Statutes;²
- ~~6.7.~~Develop and implement programs to support and achieve the goals and objectives of the District in alignment with the Board-approved strategic plan and budget~~for adoption by the Board;~~²
8. Be responsible for the hiring, employment terms, dismissal, and organizational structure of all personnel in the district in compliance with all laws and in a manner that best serves the students of the District;²
- ~~7.9.~~Exercise general supervision of the schools, examine their condition and progress, and keep informed of the progress in other Districts;²³
- ~~8.10.~~Determine which curriculum, textbooks, instructional materials, and student support services shall be provided in schools after consulting with the Board, school principals, and school councils and after a reasonable review and response period for stakeholders in accordance with Board policy.^{3 3}
- ~~9.11.~~Approve the principal elected by a majority vote of a School-Based Decision-Making Council. If the Superintendent does not approve the principal selected by the council, the Superintendent may select the principal.^{3 3}
- ~~10.12.~~Delegate responsibility for various administrative functions to Division Chiefs, Executive Officers, Assistant Superintendents or other administrators, but be responsible to the Board for the results produced;

~~11.13.~~

Duties of Superintendent

SPECIFIC DUTIES (CONTINUED)

~~12.14.~~ Prepare the annual budget for the District, which shall include any budgetary decisions relevant to the District's ability to obtain necessary revenue, including tax revenue, in accordance with the Kentucky Revised Statutes and regulations of the Kentucky Board of Education;²

~~13.15.~~ Assume responsibility for the hiring and dismissal of all personnel in the District;

~~14.16.~~ Continually assess the professional training needs of the administrative staff of the District and provide professional staff development programs;

~~15.17.~~ Keep the Board and the general public informed on the progress and activities of the educational program;

~~16.18.~~ When, in the judgment of the Superintendent, an emergency exists, close the schools or reduce the hours of the school day as appropriate in the interest of the health and safety of the students or when weather or other emergency conditions would make operating the school bus fleet unsafe; and devise a system for notifying parents, pupils, teachers and other employees when it is necessary to close schools due to emergency conditions;

~~17.19.~~ Work to foster a culture within the District that values and promotes authentic and forthright communication among employees, administrators, and Board members to better meet the needs of students, promote fairness, and improve organizational efficiency and performance; and

~~18.20.~~ Perform other duties assigned by the Board.

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

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

ADMINISTRATIVE REPORTS AND INFORMATION REQUESTS

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

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

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

Duties of Superintendent

ADMINISTRATIVE REPORTS AND INFORMATION REQUESTS (CONTINUED)

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

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

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

REFERENCES:

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

²~~[KRS 160.370](#)~~

²³~~[KRS 160.390](#)~~

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

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

Adopted/Amended: 12/9/2025

Order #: 2025-196

- 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, and the Superintendent~~ shall notify the Board of same at the first regular meeting following such action. Such notification shall be recorded in the Board minutes.

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

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

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

EFFECTIVE DATE

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

QUALIFICATIONS

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

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

PRE-EMPLOYMENT INQUIRIES

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

CRIMINAL BACKGROUND CHECK AND TESTING

Applicants, employees, and student teachers assigned within the District shall undergo records checks and testing as required by applicable statutes and regulations.⁴²

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 offense, 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.⁴²

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.

VACANCIES POSTED

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

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

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

REVIEW OF APPLICATIONS

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

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

RELATIONSHIPS

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

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

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

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

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

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

Hiring**RELATIONSHIPS (CONTINUED)**

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

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

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

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

Exception to the above is substitute personnel.

CONTRACT

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

JOB DESCRIPTION

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

INTENT

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

REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT

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

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

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

EMPLOYEES SEEKING A JOB CHANGE

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

JOB SHARING

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

EXCHANGE OF TEACHERS

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

REFERENCES:

¹[KRS 160.370](#)

¹²[KRS 160.380](#)

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

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

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

45 C.F.R. § 1302.90

KRS Chapter 13B

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

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

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

[KRS 439.3401](#)

KRS Chapter 510

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

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

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

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

RELATED POLICIES:

01.11; 02.4244; 03.132

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

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

The Superintendent Board shall establish annual salary schedules and employee benefits for all certified personnel.¹

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

COBRA

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

REFERENCES:

¹KRS 160.370

²Consolidated Omnibus Budget Reconciliation Act

26 CFR Part 1

KRS 157.320 (12)

KRS 160.290 (1)

KRS 160.340 (2e)

