

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

Definitions

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

POLICIES

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

ADMINISTRATIVE PROCEDURES

Statements of the Superintendent and/or District administration. Procedures are administrative instruments to implement Board policy and other legal mandates.

ADMINISTRATIVE REGULATIONS

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

FULL-TIME, PART-TIME STATUS

Employment status shall be determined in compliance with statute and.¹ Full-time/part-time status for classified employees is established by Policy 03.2332.

BOARD

Unless prohibited by state/federal law or regulation, whenever "Board" or "Board of Education" is referred to in policy or procedure, that reference shall not prohibit the Board from delegating responsibility for policy implementation to the Superintendent. However, ultimate oversight for evaluation of implementation of the policy and for the control of District policy remains with the Board.

SUPERINTENDENT

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

~~IAK SUPPORT SERVICES~~

~~References in this manual to "Central Office" refer to "It's About Kids" Support Services.~~

TEACHER

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

Definitions

HUSBAND AND WIFE

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

PARENT OR GUARDIAN

Parent, as used in this manual, means parent, legal guardian, or other person authorized by law to act as a parent as the context requires.

GENDER

Unless otherwise noted, all gender references include both male and female.

CHILDREN AND YOUTH WITH DISABILITIES

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

CALENDAR DAY

Each day appearing on a standard calendar.

SCHOOL NUTRITION PROGRAM

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

STUDENT ATTENDANCE DAY

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

SIGNATURE

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

HEALTH PROVIDER

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

CHARTER SCHOOL

Use of the term "charter school" means a public charter school.

CHARTER SCHOOL AUTHORIZER

A local board of education as defined in KRS 160.1590.

KENTUCKY PUBLIC PENSIONS AUTHORITY

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

Definitions**REFERENCES**

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

LEGAL ADVERTISEMENTS AND NOTICES

In accordance with KRS Chapter 424, in legal advertisements and notices the time shall be stated in both Eastern and Central time.²

REFERENCES:

¹KRS 157.320; 102 KAR 1:036; 702 KAR 1:035

²KRS Chapter 424

KRS 78.510 – KRS 78.852

KRS 158.144; KRS 160.1590

KRS 160.290; KRS 160.340; KRS 160.345

KRS 369.102; KRS 405.028

701 KAR 8:010; 701 KAR 8:020; 701 KAR 8:030; 701 KAR 8:040

702 KAR 6:010; 702 KAR 6:020; 702 KAR 6:040

702 KAR 6:075; 702 KAR 6:090

RELATED POLICY:

03.2332

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LEGAL: SB 2 AMENDS KRS 160.346 TO AUTHORIZE A SUPERINTENDENT TO REMOVE A PRINCIPAL IF THE SCHOOL HAS BEEN IDENTIFIED FOR TARGETED SUPPORT AND IMPROVEMENT OR COMPREHENSIVE SUPPORT AND IMPROVEMENT FOR TWO (2) OR MORE CONSECUTIVE YEARS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF MARCH 27, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: SB 59 AMENDS KRS 48.025 TO EXPLICITLY APPLY THE PROHIBITION TO SCHOOL DISTRICTS ON USING TAX DOLLARS TO ADVOCATE FOR OR AGAINST A PUBLIC QUESTION AND ESTABLISHES PENALTIES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: SB 263 AMENDS KRS 156.161 TO ALLOW THE BOARD'S DESIGNEE IN ADDITION TO THE SUPERINTENDENT TO REQUEST A WAIVER.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 253 CREATES A NEW SECTION OF KRS CHAPTER 160 TO PROHIBIT DISTRICTS ENTERING INTO NONDISCLOSURE AGREEMENTS RELATING TO MISCONDUCT INVOLVING A MINOR OR STUDENT, INCLUDING ABUSIVE CONDUCT. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 392 AMENDS KRS 45A.385 INCREASING THE AMOUNT FOR SMALL PURCHASE PROCEDURES.

FINANCIAL IMPLICATIONS: POTENTIAL SAVINGS FROM REDUCED USAGE OF FULL RFP PROCESS

LEGAL: KRS 158.194 REQUIRES THE BILL OF RIGHTS OF THE U.S. CONSTITUTION TO BE PROMINENTLY DISPLAYED IN ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOL CLASSROOMS.

FINANCIAL IMPLICATIONS: COST ASSOCIATED WITH PRINTING/HANGING THE DOCUMENT

General Powers and Duties of the Board**ESTABLISHMENT OF SCHOOLS**

The Board has general control and management of the public schools in its district. The Board may establish schools and provide for courses and other services it deems necessary for the promotion of education and the general health and welfare of pupils, consistent with the administrative regulations of the Kentucky Board of Education.¹

CHARTER SCHOOLS

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

REQUEST FOR WAIVERS AND EXEMPTIONS

The Board may authorize the Superintendent or the Board's designee to request, on behalf of the District, a waiver of state regulations and/or a Kentucky Revised Statute requiring paperwork to be submitted to the Kentucky Board of Education or the Department of Education as permitted by statute.¹⁵

When approved as a School or program of Innovation by the Kentucky Board of Education, the District is to be granted waivers and exemptions from selected Kentucky Administrative Regulations, Kentucky Revised Statutes, and may be granted waivers of certain Board policies this may include a school identified for comprehensive support and improvement under KRS 160.346.¹¹

COMPREHENSIVE SUPPORT AND IMPROVEMENT

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

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

SCHOOL FUNDS AND PROPERTY

The Board has control and management of all school funds and public school property and may use its funds and property to promote public education.¹

Local, state, and federal tax dollars and resources shall not be used to advocate for or against any public question that appears on the ballot.¹⁶

ADMINISTRATION

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

TEACHER CERTIFICATION

When the Board establishes positions, teacher certification shall be required only for those positions for which the Educational Professional Standards Board (EPSB) requires such certification.

General Powers and Duties of the Board**MANAGEMENT**

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

SUBPOENA

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

INSURANCE

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

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

LEVY OF TAX RATES

As part of the budgetary process, the Board shall levy tax rates in compliance with statutory and regulatory requirements.⁷

General Powers and Duties of the Board**POWER TO BORROW MONEY**

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

CONTRACTS

Any proposed contracts for more than ~~\$50,000~~^{40,000} shall be submitted to the Board for approval and shall be accompanied by figures showing the estimated cost of the project to the District. Subject to the Model Procurement Code (KRS Chapter 45), the Board may require bids for consulting services to be sought. The Superintendent or designee is authorized to approve contracts not exceeding ~~\$50,000~~^{40,000}, provided there is an appropriate allocation in the Board-adopted budget.

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

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 are applying for grants on behalf of the District or District schools shall send a copy of the completed application to the Superintendent/designee for approval or disapproval. Except as provided by law, such applications shall not be submitted until the Superintendent gives his/her approval.

NONDISCLOSURE AGREEMENT

A District shall not enter into a nondisclosure agreement relating to misconduct involving a minor or student, including abusive conduct as defined in KRS 160.380.¹⁸

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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.¹⁴

DISPLAY OF BILL OF RIGHTS

Each elementary and secondary classroom shall prominently display the Bill of Rights from the United States Constitution.¹⁷

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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.¹⁴

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General Powers and Duties of the Board

REFERENCES:

- ¹KRS 160.290
- ²KRS 160.300
- ³KRS 160.310
- ⁴KRS 160.160
- ⁵KRS 160.330
- ⁶KRS 160.340
- ⁷KRS 160.470
- ⁸KRS 160.540
- ⁹KRS 160.345
- ¹⁰KRS 160.280
- ¹¹KRS 160.346; ~~701 KAR 5:140~~
- ¹²KRS 18A.205; KRS 18A.210
- ¹³702 KAR 3:330
- ¹⁴KRS 158.195
- ¹⁵KRS 156.161
- ¹⁶KRS 48.025
- ¹⁷KRS 158.194
- ¹⁸KRS 160.148
- KRS Chapter 45
- KRS 116.200; KRS 156.072; KRS 156.160
- KRS 160.1590; KRS 160.1592; KRS 160.1593; KRS 160.1594; KRS 160.1595
- KRS 160.1599; ; KRS 160.380; KRS 161.158; KRS 162.010
- KRS 339.210 to KRS 330.450; KRS 416.560
- OAG 91-10; OAG 91-122; OAG 95-10
- 702 KAR 3:220; ~~702 KAR 4:160~~

RELATED POLICIES:

- 01.41; 01.5; 01.7
- 03.124; 03.224; 04.31; 04.92

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LEGAL: HB 500 REQUIRES DISTRICTS TO DISPLAY ACADEMIC INFORMATION ON THE DISTRICT'S WEBSITE.

FINANCIAL IMPLICATION: NONE ANTICIPATED

LEGAL: HB 48 (2025) AMENDED KRS 158.4416 REMOVING TRAUMA-INFORMED APPROACH PLAN FROM THE COMPREHENSIVE DISTRICT IMPROVEMENT PLAN.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.111

District Improvement Planning

The Board shall develop plans on an ongoing basis that will provide direction for the District including a purpose and direction for continuous improvement that commits to high expectations for learning as well as shared values and beliefs about teaching and learning.

The Superintendent/Designee with input from all stakeholders shall develop, review, and revise annually a Comprehensive District Improvement Plan (CDIP) which shall include, but not be restricted to, an analysis of student achievement data, statements of the District's goals and objectives, and activities and strategies to meet the goals and objectives. The plan structure shall include the components set forth in 703 KAR 5:225, the Every Student Succeeds Act of 2015 (ESSA), and KRS 158.649. The structure of the CDIP shall include completion of the Continuous Improvement Diagnostic between August 1 and October 1 of each school year and completion of the needs assessment between October 1 and November 1 of each school year.

PLANNING CYCLE

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

PLAN REQUIREMENTS

The District seeking Commissioner approval of the nontraditional instruction (NTI) plan shall annually incorporate it within the CDIP. The District shall submit the NTI plan to the Department by May 1 for implementation at the beginning of the upcoming school term.

TRAUMA-INFORMED APPROACH PLAN

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

BOARD APPROVAL

The plan shall be completed between November 1 and January 1 of each school year and presented to the Board for approval.