702 KAR 003:070

Adopted/Amended: 11/25/2013

Order #: 2013-191

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

The ~~Superintendent Board~~ shall establish annual salary schedules for salaries and employee benefits for all classified personnel.¹

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

COBRA

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

REFERENCES:

¹[KRS 160.270](#)

²Consolidated Omnibus Budget Reconciliation Act

26 CFR Part 1

[KRS 160.290](#) (1)

Adopted/Amended: 11/25/2013

Order #: 2013-191

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

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

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

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

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

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

QUALIFICATIONS

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

DETERMINATION OF EXPERIENCE

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

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

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

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

Salaries

DETERMINATION OF EXPERIENCE (CONTINUED)

Experience credit shall not be given for the following:

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

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

EXTENDED EMPLOYMENT

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

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

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

EXTRA SERVICES, AND SUPPLEMENTARY PAY

The ~~Superintendent Board~~ shall approve a schedule of compensation for extra services.¹

NATIONAL BOARD CERTIFIED TEACHER (NBCT) SUPPLEMENT

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

RANK AND EXPERIENCE

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

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

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

Salaries**SENIORITY**

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

EXCEPTION

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

PAYROLL DISTRIBUTION

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

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

NOTICE OF SALARY

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

PAYROLL DEDUCTIONS

The ~~Superintendent Board~~ shall approve all payroll deductions as specified by [KRS 161.158](#) and Board Policy 03.1211.¹

REFERENCES:

¹[KRS 160.370](#)

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

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

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

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

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

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

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

RELATED POLICIES:

03.114; 03.1211; 03.4

Adopted/Amended: 12/13/2022

Order #: 2022-211

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

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

The ~~District Board~~ shall provide unemployment insurance⁴² and workers' compensation²³ insurance for all certified personnel. In accordance with [702 KAR 003:330](#), the District shall provide Certified Employee Liability Insurance in an amount not less than one (1) million dollars for the protection of the employee from liability arising in the course and scope of pursuing the duties of his/her/their employment.³⁴ In addition, the State provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation.⁴⁵

WORKERS' COMPENSATION

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

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

REFERENCES:

¹[KRS 160.370](#)

²[KRS 341.050](#)

²³[KRS 342.630](#)

³⁴[702 KAR 003:330](#)

⁴⁵[702 KAR 001:035](#)

[KRS 161.158](#); [OAG 83-151](#)

Consolidated Omnibus Budget Reconciliation Act

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

RELATED POLICIES:

01.11; 03.1211; 03.123; 03.12322; 03.1241; 03.14

Adopted/Amended: 7/23/2024

Order #: 2024-097

- CERTIFIED PERSONNEL -**Transfer**

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

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

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

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

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

EMPLOYEE REQUESTS

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

TEMPORARY DUTY

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

TRANSFER OF EMPLOYEES CHARGED WITH A FELONY

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

Transfer

REFERENCES:

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

RELATED POLICY:

02.4244

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

- CERTIFIED PERSONNEL -**Assignment**

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

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

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

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

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

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

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

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

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

Assignment

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

REFERENCES:

¹[KRS 160.370](#)

²[KRS 160.380](#)

[KRS 156.095](#); [KRS 158.060](#)

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

[KRS 161.760](#); [KRS 161.790](#)

[OAG 78-266](#); [OAG 91-28](#); [OAG 91-149](#); [OAG 92-1](#); [OAG 92-135](#); [OAG 11-001](#)

RELATED POLICIES:

01.0; 02.4244

Adopted/Amended: 10/25/2022

Order #: 2022-182

- CERTIFIED PERSONNEL -**Duties**

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

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

JOB DESCRIPTION

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

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

Job descriptions shall include:

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

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

Duties**JOB DESCRIPTION (CONTINUED)**

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

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

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

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

INVESTIGATIONS

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

ACCOMMODATION

Reasonable accommodation shall be provided each qualifying employee with a disability or limitations related to pregnancy, childbirth, or related medical conditions to comply with the requirements of law and regulation.⁴²

REFERENCES:

¹[KRS 160.370](#)

²Americans With Disabilities Act (ADA); Rehabilitation Act of 1973; KRS Chapter 344

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

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

RELATED POLICIES:

03.113; 09.221

Adopted/Amended: 8/6/2019

Order #: 2019-840

- CLASSIFIED PERSONNEL -**Salaries**

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

HOURLY OR SALARY BASIS

All regular and substitute classified personnel shall be paid on an hourly or salary basis as established by the ~~Superintendent-Board~~.¹

WORK DAY/WORK WEEK

The length of the work day shall be established for each position by the ~~Superintendent-Board~~.¹ The work week for hourly (non-exempt) employees shall be Saturday - Friday and shall not exceed forty (40) hours per week, unless overtime is authorized as provided by this policy.