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

Additionally, the Board shall update a District Strategic Plan on a four (4)-year cycle and regularly monitor progress on the existing plan. As part of the strategic planning process, the District shall engage in a systematic, inclusive and comprehensive process to review, revise and communicate a system-wide purpose for student success.

District Improvement Planning**BOARD APPROVAL (CONTINUED)**

As part of the CDIP planning process, the Board shall review District academic performance on national, state and local assessments for various groups of students in compliance with legal requirements.

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

IMPLEMENTATION

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

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

DISTRICT REPORT CARDS

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

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

- a. In the newspaper of the largest general circulation in the county;
- b. Electronically on a website of the District; or
- c. By printed copy at a prearranged site at the main branch of the public library within the District.

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

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

District Improvement Planning**SUMMATIVE ASSESSMENT RESULTS**

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

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

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

The District shall display on the internet landing page a web link to the detailed results of the District's performance on the most recent [KSA Summative Assessment](#).

REFERENCES:

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

RELATED POLICIES:

02.44; 02.441; 02.442; 04.1; 09.21

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

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.41

Organizational Meetings**ELECTION OF CHAIR~~PERSON~~ AND VICE-CHAIR~~PERSON~~**

At the first regular meeting in January following the election of Board members, the Board shall elect a ~~eChairperson~~ and ~~vVice-eChairperson~~.

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

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

REVIEW OF BUDGET PROCEDURES AND RESPONSIBILITIES

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

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REFERENCE:

KRS 160.160

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

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.411

Duties and Responsibilities of Chairperson and Vice-Chairperson

1. The eChairperson of the Board shall preside at meetings.
2. The eChairperson may appoint special committees with the approval of the Board.
3. The eChairperson may call special meetings of the Board.¹
4. The eChairperson may make or second motions and vote on motions.
5. The eChairperson shall countersign all orders of the Board² (including contracts and reports as required by law).
6. When outside agencies send communications and notifications only to the eChairperson, s/he shall bring before the Board information intended for all Board members.
7. The *Vice-eChairperson shall perform the duties of the eChairperson in his/her absence.

REFERENCES:¹KRS 160.270²KRS 160.440**RELATED POLICY:**01.4101.41

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LEGAL: HB 869 AMENDS KRS 61.805 DEFINING TIME AS MEANING THE TIME OF DAY STATED IN BOTH EASTERN AND CENTRAL TIME. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS EFFECTIVE AS OF APRIL 27, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.42

Regular Meetings**ADOPTION OF ANNUAL MEETING SCHEDULE**

The Board shall adopt a schedule of regular meetings for the school year, identifying the date, time ([stated in both Eastern and Central time⁶](#)), and place of each meeting. Rescheduled regular meetings shall be noticed and held as special meetings.^{1 & 5}

PUBLICITY

All meetings of the Board, and any committees or subcommittees thereof, shall be held at specified times and places which are convenient to the public. The schedule of regular meetings shall be made available to the public.²

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

OPEN MEETINGS

All meetings of a quorum of the members of the Board at which any public business is discussed or at which any action is taken are to be public meetings, open to the public at all times, except as provided in KRS 61.810.³

PUBLIC COMMENT PERIOD

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

VIDEO TELECONFERENCES

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

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

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

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

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.42
(CONTINUED)

Regular Meetings

REFERENCES:

¹KRS 160.270

²KRS 61.820; OAG 78-274; OAG 78-614

³KRS 61.810

⁴KRS 61. 823; KRS 61.826

⁵92-OMD-1677; 04-OMD-056

⁶[KRS 61.805](#)

KRS 61.840; KRS 158.070

17-OMD-148

RELATED POLICIES:

01.421; 01.43; 01.44

08.3; 08.31

LEGAL: HB 869 AMENDS KRS 61.805 DEFINING TIME AS MEANING THE TIME OF DAY STATED IN BOTH EASTERN AND CENTRAL TIME. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS EFFECTIVE AS OF APRIL 27, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

RECOMMENDED: TO BE CONSISTENT WITH POLICY 01.41, PER KRS 160.160, CHAIRMAN WAS REVISED TO CHAIR.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.44

Special Called Meetings**AUTHORIZATION**

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

CALL AND NOTICE

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

DELIVERY AND TIMING OF NOTICE

Notice of a special meeting must be delivered personally, transmitted by fax, mailed, or, if requested in writing, by electronic mail (email) so that it is received at least twenty-four (24) hours prior to the time of such meeting as specified in the notice. Notice shall be given to each Board member and to each media organization which has on file with the Board a written request to be notified of special meetings. Written notice shall also be posted at least twenty-four (24) hours before the meeting in a conspicuous place in the building where the meeting will take place and in the Board central office.⁴

EXCEPTION

Requirements for notice, delivery and timing are not required in case of an emergency which prevents compliance. In such a case reasonable effort shall be made to notify Board members, media organizations that have filed a written request for notification and the public of the emergency meeting. At the beginning of the meeting, the ~~Chairperson~~ shall explain, for the record, the emergency circumstances preventing compliance with notice, delivery and timing requirements. This explanation shall be recorded in the minutes of the meeting. Discussion and action at this meeting shall be limited to the emergency for which the meeting has been called.⁴

REFERENCES:

¹KRS 61.823; KRS 160.270

²OAG 78-274

³OAG 77-221; OAG 61-24

⁴KRS 61.823

⁵[KRS 61.805](#)

92 OMD 1677

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

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.83

In-service Training

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

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

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

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

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

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

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

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

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

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

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In-service Training**IN-SERVICE TRAINING REGARDING CHARTER SCHOOL AUTHORIZATION**

Separate and apart from the above in-service training, Board members shall participate in in-service training regarding charter school authorizers as follows:

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

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

1. Financial governance and transparency;
2. Conflict of interest;
3. Charter application;
4. Charter school contracting;
5. Charter school monitoring;
6. Charter school renewal, nonrenewal, and revocation;
7. Charter school closure;
8. Ethics;
9. Curriculum and instruction;
10. Educational services provided for special needs, at risk, English learner, gifted, and other special population students; and
11. Physical restraint and seclusion of students.

ORIENTATION OF NEW BOARD MEMBERS

The Superintendent/designee and/or the Board Chair shall acquaint new Board members with their duties and obligations and furnish them with a copy of the Board's policy manual and/or access to the District's online manual and such other information and guidance materials as necessary to prepare them for service. Areas should include, but not be limited to, District budgeting, planning and student learning indicators. In addition, new Board members shall be provided assistance in locating training opportunities to help them meet statutory training requirements and to support them in learning their roles and responsibilities.

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.83
(CONTINUED)

In-service Training

REFERENCES:

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

LEGAL: HB 67 AMENDS KRS 160.390 ADDING STATUTE TO BUDGET PREPARATION.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION

02.12

Duties of Superintendent**PROFESSIONAL ADVISOR**

The Superintendent shall be the professional advisor to the Board. As advisor to the Board, the Superintendent shall recommend policies to the Board for its consideration and should advise and counsel the Board on all matters.¹

EXECUTIVE OFFICER

The Superintendent shall be the executive officer of the District. As executive officer, the Superintendent is responsible for carrying out all policies and rules and regulations established by the Board.¹

SPECIFIC DUTIES

The Superintendent shall:

1. Meet with the Board except when the Superintendent's tenure, salary, or the administration of the Superintendent's office is under consideration;¹
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, procedures, bylaws, and statements of policy for review, approval and/or adoption by the Board;¹
4. Have general supervision, subject to the control of the Board, of the general conduct of the schools, the management of business affairs, and, in accordance with state law, the course of instruction, and the discipline of pupils;¹
5. Make all appointments, assignments, reinstatements, promotions, demotions, and transfers of principals, supervisors, teachers, and other public school employees, and at the next Board meeting notify the Board of all personnel actions taken;²
6. Make all suspensions, non-renewals, and terminations of certified and classified personnel, and at the next Board meeting notify the Board of all personnel actions taken;³
7. Exercise general supervision of the schools, examine their condition and progress, and keep informed of the progress in other districts;⁴
8. Prepare or have prepared all budgets, salary schedules, and reports required by the Board ~~by statute or and by~~ the Kentucky Board of Education;⁴
9. Determine the need of extension of the school system of the district;⁴
10. Receive and examine reports from teachers and other school officers;⁴
11. Make reports from time to time as directed by the Board;⁴
12. Be responsible to the Board for the general condition of the schools;⁴
13. Acquaint new Board members with their duties and obligations and furnish them a copy of policy statements and such other information and guidance materials as necessary to prepare them for service;
14. Interpret school problems to the Board;

Duties of Superintendent

SPECIFIC DUTIES (CONTINUED)

15. Interpret educational policy to the Board and to the public;
16. Assist the Board in its efforts to interpret public opinion concerning the schools;
17. Endeavor through a continuous self-improvement program to keep abreast of modern trends and practices in education;
18. Lead the Board, the educational staff, pupils and citizens in a cooperative and continuous effort to improve the total school program;
19. Actively engage in community enterprises and endeavors as they relate to the welfare of both school children and the community; and
20. Discharge such other duties necessary or desirable for effective maintenance and operation of the schools.
21. Meet all training and continuing education requirements specified in statute and administrative regulations.⁴

REFERENCES:

¹KRS 160.370; OAG 78-274; OAG 82-604

²KRS 160.380; KRS 161.760; KRS 161.765

³KRS 161.750; KRS 161.790

⁴KRS 156.111; KRS 160.390; 704 KAR 3:406
KRS 15.257; KRS 160.395

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

ADMINISTRATION

02.131

Contract of Superintendent**CONTRACT**

Except for individuals serving in an interim or acting capacity, the Superintendent shall be granted a contract by the Board for a term of one (1), two (2), three (3), or four (4) years in accordance with statutory requirements.¹

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

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

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

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

VACANCY

In case of a vacancy in the office of Superintendent prior to the expiration of the term set by the Board, the term shall expire on the date the vacancy occurs.

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

RESIGNATION

No Superintendent may resign his/her term prior to its expiration date and accept a new term from the same Board.

REFERENCES:

¹KRS 160.350
KRS 156.161
KRS 157.350

LEGAL: HB 869 AMENDS KRS 61.805 DEFINING TIME AS MEANING THE TIME OF DAY STATED IN BOTH EASTERN AND CENTRAL TIME. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS EFFECTIVE AS OF APRIL 27, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION

02.423

School Council Meetings**SCHEDULE**

The first meeting of the council shall be called by the Principal; thereafter, the council shall set its own meeting schedule. The Board encourages councils to schedule meetings to begin no earlier than 5:00 p.m. to facilitate parent and family participation. At the first meeting, the council shall adopt a schedule of regular meetings for the fiscal year, identifying the date, time ([stated in both Eastern and Central time](#)⁴) and place of each meeting. Any change to this schedule shall be a special-called meeting.¹

All meetings of the council, and any committees or subcommittees thereof, shall be held at specified times and places which are convenient to the public. The schedule of regular meetings shall be kept on file in the Office of Community and Government Support and shall be made available to the public.²

PUBLIC MEETINGS

All meetings of a quorum of the members of the council at which any public business is discussed or at which any action is taken are to be public meetings, open to the public at all times, except as provided in KRS 61.810.³

OPEN MEETING AND OPEN RECORD REQUIREMENTS

All meetings of the council and its official committees are open to the public and subject to open meetings laws. Council records are also subject to open records law and the Records Retention Schedule, Public School District.

OPEN RECORDS

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

REFERENCES:

¹92-OMD-1677

²KRS 61.820; OAG 78-274, OAG 78-614

³KRS 61.810

⁴KRS 61.805

KRS 61.815; KRS 61.823; KRS 61.826

KRS 61.835; KRS 61.840; KRS 61.846; KRS 61.848; KRS 61.850

KRS 61.870; KRS 61.872; KRS 61.874; KRS 61.876; KRS 61.884

Records Retention Schedule, Public School District

RELATED POLICIES:

01.43; 01.44 10.11

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

ADMINISTRATION

02.4242

School Budget and Purchasing**BOARD ALLOCATIONS**

Through the budgeting process, the Board shall appropriate to each school an amount of funds equal to or greater than the formula prescribed in 702 KAR 3:246: School Council Allocation Formula. Notwithstanding KRS 160.345(8), the Board may reduce the allocations to individual schools within the District; however, the allocation shall not be less than one hundred (\$100) dollars per pupil in average daily attendance.¹

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

The Board shall allocate Section 7 funds according to the options provided in 702 KAR 3:246. Notice of the Section 7 allocation shall be provided in accordance with that regulation. Funding for supplemental District-wide itinerant and categorical positions shall be provided as approved by the Board. Additional funds to support special, alternative, and magnet programs and schools may be provided as determined by the Board.

SCHOOL RESPONSIBILITY

Priorities requiring funding beyond the allocations made to councils through Sections 4, 5, and 6 of 702 KAR 3:246 shall be submitted to the appropriate School Director. The school shall, in expending allocated funds, comply with all state and Board budgeting, purchasing and reporting laws, regulations, policies, procedures, audits, and Accounting Procedures for School Activity Funds published by the Kentucky Department of Education.

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

To ensure that funds are spent on student programs and services in a timely manner, all 702 KAR 3:246 Section 6 funds managed by the school, but not expended by the end of the fiscal year, that are over fifteen percent (15%) of the previous year's allocation shall revert to the District general fund. When the district's contingency fund is below 6%, all funds not expended during the fiscal year, shall be returned to the district general fund. Within thirty (30) days of receipt of Section 6 carry forward funds, the council shall include with its request a description of how the carry forward funds will be spent to improve student achievement. All funds allocated/provided through Sections 4, 5, 7, 8, and 9 shall be expended during the fiscal year or revert to the District general fund unless an exception is specified at the time the funds are allocated or is subsequently approved by the Board.

BOARD APPROPRIATION

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

PURCHASING

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

ADMINISTRATION

02.4242
(CONTINUED)

School Budget and Purchasing

EXPENDITURE OF FUNDS

In schools where SBDM has been implemented, the school council shall determine the expenditure of funds allocated to the school. In a school not operating under SBDM, the school improvement council shall make recommendations to the Principal concerning expenditure of these funds.

REFERENCES:

[12026 Budget Bill](#)

702 KAR 3:246; School Council Allocation Formula

704 KAR 3:510; KRS 156.445; KRS 160.345

OAG 91-10; OAG 91-206; OAG 92-59

RELATED POLICIES:

04.1; 04.312; 08.1

LEGAL: HB 500 REQUIRES SCHOOLS TO DISPLAY ACADEMIC INFORMATION ON THE SCHOOL'S
INTERNET LANDING PAGE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION

02.442

Comprehensive School Improvement Plan**COMPREHENSIVE SCHOOL IMPROVEMENT PLAN (CSIP)**

Schools shall focus their improvement efforts through the collaborative development of a Comprehensive School Improvement Plan (CSIP) involving all stakeholders to review, revise and communicate a purpose for student success, establish and address priority needs, plan for the usage of District funds and develop action plans to close achievement gaps between various student groups. This plan shall describe the specific goals and activities that build capacity for high-quality planning to address targeted needs to achieve the goals established by the state-mandated accountability system. The structure of the CSIP shall include completion of the Continuous Improvement Diagnostic between August 1 and October 1 of each school year and completion of the needs assessment between October 1 and November 1 of each school year.

The primary purposes of the CSIP shall be:

- To improve student achievement on state and federal mandated testing/accountability instruments; and
- To eliminate achievement gaps among various student groups.

RESPONSIBILITY

Each school council, shall develop, review, and revise annually a Comprehensive School Improvement Plan (CSIP) by January 1 of each school year. The structure of the CSIP shall include completion of a narrative summary of the current state of the school between August 1 and October 1 of each school year and completion of the needs assessment between October 1 and November 1 of each school year. A process for development of the CSIP is to be completed between November 1 and January 1 of each school year, and other components required by state statutes or regulations. Unless otherwise noted, all additional components of the CSIP may be complete by May 1 of each school year.

By October 1st, the school-based decision making council, with the involvement of parents, faculty, and staff shall set the school's annual targets for eliminating any achievement gap and submit them to the Superintendent/designee for consideration.

The Superintendent/Designee and the School-Based Decision Making Council shall agree on the annual targets before they are submitted to the Board for adoption.

- School Principals shall convene a public meeting at their schools to share and discuss their school's plans to eliminate identified achievement gaps.

FORM

Unless the school planning committee requests and is granted a waiver by the Board, the school committee shall use any improvement plan format that has been established and approved by the Board. In addition, the school council shall review annually the school's disaggregated student data and revise the school's improvement plan, as required by applicable statute and regulation, to address any achievement gaps between various student groups.

PLAN INCLUDES

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

Comprehensive School Improvement Plan**PLAN INCLUDES (CONTINUED)**

- The Comprehensive School Improvement Plan (CSIP) shall include, at a minimum, a mission, vision, and belief statement, objectives, a needs assessment, an action plan to achieve the objectives, and a method of evaluating the accomplishment of the plan. In addition, the school council, shall review disaggregated student data and revise the CSIP, as required by applicable statute and regulation, to address any achievement gaps between various groups of students.
- The plan shall focus on student success and a purpose and direction for continuous improvement that commits to high expectations for learning as well as shared values and beliefs about teaching and learning for all students.
- The school plan shall define specific goals and strategic actions to be implemented the following school year to achieve the established accountability goals.
- The plan shall include the reduction of physical and mental health barriers to learning, student equity, and needs identified by the schools, school safety and student discipline assessments.
- The plan shall include, but not limited to, an Equity component and a Parent Involvement component.

The CSIP shall serve as a resource for school/council decision-making and shall be posted to the school's web site.

The CSIP will be submitted to the Kentucky Department of Education no later than ninety (90) days after the public release of state assessment data.

PUBLIC REVIEW

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

SCHOOL REPORT CARDS

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

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

- a. In the newspaper of the largest general circulation in the county;
- b. Electronically on a website of the District; or
- c. By printed copy at a prearranged site at the main branch of the public library within the District.

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

Comprehensive School Improvement Plan**SCHOOL REPORT CARDS (CONTINUED)**

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

SUMMATIVE ASSESSMENT RESULTS

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

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

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

The School shall display on the internet landing page a web link to the detailed results of the School's performance on the most recent [KSA-Summative Assessment](#).

BOARD REVIEW

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

REFERENCES:

KRS 158.645; KRS 158.6451; KRS 158.6453; KRS 158.649
KRS 160.290; KRS 160.345; KRS 160.463
703 KAR 5:140; 703 KAR 5:225; 703 KAR 5:280; [20262024](#) Budget Bill
P. L. 114-95 (Every Student Succeeds Act of 2015)

RELATED POLICIES:

01.111; 02.432; 02.44

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

PERSONNEL

03.11

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

When a vacancy occurs, the Superintendent shall submit the job posting to the statewide job posting system fifteen (15) days before the position is to be filled.

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

The Superintendent shall make all appointments, promotions, and transfers of certified personnel for positions authorized by the Board and, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent. Certified employees may be appointed by the Superintendent for any school year at any time after February 1 next preceding the beginning of the school year.

QUALIFICATIONS

The Superintendent shall employ only individuals 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.

All teachers shall meet applicable certification or licensure requirements as defined by state and federal regulation.³

ELIGIBILITY

In determining the eligibility of a particular candidate for appointment to a position, the priority of the Superintendent shall be to employ that person, who by reasons of preparation, experience and ability to work effectively with students, other staff members, and citizens of the school community, will render the highest possible level of service.

Employees who are terminated and/or non-renewed for cause by the District, or who resigned and are not eligible for a position, shall not be considered for any future employment by the District.

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, regulations, and Board policy.¹

The District shall not employ or permit the assignment of, the following individuals:

1. Those who have been convicted of violent offenses or sex crimes as defined by KRS 17.165;
2. Those who have been convicted of other crimes which bear a reasonable relationship to the position for which the individual is applying, or to which the individual may transfer within the District at a later time as determined by the Superintendent; or

Hiring**CRIMINAL BACKGROUND CHECK AND TESTING (CONTINUED)**

3. Those who materially misrepresent their criminal history, credentials, or any other fact when applying for a position in the District.