QUALIFICATIONS

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

DETERMINATION OF EXPERIENCE

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

PAYROLL DISTRIBUTION

An employee shall be paid according to a schedule ~~established~~ ~~approved~~ annually by the ~~Superintendent~~ Board.¹ The District shall furnish the employee with either a paper or electronic statement. If statements are provided electronically, the employee shall be provided access to a computer and printer for review and printing of his/her/their statement.

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

PAYROLL DEDUCTION

The ~~Superintendent-Board~~ shall approve all payroll deductions as specified by [KRS 161.158](#) and Board Policy 03.2211.¹

EXTRA SERVICES AND SUPPLEMENTARY PAY

The ~~Superintendent Board~~ shall approve a schedule of compensation for extra services.¹

SENIORITY

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

Salaries**OVERTIME**

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

REFERENCES:

¹[KRS 160.370](#)

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

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

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

Fair Labor Standards Act

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

RELATED POLICY:

03.2211

Adopted/Amended: 5/7/2024

Order #: 2024-68

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

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

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

WORKERS' COMPENSATION

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

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

REFERENCES:

¹[KRS 160.370](#)

¹²[KRS 341.050](#)

²³[KRS 342.630](#)

³⁴[702 KAR 001:035](#)

[KRS 161.158](#)

Consolidated Omnibus Budget Reconciliation Act

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

RELATED POLICIES:

03.2211, 03.223, 03.22322, 03.2241, 03.24

Adopted/Amended: 11/25/2013

Order #: 2013-191

- CLASSIFIED PERSONNEL -**Assignment**

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

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

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

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

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

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

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

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

Assignment

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

REFERENCES:

¹[KRS 160.380](#)

²[KRS 160.370](#)

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

RELATED POLICIES:

01.0; 02.4244

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

- CLASSIFIED PERSONNEL -**Duties**

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

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

JOB DESCRIPTION

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

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

- A descriptive title;
- Qualifications and competencies;
- A detailed explanation of performance responsibilities;
- Assignment to a ~~Board-adopted~~ salary schedule established by the Superintendent and the number of days to be worked each year;¹
- Physical demands;
- Fair Labor Standards Act (FLSA) status – exempt or non-exempt;
- The immediate links to the chain of command, a statement identifying the supervisor and a statement identifying all the positions supervised by the employee holding the position or that the employee has no supervisees;
- A description of the alignment to staff appraisal instruments that reflect the competencies and responsibilities of the written job descriptions. The job description and related appraisal instruments should include the responsibility for the implementation of Board policies and District strategic priorities, as well as the relationship of the position to professional development and teaching and learning in the District. All job descriptions and related appraisal instruments should detail precise duties (performance and products) and expectations against which the employee will be evaluated and the time frame(s) when formal evaluations will be conducted;
- The ratio of teachers to students shall be determined with consideration of flexible depending upon grade levels, course offerings, accrediting standards, other applicable state laws and regulations and provisions of negotiated agreements; and

Duties**JOB DESCRIPTION (CONTINUED)**

- The date approved or most recently revised.

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

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

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

INVESTIGATIONS

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

ACCOMMODATION

Reasonable accommodation shall be provided each qualifying employee with a disability or limitations related to pregnancy, childbirth, or related medical conditions to comply with the requirements of law and regulation.⁴²

REFERENCES:

¹[KRS 160.370](#)

⁴²Americans With Disabilities Act (ADA); Rehabilitation Act of 1973; KRS Chapter 344
[KRS 158.645](#), [KRS 158.6451](#), [OAG 91-10](#)
P. L. 93-12 Sec. 504; P. L. 101-336

RELATED POLICY:

03.113

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

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

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

NOTICE

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

RESPONSIBILITY

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

UNUSED SICK DAYS

The ~~Superintendent Board~~ shall compensate a classified employee only upon initial retirement from the District for each unused sick day at the rate of thirty percent (30%) of the daily salary.¹ An employee hired before July 1, 2008, shall be compensated for all unused sick days. This calculation shall be based on the employee's last annual salary. For an employee who began employment on or after July 1, 2008, unused sick leave days to be recognized in calculating reimbursement under [KRS 161.155](#) shall not exceed three hundred (300) days.¹²

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

ESCROW ACCOUNT

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

REFERENCES:

¹[KRS 160.370](#)

¹²[KRS 161.155](#)