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 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, is required to register as a sex offender, or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Employment shall also be contingent on receipt of a letter from the Cabinet provided by the individual documenting that the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet.

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

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

Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

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

Criminal records checks on persons employed in Head Start programs shall be conducted in conformity with 45 C.F.R. § 1302.90.

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

Hiring**HIRING OF RETIRED PERSONNEL**

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

Persons who have previously retired from the District and who subsequently are rehired shall be credited with a maximum of twelve (12) sick leave days at the outset of their new period of employment.

JOB REGISTER

The Superintendent or the Superintendent's designee shall maintain at the District Office and on the District web site a job register listing all current job openings in the District. The register shall describe the duties and qualifications for each opening, and District employment policies shall be attached to the register. The job register shall be open to public inspection during District Office business hours.

VACANCIES POSTED

Under procedures developed by the Superintendent, a listing of all District job openings shall be posted at Department of Human Resources/Central Office and on the District web site.

APPLICATIONS

Under procedures developed by the Superintendent, each application shall be reviewed and each applicant so notified upon initial application. Applications shall be kept on file for two (2) years. All applications for positions shall be made utilizing or electronic forms furnished by the Department of Human Resources.

RELATIONSHIPS

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

A relative 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.¹

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

The Superintendent shall not employ a relative of any employee to work under the direct or indirect supervision of that employee. "Relative" means father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, (including subcategories of in-law, half and step relatives).

Exception to the above is substitute personnel.

Hiring

JOB DESCRIPTION

All employees shall receive a copy of their job description and responsibilities.

~~AFFIRMATIVE ACTION PLAN~~

~~All employment practices shall be in keeping with the Board-approved Affirmative Action Plan.~~

EMPLOYEES SEEKING A JOB CHANGE

Other than the routine transmission of administrative and personnel files, District employees are 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 such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law and such school employee, contractor, or agent does not meet the exceptions outlined in 20 U.S.C. § 7926.

DISCLOSURE OF DISCIPLINARY ACTION

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

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

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

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

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PERSONNEL

03.11
(CONTINUED)

Hiring

REFERENCES:

¹KRS 160.380

²KRS 161.605; ~~702 KAR 1:150~~

³P. L. 114-95, (Every Student Succeeds Act of 2015)

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

45 C.F.R. § 1302.90

KRS Chapter 13B

KRS 17.160; KRS 17.165; KRS 17.500 to KRS 17.580

KRS 156.106; KRS 160.345; KRS 160.390; KRS 161.042; KRS 161.611

KRS 161.750; KRS 335B.020; KRS 405.435

KRS 439.3401

KRS Chapter 510

16 KAR 9:080; 702 KAR 3:320; 704 KAR 7:130

OAG 18-017; OAG 73-333; OAG 91-10; OAG 91-149; OAG 91-206

OAG 92-1; OAG 92-59; OAG 92-78; OAG 92-131; OAG 97-6

Records Retention Schedule, Public School District

RELATED POLICIES:

01.11; 02.4244; 03.132

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

PERSONNEL

03.121

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

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.

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

- a) In conjunction with a professional advancement that imposes a significant change in job duties and responsibilities; or
- b) The result of local board action to uniformly increase the pay associated with a specific job category.

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

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

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.

Cost-of-living increases adjustments to the Certified Pay Schedules shall also be applied to the administrative additive salary schedule which is approved by the Board as a part of the salary schedule.

EXTENDED EMPLOYMENT

Compensation for employment contracted beyond the number of work days approved by the Board for a position shall be prorated on the base pay for that position.

Extended employment positions shall be established and funded in the District and/or school level budgets, and specified in a letter from the District to the employee.

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

EXTRA SERVICES, SUPPLEMENTS AND SUPERVISION

The Board shall annually establish a schedule of compensation for extra services, and supervision. The Board may also establish a schedule of compensation for special duty supplements.

Salaries**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).

RANK AND EXPERIENCE

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

Credits and/or rank changes to be considered in determining the salary of a teacher must be completed prior to September 15 with appropriate documentation submitted to the Department of Human Resources by December 30.

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.

EXCEPTION

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

PAYROLL DISTRIBUTION

Checks and direct deposit vouchers will be issued according to a schedule approved annually by the Board. The District shall furnish the employee with either a paper or electronic statement. If statements are provided electronically, 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.

REQUIRED DOCUMENTS

Employees shall be responsible for providing the Superintendent with all required certificates, other credentials and health examinations prior to beginning work.

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. All personnel shall be paid in accordance with Board-adopted salary schedules.

PAYROLL DEDUCTIONS

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

PERSONNEL

03.121
(CONTINUED)

Salaries

REFERENCES:

| [KRS 156.161](#); KRS 157.075; KRS 157.320; KRS 157.350; KRS 157.360
KRS 157.390; KRS 157.395; KRS 157.397; KRS 157.420
KRS 160.290; KRS 160.291
| KRS 161.1211; KRS 161.134; KRS 161.168; [KRS 161.720](#); KRS 161.760
KRS 337.070; KRS 424.120
702 KAR 3:060; 702 KAR 3:070; 702 KAR 3:100; 702 KAR 3:310
16 KAR 1:040; OAG 97-25
29 C.F.R. Section 541.303; 29 C.F.R. section 541.602.29; C.F.R. section 541.710

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RELATED POLICIES:

03.114; 03.1211; 03.4

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

PERSONNEL

03.1311

- CERTIFIED PERSONNEL -**Transfer**

Transfers of certified personnel shall be made by the Superintendent who, at the first meeting following the transfer, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

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

TRANSFER OF EMPLOYEES CHARGED WITH A FELONY

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

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

REFERENCES:

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

RELATED POLICY:

02.4244

LEGAL: SB 46 AMENDS 160.380 TO DIRECT THE SUPERINTENDENT TO REQUIRE NON-CDL DRIVERS OF NON-SCHOOL BUS PASSENGER VEHICLES TO MEET SPECIFIC REQUIREMENTS BEFORE TRANSPORTING STUDENTS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF MARCH 27, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: SB 59 AMENDS KRS 48.025 EXPLICITLY APPLYING THE PROHIBITION TO SCHOOL DISTRICTS ON USING TAX DOLLARS TO ADVOCATE FOR OR AGAINST A PUBLIC QUESTION AND ESTABLISHES PENALTIES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.1321

- CERTIFIED PERSONNEL -**Use of Board-Owned Property**

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

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

In addition, employees shall not perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities. District property being used for unauthorized purposes shall be reported to that employee's immediate supervisor.

DRIVING RECORD

Employees who have occasion to drive any Board-owned vehicle and/or transport students are subject to an annual check of their driving record from the Kentucky Department of Transportation. Any traffic citation received during the year shall be reported to the Superintendent prior to driving a Board-owned vehicle or transporting students.

The District also requires applicants to provide a copy of their driving record from other states covering the past three (3) years when the applicants previously resided in another state and are applying for positions requiring them to drive Board-owned vehicles.

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

UNACCEPTABLE/UNINSURABLE MOTOR VEHICLE REPORT

Employees subject to an annual driving record check and who receive an unacceptable/uninsurable motor vehicle report shall immediately cease driving any Board-owned vehicle and may be subject to disciplinary action, including termination.

USE OF DRUGS AND ALCOHOL PROHIBITED

Employees who have occasion to drive a Board-owned vehicle and/or transport students are subject to Board Policy 06.221 (Bus Drivers' Use of Tobacco, Drugs and Alcohol).

BOARD-OWNED VEHICLES

Only authorized personnel shall operate Board-owned vehicles, which are to be used only for official District business. No Board-owned vehicle shall be kept overnight by any person, subject to exceptions granted by the Superintendent/designee that may be warranted for school purposes.

Unless on official business, employees shall not take a Board-owned vehicle out of Fayette County at any time without prior approval of the appropriate director. The District logo must be prominently displayed on each vehicle.

PERSONNEL

03.1321
(CONTINUED)

Use of Board-Owned Property

USE OF ASSIGNED TELECOMMUNICATION DEVICES

The Board authorizes the purchase and employee use of telecommunication devices, as deemed appropriate by the Superintendent. These devices shall include, but are not limited to, pagers and digital or cell phones. District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted.

REFERENCES:

702 KAR 5:080

[KRS 48.025](#); KRS 160.290; [KRS 160.380](#); KRS 189.292

KRS 281A.205

15-ORD-190

LEGAL: SB 59 AMENDS KRS 48.025 EXPLICITLY APPLYING THE PROHIBITION TO SCHOOL DISTRICTS ON USING TAX DOLLARS TO ADVOCATE FOR OR AGAINST A PUBLIC QUESTION AND ESTABLISHES PENALTIES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.1324

- CERTIFIED PERSONNEL -**Political Activities**

No District employee shall promote, organize, or engage in political activities while performing his/her duties or during the work day. Promoting 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.

"Political positions" shall not be defined to include communications approved by the Superintendent to be distributed to parents or the community concerning District needs or proposed actions by the Board. Examples of such communications may include, but not be limited to, those addressing designation of attendance zones/areas and District facility and financial needs.

SCHOOL BOARD ELECTIONS

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

USE OF TAX DOLLARS AND RESOURCES

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

Nothing contained herein is intended to obstruct a private citizen's First Amendment protections.

REFERENCES:

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

RELATED POLICY:

03.113

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LEGAL: HB 253 CREATES A NEW SECTION OF KRS 158 TO PROHIBIT DISTRICTS FROM PROVIDING OR UTILIZING ANY PROFESSIONAL DEVELOPMENT THAT USES THE THREE-CUEING SYSTEM OF TEACHING STUDENTS TO READ. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 253 ALSO AMENDS KRS 156.095 ADDING TRAINING FOR ALL EMPLOYEES ON APPROPRIATE RELATIONSHIPS AND COMMUNICATIONS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.

FINANCIAL IMPLICATIONS: COST OF TRAINING

PERSONNEL

03.19

- CERTIFIED PERSONNEL -**Professional Development****PROGRAM TO BE PROVIDED**

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

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

- a. How to respond to an active shooter situation training prepared by the Department of Criminal Justice Training in collaboration with the Kentucky Department of Education, the Kentucky Law Enforcement Council, and the Center for School Safety;
- b. Child abuse and neglect prevention, recognition, and reporting training from the list of trainings approved by the KDE;
- c. Suicide prevention training:
 1. High-quality, evidence-based suicide prevention training, including risk factors, warning signs, protective factors, response procedures, referral, postvention, and the recognition of signs and symptoms of possible mental illness.

Postvention means a series of planned supports and interventions with persons affected by a suicide for the purpose of facilitating the grieving or adjustment process, stabilizing the environment, reducing the risk of negative behaviors, and limiting the risk of further suicides through contagion; and
- d. Self-study review of seizure disorder materials.

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

The program shall be based on the Board-approved Comprehensive District Improvement Plan and District Strategic Plan for the District, which is designed;

1. to help achieve student capacities established by KRS 158.645 and goals established by KRS 158.6451;
2. to support the District's mission, goals and assessed needs; and
3. to increase teachers' understanding of curriculum content and methods of instruction appropriate for each content area based on individual school plans.

These plans shall reflect individual needs of schools and be aligned with the Comprehensive School/District Improvement Plan, ESSA requirements, and teacher growth plans. School-wide programs may also include classified staff and parent members of school councils and committees.

Professional Development

PROGRAM TO BE PROVIDED (CONTINUED)

District staff may recommend areas of focus to the Superintendent for professional development in the District based upon the District's Improvement and Strategic Plans, legal mandates, and local needs assessments. The Superintendent shall determine that the focus areas properly address the mission and goals of the District and meet existing legal requirements before recommending them to the Board for approval.

The Superintendent and Board may require any or all schools, or any or all classifications of personnel, to participate in training established by the District in one (1) or more of the approved areas of focus.

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

APPROPRIATE RELATIONSHIPS AND COMMUNICATIONS WITH STUDENTS

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

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

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SCHOOL RESPONSIBILITIES

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

The District Professional Development Coordinator shall review all individual school PD plans to determine that they meet current state and local mandates and directives, and address the identified focus areas approved by the Board.

DOCUMENTATION

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

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

PERSONNEL

03.19
(CONTINUED)

Professional Development

REFERENCES:

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

RELATED POLICIES:

03.1911; 09.22

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

PERSONNEL

03.21

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

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

ELIGIBILITY

In determining the eligibility of a particular candidate for appointment to a classified position, the sole concern of the Superintendent shall be to employ that person who, by reasons of preparation, experience and ability to work effectively, will render the highest possible level of service.

Employees who are terminated and/or non-renewed for cause by the District, or who resigned and are not eligible for a position, shall not be considered for any future employment by the District.

EFFECTIVE DATE

Personnel actions shall not be effective until the employee receives written notice from the Superintendent.

CRIMINAL BACKGROUND CHECK AND TESTING

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

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

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

Employment shall be contingent on receipt of records documenting that the individual 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, is required to register as a sex offender, or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Employment shall also be contingent on receipt of a letter from the Cabinet provided by the individual documenting that the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet.

"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;

Hiring**CRIMINAL BACKGROUND CHECK AND TESTING (CONTINUED)**

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

Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

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

Criminal records checks on persons employed in Head Start programs shall be conducted in conformity with 45 C.F.R. § 1302.90.

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

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HIRING OF RETIRED PERSONNEL

Except for cases involving disability retirement, persons who have previously retired from the District and who subsequently are rehired shall be considered first-year employees for the purposes of sick leave. (See Policy 03.2232.) Classified retirees are eligible to be hired in a permanent position working four (4) hours or more each day. Classified retirees may work as substitutes up to seventy (70) days per school year. Exemptions may be granted by the Senior Director of Administrative Services.

EDUCATIONAL REQUIREMENTS

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

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

JOB REGISTER

The Superintendent or the Superintendent's designee shall maintain in the Central Office a job register listing all current job openings in the District. The register shall describe the duties and qualifications for each opening, and District employment policies shall be attached to the register. The job register shall be open to public inspection during Central Office business hours.

Hiring**VACANCIES POSTED**

Under procedures developed by the Superintendent, a listing of all District job openings shall be available in the Department of Human Resources/Central Office and on the District web site.

APPLICATION

All applications for positions shall be made utilizing written or electronic forms furnished by the Department of Human Resources.

Intentional misrepresentation shall be sufficient grounds to refuse to hire or to terminate, if the employee has been hired prior to discovery of falsification.

REVIEW OF APPLICATIONS

Under procedures developed by the Superintendent, each application shall be reviewed and each applicant so notified. Completed applications for candidates not employed shall be retained for two (2) years.

RELATIONSHIPS

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

A relative 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.¹

A relative of the Superintendent shall not be employed except as provided by KRS 160.380.¹

The Superintendent shall not employ a relative of any employee to work under the direct or indirect supervision of that employee. "Relative" means father, mother, brother, sister, spouse, son, daughter, aunt, uncle, son-in-law, and daughter-in-law (including subcategories of in-law, half and step relatives).

Exception to the above is substitute personnel.

EMERGENCY HIRING

During emergency situations, job openings may be filled without listing in the job register or posting in District buildings.

JOB DESCRIPTION

All employees shall receive a copy of their job description and responsibilities.

CONTRACT

All regular full-time and part-time employees shall receive a contract.

Hiring**REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT FOR TEMPORARY EMPLOYEES**

Temporary employees shall be notified in writing by April 30 of each year as to whether they have reasonable assurance of continued employment for the following year.

EMPLOYEES SEEKING A JOB CHANGE

Other than the routine transmission of administrative and personnel files, District employees are 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 such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law and such school employee, contractor, or agent does not meet the exceptions outlined in 20 U.S.C. § 7926.

DISCLOSURE OF DISCIPLINARY ACTION

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

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

REFERENCES:

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

RELATED POLICIES:

01.11; 02.4244; 03.232; 03.27; 03.5; 06.221

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

PERSONNEL

03.2311

PERSONNEL

03.2311

- CLASSIFIED PERSONNEL -

Transfer

The transfer of classified personnel shall be made by the Superintendent who, at the first meeting following the transfer, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent/Designee.

TRANSFER OF EMPLOYEES CHARGED WITH A FELONY

Notwithstanding any ~~other policy provision of the Kentucky Revised Statutes to the contrary, any~~ classified employee of the District shall notify the Superintendent within seven (7) calendar days ~~of being charged with any offense which is classified as a felony.~~ ⁴The Superintendent may transfer ~~the an~~ employee ~~charged with a felony offense as permitted under~~ to a second position in accordance with KRS 160.380.

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

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REFERENCES:

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

LEGAL: SB 46 AMENDS 160.380 DIRECTING THE SUPERINTENDENT TO REQUIRE NON-CDL DRIVERS OF NON-SCHOOL BUS PASSENGER VEHICLES TO MEET SPECIFIC REQUIREMENTS BEFORE TRANSPORTING STUDENTS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF MARCH 27, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: SB 59 AMENDS KRS 48.025 EXPLICITLY APPLYING THE PROHIBITION TO SCHOOL DISTRICTS ON USING TAX DOLLARS TO ADVOCATE FOR OR AGAINST A PUBLIC QUESTION AND ESTABLISHES PENALTIES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.2321

- CLASSIFIED PERSONNEL -**Use of Board-Owned Property**

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

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

In addition, employees shall not perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities. District property being used for unauthorized purposes shall be reported to that employee's immediate supervisor.

DRIVING RECORD

Employees who have occasion to drive any Board-owned vehicle and/or transport students are subject to an annual check of their driving record from the Kentucky Department of Transportation. Any traffic citation received during the year shall be reported to the Superintendent prior to driving a Board-owned vehicle or transporting students.

The District also requires applicants to provide a copy of their driving record from other states covering the past three (3) years when the applicants previously resided in another state and are applying for positions requiring them to drive Board-owned vehicles.

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

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UNACCEPTABLE/UNINSURABLE MOTOR VEHICLE REPORT

Employees subject to an annual driving record check and who receive an unacceptable/uninsurable motor vehicle report shall immediately cease driving any Board-owned vehicle and may be subject to disciplinary action, including termination.

USE OF DRUGS AND ALCOHOL PROHIBITED

Employees who have occasion to drive a Board-owned vehicle and/or transport students are subject to Board Policy 06.221 (Bus Drivers' Use of Tobacco, Drugs and Alcohol).

BOARD-OWNED VEHICLES

Only authorized personnel shall operate Board-owned vehicles, which are to be used only for official District business. No Board-owned vehicle shall be kept overnight by any person, subject to exceptions granted by the Superintendent/designee that may be warranted for school purposes.

Unless on official business, employees shall not take a Board-owned vehicle out of Fayette County at any time without prior approval of the appropriate director. The District logo must be prominently displayed on each vehicle.

PERSONNEL

03.2321
(CONTINUED)

Use of Board-Owned Property

USE OF ASSIGNED TELECOMMUNICATION DEVICES

The Board authorizes the purchase and employee use of telecommunication devices, as deemed appropriate by the Superintendent. These devices shall include, but are not limited to, pagers and digital or cell phones.. District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted.

REFERENCES:

[KRS 48.025](#); KRS 160.290; [KRS 160.380](#); KRS 189.292
KRS 281A.205; 702 KAR 5:080
15-ORD-190

RELATED POLICY:

06.221

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LEGAL: HB 253 AMENDS KRS 156.095 ADDING TRAINING FOR ALL EMPLOYEES ON APPROPRIATE RELATIONSHIPS AND COMMUNICATIONS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: KRS 161.011 SPECIFIES THAT DISTRICTS MAY PROVIDE TRAINING OPPORTUNITIES TO CLASSIFIED STAFF.

FINANCIAL IMPLICATIONS: COST OF TRAINING

PERSONNEL

03.29

LEGAL: SB 59 AMENDS KRS 48.025 EXPLICITLY APPLYING THE PROHIBITION TO SCHOOL DISTRICTS ON USING TAX DOLLARS TO ADVOCATE FOR OR AGAINST A PUBLIC QUESTION AND ESTABLISHES PENALTIES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.2324

PERSONNEL

03.2324

-CLASSIFIED PERSONNEL-

Political Activities

No District employee shall promote, organize, or engage in political activities while performing his/her duties or during the work day. Promoting 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.