29 U.S.C. 631

[KRS 61.545](#)

[KRS 78.610](#); [KRS 78.616](#); [KRS 157.420](#)

[OAG 81-72](#)

[OAG 83-191](#)

[OAG 97-28](#)

Adopted/Amended: 5/23/2023

Order #: 2023-78

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

Mandatory payroll deductions made by the Superintendent Board shall include:

1. State and federal income taxes;
2. Occupational tax, when applicable;
3. The Teachers' Retirement System of the State of Kentucky;
4. Any deductions required as a result of judicial process, e.g., salary attachments, etc.; and
5. Medicare (FICA), for an employee newly hired after 3/31/86.¹

OPTIONAL DEDUCTIONS

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

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

SIGNED REQUEST REQUIRED

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

CHANGES IN DEDUCTIONS

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

REFERENCES:

¹KRS 160.370

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

- CERTIFIED PERSONNEL -**Cafeteria Plan**

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

The Superintendent shall develop and make available to employees a list of benefits and procedures consistent with the regulations as listed in 26 C.F.R, Part I, 1.125.1.¹ This listing, or any amendments thereto, shall be submitted by the Superintendent subject to the Board for review and final approval by the Board.

REFERENCE:

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

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

- CERTIFIED PERSONNEL -**Medical Leave**

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

UNPAID LEAVE

Unpaid medical leave shall be granted by the ~~Superintendent-Board~~¹ upon written request and ~~Superintendent/designee Board~~ approval when an employee has been advised by a physician that, for medical reasons, the employee will not be able to work for a period reasonably expected to last thirty or more days due to an anticipated a serious health condition of their own, or that of a family member. As used in this policy, "family member" means spouse; child (including biological, adopted, step, or foster child); parent; parent-in-law; sibling; grandparent; grandchild; son-in-law; and daughter-in-law. The written request shall include the "Certification of Health Care Provider" form completed by the attending physician.

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

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

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

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

FMLA

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

NOTIFICATION OF RETURN

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

VERIFICATION

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

Medical Leave**PLACEMENT UPON RETURN**

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

INVOLUNTARY MEDICAL LEAVE FOR EMPLOYEES

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

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

The employee shall have the right to a hearing on such involuntary leave and its renewal or extension in accordance with the provisions for hearing and appeal in KRS 161.790.⁴²

RETIREMENT DISABILITY

Retirement disability shall be handled in accordance with KRS 161.662.²³

REFERENCES:

¹KRS 160.370

⁴²KRS 161.790; OAG 65-560, KRS 161.770

²³KRS 161.662, OAG 80-151

OAG 84-43

Consolidated Omnibus Budget Reconciliation Act

Family & Medical Leave Act of 1993

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

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

⁵KRS 344.030 to 344.110, the Kentucky Pregnant Workers Act

RELATED POLICIES:

03.111

03.113

03.123

03.12322

03.173

Adopted/Amended: 9/2/2025

Order #: 2025-155

- CLASSIFIED PERSONNEL -**Medical Leave**

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

UNPAID LEAVE

Unpaid medical leave shall be granted by the ~~Superintendent-Board~~, upon written request and ~~Superintendent/designee Board~~ approval, for the remainder of the school year when an employee has been advised by a physician that, for medical reasons, the employee will not be able to work for a period reasonably expected to last thirty or more days due to an anticipated a serious health condition of their own, or that of a family member.¹ As used in this policy, "family member" means spouse; child (including biological, adopted, step, or foster child); parent; parent-in-law; sibling; grandparent; grandchild; son-in-law; and daughter-in-law. The written request shall include the "Certification of Health Care Provider" form completed by the attending physician.

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

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

Part-time ~~classified~~, temporary, seasonal, substitute employees and student workers shall not be eligible for medical leave except for those qualifying for workers compensation payments directly resulting from accidents sustained in the course of fulfilling job responsibilities, or as a workplace accommodation under the ADA, the federal Pregnant Workers Fairness Act, or the Kentucky Pregnant Workers Act.^{2, 3, 4} ~~or the ADA.~~

FMLA

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

VERIFICATION

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

NOTIFICATION OF RETURN

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

PLACEMENT UPON RETURN

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

Medical Leave**INVOLUNTARY MEDICAL LEAVE**

When, ~~in the opinion on advice~~ of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties, the ~~Superintendent Board~~ may require the employee to provide evidence of ability to perform the essential functions of the position in the form of an examination and report by a physician of the Board's choosing.¹ The Board shall bear the cost of this examination.