"Political positions" shall not be defined to include communications approved by the Superintendent to be distributed to parents or the community concerning District needs or proposed actions by the Board. Examples of such communications may include, but not be limited to, those addressing designation of attendance zones/areas and District facility and financial needs.

SCHOOL BOARD ELECTIONS

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

USE OF TAX DOLLARS AND RESOURCES

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

Nothing contained herein is intended to obstruct a private citizen's First Amendment protections.

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REFERENCES:

KRS 48.025; KRS 161.164
OAG 63-572; OAG 72-700

RELATED POLICY:

03.212

- CLASSIFIED PERSONNEL -**Staff Development**

At the direction of the Superintendent, the designated administrator may develop and implement the Board-approved program of continuing staff development/training for all classified employees.

The Superintendent may require all Classified employees to complete at least one (1) hours of each of the following trainings withing twelve (12) months of initial hire and at least once every four (4) years thereafter:

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

REFERENCES:

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

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

FISCAL MANAGEMENT

04.1

Budget Planning and Adoption**PLANNING**

The Superintendent shall establish procedures to provide for community and professional input in the development of recommendations to be considered for the District budget. These procedures shall include a process to identify and prioritize recommendations for establishing District goals and financial priorities.

PREPARATION OF BUDGETS

As part of the annual budget process, the Board shall determine priorities to guide the Superintendent and Finance Officer in developing draft budgets for the next fiscal year. Prior to the Board setting budget priorities, the Superintendent shall provide the Board with the estimated amounts that will be received from available sources, including tax rate(s) necessary to generate such amounts. In setting budget priorities, the Board shall consider the following:

1. Results of the current needs assessment, recommendations resulting from that process, and current District/school improvement and/or long-range plans.
2. Revenue projections for the coming year.

After receiving the Board's budget priorities, the Superintendent and Finance Officer shall prepare for Board consideration and action proposed District budgets for all active MUNIS fund-General Ledger accounts. Budgets shall address the educational needs of the District as reflected by priorities established by the Board and shall show the amount of money needed and source of funds for the upcoming school year.

Each year, school councils shall review the budgets for all categorical programs and provide comments to the Board prior to the adoption of the budgets.

The Superintendent shall have the responsibility to assure that procedures are established for budget control and reporting throughout the District.

NEW/ADDITIONAL BUDGET ALLOCATIONS

No new discretionary programs or new/additional budget allocations shall be made without prior written documentation, for presentation to the Superintendent/designee/Board of the following information:

1. Statement of measurable goal(s)/objective(s) relative to improved District operations, including direct indicators of student academic performance;
2. Description of how the goal(s)/objective(s) will be measured and tracked over time;
3. Implementation and accountability check timelines;
4. Responsibility for the program; and
5. Impact on staffing, facilities, and other District programs.

Budget Planning and Adoption**BUDGET TRANSFERS**

Once a Working Budget has been approved by the Board in September, budget transfers or amendments within the general fund, ~~in excess of \$100,000 between function codes~~ shall be reported monthly to the Board for informational purposes. The reporting period shall be from October 1st through June 30th of each year, with the first report being provided to the Board in November for the month of October. In addition, any budgetary transfers between funds, regardless of the dollar amount, shall be reported to the Board during this same period.

BUDGET DEFICIT PROHIBITED

The Superintendent shall not recommend and a Board member shall not knowingly vote for an expenditure in excess of the revenue and income of any year as shown by the approved budget.

TIMELINE

~~The calendar and timeline for establishing the District budget shall be in accordance with KRS 160.461. On or before January 31, the Board shall formally and publicly examine a detailed estimate of revenues and proposed expenditures by line item for the following fiscal year. On or before May 30, the Board shall adopt a tentative working budget, which includes a minimum reserve of two percent (2%) of the total budget. The Superintendent shall not propose and the Board shall not adopt a draft, tentative, or working budget that does not include a minimum reserve of at least two percent (2%) of the total budget. When permitted by the Kentucky executive branch budget, the District may adopt, and the Kentucky Board of Education may approve, a working budget that includes a minimum reserve less than two percent (2%) of the total budget.~~

Within thirty (30) days of receipt of the District's certified property assessment data and maximum permissible tax rates from the Department of Education, the District upon authorization by the Board shall levy tax rates for the District and forward them to the Kentucky Board of Education for approval or disapproval. ~~The Fayette County Board of Education shall adopt a close estimate or working budget for the District by September 30.~~

PUBLICATION

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

REFERENCES:

KRS 156.160; KRS 157.330; KRS 157.350; KRS 157.360
KRS 157.440; KRS 160.370; KRS 160.390
KRS 160.460; KRS 160.461; KRS 160.470; KRS 160.530; KRS 160.550
KRS 424.145; KRS 424.250
702 KAR 3:100; 702 KAR 3:110; 702 KAR 3:246; OAG 67-510

RELATED POLICIES:

01.11; 02.4242; 02.4331; 04.91; 08.5

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LEGAL: HB 67 AMENDS KRS 160.530 CLARIFYING THAT EXPENDITURES SHALL BE MADE IN ACCORDANCE WITH THE DISTRICT'S WORKING BUDGET APPROVED BY THE KENTUCKY DEPARTMENT OF EDUCATION.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: SB 59 AMENDS KRS 48.025 EXPLICITLY APPLYING THE PROHIBITION TO SCHOOL DISTRICTS ON USING TAX DOLLARS TO ADVOCATE FOR OR AGAINST A PUBLIC QUESTION AND ESTABLISHES PENALTIES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.31

Authority to Encumber and Expend Funds

FINANCIAL STATEMENT

The daily administration of the budget, including the allocation of various items within each major budget category, shall be the responsibility of the Superintendent. The Superintendent shall provide the Board with a monthly financial statement. This shall include a report of receipts and disbursements by major budget category, the cash balance on hand, and the amount of invested funds at the end of the immediate preceding month.

EXPENDITURE OF FUNDS

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

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

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AUTHORITY TO OBLIGATE

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

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

APPROVAL OF PURCHASES

Purchases from the general fund, capital outlay fund, or special voted building fund shall be made in accordance with the budget approved by the Board. All purchases shall require the prior approval of the Superintendent or the Superintendent's designee.

CREDIT AND PROCUREMENT CARD TRANSACTIONS

The Superintendent shall establish a process consistent with Board policy to regulate use of credit cards, procurement cards, and credit card accounts. This process will include procedures for recovery of District funds for any unauthorized purchases.

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

PROCUREMENT CARDS

Although the District offers some payments via procurement cards, such ~~do~~ shall not take the place of purchase orders and are used primarily for emergencies, to relieve travel burden for employees and when purchase orders are not accepted. The District procurement policy and procedures guide outlines the process, authorizations and reasons for use.

CONTRACTS

Only the Board or the Superintendent/designee is authorized to sign any contract/agreement on behalf of the District. All employees shall send to the Superintendent/designee the proposed contract/agreement to review the terms. The Superintendent/designee and/or the Board shall sign the contract/agreement only after the Superintendent/designee approves execution of the contract/agreement.

FISCAL MANAGEMENT

04.31
(CONTINUED)

Authority to Encumber and Expend Funds

REFERENCES:

KRS 48.025

KRS 160.340; KRS 160.370

KRS 160.390; KRS 160.470

KRS 160.530; KRS 160.550

702 KAR 3:050; 702 KAR 3:120

702 KAR 3:246

School Council Allocation

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RELATED POLICIES:

02.4242; 04.311

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

FISCAL MANAGEMENT

04.311

District Accounts (Accounting)**SYSTEM OF ACCOUNTING**

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

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

CASH ROUNDING TRANSACTIONS

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

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ELECTRONIC FUNDS TRANSFER (EFT)

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

REFERENCES:

KRS 157.060

KRS 160.340

KRS 160.515; KRS 160.560

702 KAR 3:120; KETS District Administrative System Chart of Accounts and Chart of Accounts Descriptions

702 KAR 3:130; Accounting Procedures for Kentucky School Activity Funds
Governmental Accounting Standards Boards (GASB)

LEGAL: HB 392 AMENDS KRS 45A.385 INCREASING THE AMOUNT FOR SMALL PURCHASE PROCEDURES.

FINANCIAL IMPLICATIONS: POTENTIAL SAVINGS FROM REDUCED USAGE OF FULL RFP PROCESS

LEGAL: REVISIONS TO 7 C.F.R. 210.21 REGARDING THE PURCHASE OF AGRICULTURAL PRODUCTS. NEW LANGUAGE IS MOVED TO POLICY AREA 07.13.

FINANCIAL IMPLICATIONS: POTENTIAL COST SAVINGS IN SCHOOL NUTRITION PROCUREMENT

FISCAL MANAGEMENT

04.32

Model Procurement Code Purchasing**AUTHORITY**

Purchasing procedures shall conform to the Model Procurement Code, KRS 45A.345 - KRS 45A.460, [except as otherwise provided by law](#).¹ All contracts or purchases shall be awarded by competitive sealed bidding or competitive negotiation, both of which may include the use of a reverse auction, except as otherwise provided by law.²

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All purchases of Kentucky Education Technology System (KETS) components shall adhere to KETS architectural standards and procedures.

The District may purchase supplies and/or equipment outside an established price contract of the federal government (GSA), the State Division of Purchases, a cooperative agency bid approved by the Board, or a District bid if:

1. The supplies and/or equipment meet the specifications of contracts awarded by the Division of Purchases, a federal agency (GSA), a cooperative agency, or a District bid;
2. The supplies and/or equipment are available for purchase at a lower price;
3. The purchase does not exceed \$2,500^{4 & 9}; and
4. The District's finance or purchasing officer has certified compliance with the first and second requirements.

The Fayette County Public School System (FCPS) supports the participation of Minority, Women, and Veterans' Business Enterprises (MBE/WBE/VBE) in the bidding process. District leadership shall annually track and report the inclusion and participation of minority-, women-, and veteran-owned businesses from all procurement contracts, projects and awards relative to the District's annual spend. District leadership shall present data to the Board on the participation of minority, women, and veteran-owned businesses on at least an annual basis.

Prior to purchase of education technology components defined in the master technology plan, the Department of Education must certify that the items to be purchased meet or exceed the specifications of components of the original equipment of manufacturers currently holding Kentucky price contracts.⁴

PURCHASING FROM MINORITY, WOMEN AND VETERAN BUSINESS ENTERPRISES

The Board supports the purchase of goods; construction, renovation and repair services; and other services from minority, women, and veteran-owned businesses by the District.

The District shall develop and implement purchasing procedures, in accordance with the Kentucky Model Procurement Code (KRS 45A.345 to 45A.460); KRS Chapters 136, 139, 141, 337, 338, 341, and 342; related administrative regulations; and other pertinent state and federal laws, that actively promote increasing opportunities for minority, women, and veteran -owned businesses to become vendors providing goods and services to the District.

Model Procurement Code Purchasing**PURCHASING FROM MINORITY, WOMEN AND VETERAN BUSINESS ENTERPRISES (CONTINUED)**

This policy and related procedures shall establish expectations of good faith efforts by prospective vendors for minority, women, and veteran-owned business participation and include mechanisms to document and measure those efforts. However, nothing about the terms of this policy, nor any related procedure or form, shall be construed to mean the District will not comply with applicable provisions of procurement law, including but not necessarily limited to applicable provisions of KRS Chapter 45A, nor shall it be construed to mean the District will award contracts to bidders, contractors, and subcontractors who are not qualified, willing, and able to perform a given contract or project.

The District shall establish procedures for its use, to assist District staff responsible for bidding and purchase processes in meeting good faith effort requirements.

ADMINISTRATION

District leadership shall incorporate procedures established under this policy as part of their financial and management responsibilities over District procurement processes. District leadership shall be responsible for supporting effective implementation of this policy. District leadership may also encourage, track, and report the inclusion and participation of potentially underrepresented businesses not addressed in this policy.

DEFINITIONS

As used in this policy:

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

Goods means supplies, materials, and equipment.

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

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

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

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

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

SUPPORT FOR VENDOR UTILIZATION

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

Model Procurement Code Purchasing**M/W/VBE GOALS AND GOOD FAITH EFFORT****For Construction, Renovation, and Repair Services Projects**

The District is committed to inclusive practices and supports equitable opportunities for minority, women, and veteran-owned businesses to participate in construction contracting opportunities. The District shall utilize relevant and objective data acquired from its own studies and/or other governmental entities to determine the availability of M/W/VBEs in its geographic area and shall make efforts to ensure its participation goals reasonably reflect that availability. The District shall establish objective evaluation criteria that encourages prime contractors to work with minority, women, and veteran-owned subcontractors or suppliers they have not previously worked with. Such criteria may include but not necessarily be limited to (1) awarding evaluation points for working with such subcontractors or suppliers; or (2) requiring prime contractors to either identify and use at least one such subcontractor or supplier or submit documented good faith efforts to identify and use at least one such subcontractor or supplier for the project at issue.

PURCHASE OF GOODS AND OTHER SERVICES

District staff shall make good faith efforts to utilize minority, women, and veteran-owned business vendors in accordance with documentation requirements set forth in District purchasing procedures. At a minimum, when feasible, District staff responsible for soliciting three price quotes for non-bid items shall make a good faith effort to include at least one minority, woman, or veteran-owned business vendor per quote, provided that in no case shall the District award contracts to bidders, contractors, and subcontractors who are not qualified, willing, and able to perform a given contract or project.

OTHER EFFORTS

The District, pursuant to established procedures, may use other efforts to increase minority, women, and veteran-owned business participation including but not limited to reserving certain small prime contracts for minority, women, and veteran-owned businesses, using invoice tracking software or systems to help ensure minority, women, and veteran-owned businesses are being used where required, sponsoring lender fairs, and establishing mentoring programs for minority, women, and veteran-owned businesses interested in doing business with the District.

DOCUMENTATION, REPORTING, AND EVALUATION

District leadership shall establish procedures for the collection, maintenance, and tracking of records at the District, department and school level relating to implementation of this policy to include, but not be limited to:

1. Documentation of compliance with the good faith effort requirements; and
2. Statistics regarding the utilization of MBEs, WBEs, and VBEs by District Departments and Schools.

District leadership shall:

1. Submit annual written reports to the Board regarding the implementation of this policy; and

Model Procurement Code Purchasing**DOCUMENTATION, REPORTING, AND EVALUATION (CONTINUED)**

2. Conduct annual formal evaluations of the effectiveness of the minority, women, and veteran-owned business program.

PUBLIC-PRIVATE PARTNERSHIPS

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

FEDERAL AWARDS/CONFLICT OF INTEREST

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.⁸

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. In determining whether an activity constitutes an impermissible acceptance of a gratuity or item of monetary value, the definition of "gratuity" (covering anything of more than fifty dollars [\$50] value) set forth in KRS 45A.445 shall apply. Violation of these standards may result in disciplinary action including, but not limited, to suspension, dismissal, or removal.

ETHICAL STANDARDS

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

PREFERENCE FOR RESIDENT BIDDERS

For all contracts funded in whole or in part by the District, the Board shall apply the reciprocal preference for resident bidders required by law. Geographical preferences relating to school nutrition service purchases may be utilized only as permitted by applicable federal law.³

PRICE REDUCTIONS

Price reductions may be accepted on supplies and/or equipment being offered by the vendor with whom a price agreement has been made if the supplies and/or equipment meet all terms and conditions specified in the price agreement except for price and if the price reduction is offered to all participants in the price agreement. Price reductions may be accepted even if the reduced price requires the purchase of a specified quantity of units different from the quantity stated in the original price agreement.

SMALL PURCHASES

District small purchase procedures may be used for any contract in which the aggregate amount does not exceed ~~\$50,000.00~~ ~~40,000.00~~. Beginning on January 1, 2030, and then every five (5) years thereafter the small purchase maximum shall be increased by \$10,000.⁵

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Model Procurement Code Purchasing**ADVERTISEMENT OF BIDS**

Adequate public notice of invitations for bids shall be provided through posting via the District's web-based procurement portal and on the Internet or publication in the legal section of the local newspaper.⁶

WAIVER STIPULATION

The Board shall reserve the right to waive defects and informalities in proposals, to reject or accept any proposal, and to award by item, combination of items or lot.

RECORDING OF BIDS

All bids meeting Board specifications shall be recorded in Board minutes. In the event the lowest bid is not accepted, the Board shall record in the minutes the reason for the rejection.⁷

BACKGROUND CHECKS

The Superintendent shall require an adult who is permitted access to school grounds on a regularly scheduled and continuing basis pursuant to a written agreement for the purpose of providing services directly to a student or students as part of a school-sponsored program or activity to submit, at no expense to the District, to a national and state criminal history background check by the Kentucky State Police and the Federal Bureau of Investigation and to provide a clear CA/N check in keeping with KRS 160.380.¹⁰

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

REFERENCES:

¹KRS 45A.343

²KRS 45A.345; KRS 160.290; KRS 45A.380

³KRS 160.303; 200 KAR 5:400; KRS 45A.494

⁴KRS 156.076

⁵KRS 45A.385

⁶KRS 45A.365

⁷702 KAR 3:135

⁸2 C.F.R. 200.318

⁹KRS 45A.360

¹⁰KRS 160.380

KRS 45A.352; KRS 45A.365; KRS 45A.370

KRS 45A.420; KRS 45A.445; KRS 45A.455

KRS 45A.460; KRS 45A.620

KRS 65.027; KRS 65.028; KRS 160.151; KRS 162.070; KRS 164A.575; KRS 176.080

200 KAR 5:355

OAG 79-501; OAG 82-170; OAG 82-407

Kentucky Educational Technology Systems (KETS)

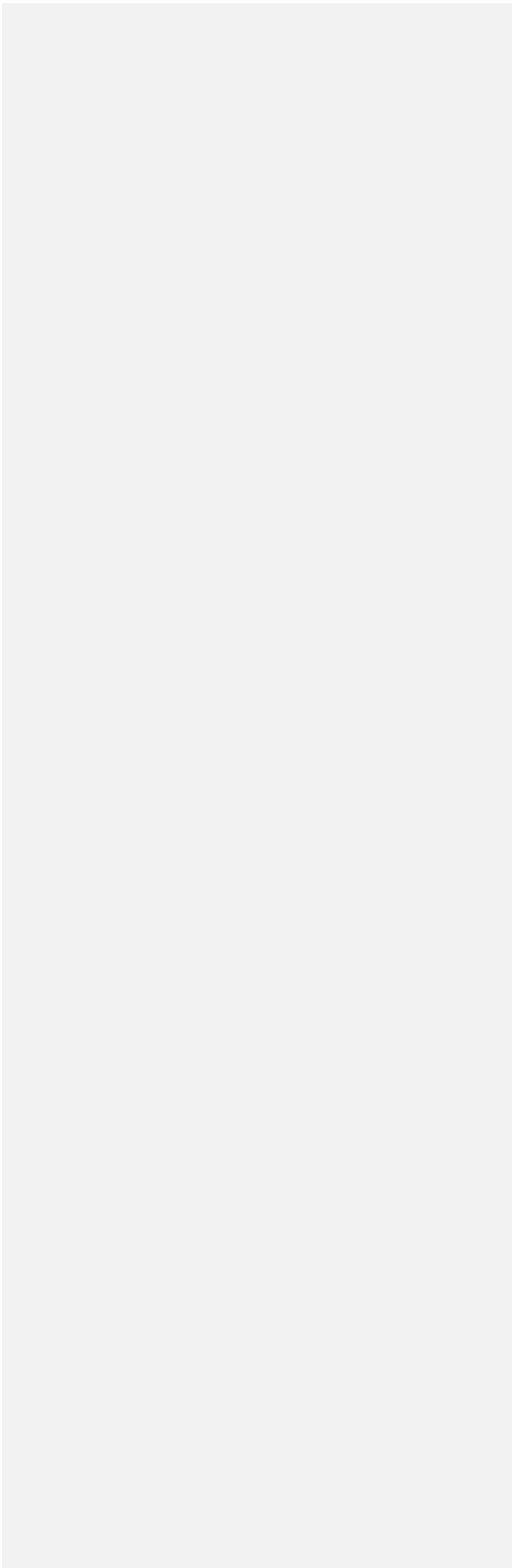
FISCAL MANAGEMENT

04.32
(CONTINUED)

Model Procurement Code Purchasing

RELATED POLICIES:

05.6; 06.4; 07.13



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

FISCAL MANAGEMENT

04.91

Financial Statements and Reports

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

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

REFERENCES:

KRS 160.431

KRS 160.463

KRS 424.230

Governmental Accounting Standards Board

RELATED POLICY:

04.1

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LEGAL: HB 652 AMENDS KRS 158.4433 MOVING THE SCHOOL MAPPING DATA PROGRAM TO THE KENTUCKY 911 SERVICES BOARD. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 14, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SCHOOL FACILITIES

05.4

Safety

BOARD TO ADOPT PLAN

The Board shall adopt a plan for immediate and long-term strategies to address school safety and discipline, which shall be reviewed annually and revised, as needed. This plan shall utilize information gathered from school and District assessments of school safety and student discipline required by law and shall include the Board's Code of Acceptable Behavior and Discipline and a description of instructional placement options for threatening or violent students. The committee that develops the plan for Board consideration shall consist of school staff, students, parents, and key agencies in the community, such as law enforcement, courts, local prosecutors, etc.