REFERENCES:

¹[KRS 160.370](#)

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

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

⁴[KRS 344.030 to 344.110, the Kentucky Pregnant Workers Act](#)

Consolidated Omnibus Budget Reconciliation Act

Family & Medical Leave Act of 1993

Americans with Disabilities Act

RELATED POLICIES:

03.211

03.212

03.223

03.22322

Adopted/Amended: 9/2/2025

Order #: 2025-155

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

Mandatory payroll deductions made by the Superintendent Board¹ include:

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

OPTIONAL DEDUCTIONS

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

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

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

SIGNED REQUEST REQUIRED

No optional payroll deduction, authorized by the Superintendent Board¹, shall be deducted from an employee's salary without a signed request from that employee affirmatively requesting the optional deduction. Such request must be filed on forms to be developed by the Superintendent. The Superintendent shall develop the manner and time for filing such requests.

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

Salary Deductions**CHANGES IN DEDUCTIONS**

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

REFERENCES:

[¹KRS 160.370](#)
[KRS 18A.230](#)
[KRS 160.291](#)
[KRS 161.158](#)
[KRS 336.134](#)
[702 KAR 001:035](#)
[OAG 72-802](#)

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

- CLASSIFIED PERSONNEL -**Cafeteria Plan**

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

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

REFERENCE:

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

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

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

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

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

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

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

STAFF VISITATIONS AND CONFERENCES

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

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

LIMITATIONS

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

NOTIFICATION OF RETURN

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

PLACEMENT UPON RETURN

Employees taking an educational/professional leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed.

REFERENCE:

¹[KRS 160.370](#)
[OAG 84-43](#)

Adopted/Amended: 5/26/2020
Order #: 2020-67

- CLASSIFIED PERSONNEL -**Leave for Political Activities**

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

REFERENCES:

¹~~KRS 160.370~~

[KRS 160.291](#)

[KRS 161.164](#)

[KRS 161.990](#)

Adopted/Amended: 2/1/2022

Order #: 2022-28

- CLASSIFIED PERSONNEL -**Promotion**

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

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

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

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

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

REFERENCES:

¹[KRS 160.370](#)
[KRS 160.380](#)
[OAG 92-1](#)

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

- CLASSIFIED PERSONNEL -**Political Activities**

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

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

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

"Political positions" shall not be defined to include communications allowed in collective bargaining agreements and those approved by the Superintendent to be distributed to parents or the community concerning District needs or proposed actions by the Board or the Superintendent.¹ Examples of such communications may include, but not be limited to, those addressing the District's legislative priorities and District facility and financial needs. Employees shall not be prohibited from renting school property for use at appropriate times for political purposes.

SCHOOL BOARD ELECTIONS

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

REFERENCES:

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

RELATED POLICY:

03.212

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

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

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

NOTICE

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

RESPONSIBILITY

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

UNUSED SICK DAYS

The ~~Superintendent Board~~ shall compensate certified employees only upon initial retirement from the District for each unused sick day at the rate of thirty percent (30%) of the daily salary.¹ An employee hired before July 1, 2008, shall be compensated for all unused sick days. This calculation shall be based on the employee's last annual salary. For an employee who began employment on or after July 1, 2008, unused sick leave days to be recognized in calculating reimbursement under [KRS 161.155](#) shall not exceed three hundred (300) days. For an employee who became a member of the TRS on or after January 1, 2022, payment for unused sick leave days shall not be incorporated into the annual compensation used to calculate the retirement allowance in the foundational benefit but may be deposited into the member's supplemental benefit component.¹²

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

UNUSED SICK DAYS AND ACTUARIAL COSTS

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

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

Retirement**UNUSED SICK DAYS AND ACTUARIAL COSTS (CONTINUED)**

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

ESCROW ACCOUNT

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

REFERENCES:

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

RELATED POLICY:

03.1232

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

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

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.

As part of the process for the selection of a district-wide curriculum by the Superintendent, the Superintendent shall ensure the District complies with any section of the current agreement between the Board and the Jefferson County Teachers Association pertaining to curriculum selection.

The Effective July 1, 2026, 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.

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](#)

Curriculum

REFERENCES (CONTINUED):

[KRS 158.645](#); [KRS 158.6451](#); [KRS 158.6453](#); [KRS 160.345](#)
[704 KAR 003:305](#); [704 KAR 003:440](#)
[Kentucky Academic Standards](#)
Section 2031 of Title 10, United States Code
P.L. 116-92

RELATED POLICIES:

Section 02.4 (All Policies)

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