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

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

SCHOOL MAPPING DATA

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

DISTRICT SCHOOL SAFETY COORDINATOR

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

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

Safety**DISTRICT SCHOOL SAFETY COORDINATOR (CONTINUED)**

4. Review all school security risk assessments completed within the District and prescribe recommendations as needed in consultation with the state school security marshal;
5. Advise the Superintendent annually of completion of required security risk assessments;
6. Formulate recommended policies and procedures, which shall be excluded from the application of KRS 61.870 to KRS 61.884, for an all-hazards approach including conducting emergency response drills for hostage, active shooter, and building lockdown situations in consultation and coordination with appropriate public safety agencies to include but not be limited to fire, police, and emergency medical services for review and adoption as part of the school emergency plan required by KRS 158.162. The recommended policies shall encourage the involvement of students, as appropriate, in the development of the school's emergency plan;
7. Maintain the District's copies of the school mapping data created through the School Mapping Data Program to be made available to appropriate public safety agencies, but which shall be excluded from the application of KRS 61.870 to 61.884; and
8. Ensure each school campus is toured at least once per school year, in consultation and coordination with appropriate public safety agencies, to review policies and procedures and provide recommendations related to school safety and security.

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

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

SUPERINTENDENT TO REPORT

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

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)

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

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

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

Safety**SCHOOL EMERGENCY PLANNING**

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

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

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

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

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

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

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

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

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

1. Establish and post primary and secondary evacuation routes in each room by any doorway used for evacuation;
2. Identify the best available severe weather safe zones, in consultation with local and state safety officials and informed by guiding principles set forth by the National Weather Service and the Federal Emergency Management Agency, and post the location of the safe zones in each room;
3. Develop school procedures to follow during an earthquake;
4. Develop and adhere to practices to control access to the school. Practices shall include but not be limited to:
 - Controlling outside access to exterior doors during the school day;
 - Controlling the main entrance of the school with electronically locking doors, a camera, and an intercom system;
 - Controlling access to individual classrooms;

Safety**SCHOOL EMERGENCY PLANNING (CONTINUED)**

- Requiring classroom doors to be equipped with hardware that allows the door to be locked from the outside but opened from the inside;
 - Requiring classroom doors to remain closed and locked during instructional time, except in instances when only one (1) student and one (1) adult are in the classroom or when approved in writing by the State School Security Marshal;
 - Requiring classroom doors with windows to be equipped with material to quickly cover the window during a building lockdown;
 - Allowing for the use of secondary locking mechanisms on classroom doors, notwithstanding any provisions of the Kentucky Building Code promulgated pursuant to KRS Chapter 198B to the contrary;
 - Requiring all visitors to report to the front office of the building, provide valid identification, and state the purpose of the visit; and
 - Providing a visitor's badge to be visibly displayed on a visitor's outer garment.
5. Maintain a portable AED in a public, readily accessible, well-marked location in every school building and, as funds become available, at school-sanctioned school athletic practices and competitions and:
- a) Adopt procedures for the use of the portable AED during an emergency;
 - b) Adopt policies for compliance with KRS 311.665 to KRS 311.669 on training, maintenance, notification, and communication with the local emergency medical services system;
 - c) Ensure that a minimum of three (3) employees in the school and all interscholastic athletic coaches be trained on the use of a portable AED in accordance with KRS 311.667;
 - d) Ensure that all interscholastic athletic coaches maintain a cardiopulmonary resuscitation certification recognized by a national accrediting body on heart health; and
 - e) No later than November 1 of each school year, submit an annual report to the Kentucky Department of Education on:
 - i. The number and location of each portable AED in every school building;
 - ii. The name, school, and training date of each District employee and interscholastic athletic coach in the District trained in the use of a portable AED; and
 - iii. The progress made towards having a portable AED at all school-sanctioned athletic practices and competitions; and
6. Require development of an event-specific emergency action plan for each school-sanctioned nonathletic event held off-campus to be used during a medical emergency, which may include the provision of a portable AED. The plan shall:

Safety**SCHOOL EMERGENCY PLANNING (CONTINUED)**

- a) Include a delineation of the roles of staff and emergency personnel, methods of communication, any assigned emergency equipment including a portable AED, a cardiac emergency response plan, and access to and plan for emergency transport; and
- b) Be in writing and distributed to any member of school personnel attending the school-sanctioned event in an official capacity.

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

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

PRECAUTIONS

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

Reporting

Each employee observing a potential safety or security hazard shall report such hazard in writing to his immediate supervisor who shall cause the situation to be remedied or reported to the proper authority for remedy. Any injury suffered while on the job shall be reported to the Division of Risk Management and Safety.

COMMUNICATION SYSTEM

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

EMERGENCY MANAGEMENT PLAN

The Superintendent's designee shall be responsible for the development of a current Emergency Management Plan to cover any local or regional emergency which occurs when schools are in session and the welfare of students, employees and visitors may be in danger. The designee shall review this plan annually and distribute any changes to appropriate personnel.

REFERENCES:

¹KRS 158.4412

²KRS 158.1621

KRS Chapter 198B

KRS 61.870 to KRS 61.884

KRS 158.110

KRS 158.148; KRS 158.162; KRS 158.164; KRS 158.4410; KRS 158.4433; KRS 158.445

KRS 160.290; KRS 160.445

KRS 311.665 to KRS 311.669; KRS 311.667; KRS 411.148

702 KAR 1:180

SCHOOL FACILITIES

05.4
(CONTINUED)

Safety

RELATED POLICIES:

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

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

SCHOOL FACILITIES

05.48

Weapons

This policy applies to students, staff members, and visitors to the school.

WEAPONS PROHIBITED

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

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent. The Superintendent shall refer students in possession of a deadly weapon to the Board for expulsion. The Superintendent shall determine if charges for expulsion from the District schools should be filed under Policy 09.435 and the Student Code of Conduct for students in possession of other weapons. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.

EXCEPTIONS:

- Each School Resource Officer (SRO) shall be armed with a firearm, notwithstanding any provision of local board policy, local school council policy, or memorandum of agreement.²
- An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070.
- An exception may be made for staff members in possession of ordinary pocket knives or knives authorized by the Superintendent.
- Law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, are authorized to bring weapons onto school property in performance of their duties.

FEDERAL AND STATE REQUIREMENTS REGARDING STUDENTS

The penalty for students possessing a firearm at school or bringing a firearm, other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.¹

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

Weapons**STATE POSTING REQUIREMENTS**

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

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

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

STATE REPORTING REQUIREMENTS

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police and the Division of Law Enforcement, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. For state reporting purposes, a deadly weapon shall be defined as:

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

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

ENFORCEMENT

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies.

REFERENCES:

¹KRS 527.070; ~~KRS 158.150~~; 20 U.S.C. § ~~7961744~~ (Gun-Free Schools Act)

²KRS 158.4414

18 U.S.C. §921(a)

~~KRS 158.150~~; KRS 158.155; KRS 158.4431

KRS 160.290; KRS 160.340; KRS 161.790

KRS 237.106; KRS 237.110; KRS 237.138 to KRS 237.142

KRS 500.080; KRS 508.075; KRS 508.078; KRS 527.020

20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA)

Section 504 of the Rehabilitation Act of 1973, as amended

SCHOOL FACILITIES

05.48
(CONTINUED)

Weapons

RELATED POLICIES:

02.31; 09.435; 09.436; 09.4361

LEGAL: SB 46 AMENDS KRS 156.153 REVISING NINE (9) PASSENGER VEHICLE TO TEN (10) OR FEWER PASSENGERS TO BE USED ALONG REGULAR BUS ROUTES AND APPROVED SCHOOL ACTIVITIES. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF MARCH 27, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 7 CREATES NEW SECTION OF KRS 158 ALLOWING THE USE OF CAMERA MONITORING SYSTEMS ON SCHOOL BUSES OPERATED BY THE DISTRICT AND ALLOWS THE ENFORCEMENT OF A CIVIL PENALTY FOR STOP ARM CAMERA VIOLATIONS RECORDED BY A CAMERA MONITORING SYSTEM.

FINANCIAL IMPLICATIONS: COST OF CAMERA MONITORING SYSTEM, AND NOTIFICATION OF AND COLLECTION OF FINES

TRANSPORTATION

06.2

Safety

DEVELOPMENT OF PROGRAM

The Superintendent shall develop a transportation safety program as required by applicable law and administrative regulation. Appropriate safety information shall be disseminated annually in writing to employees, parents and pupils of the school district.

BOOSTER SEATS

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

Child Safety Restraint Systems shall be utilized for preschool Head Start students being transported using District vehicles in compliance with guidelines established by the National Highway Traffic Safety Administration.

CAMERA MONITORING SYSTEM

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

REFERENCES:

KRS 156.153

KRS 158.110

KRS 158.485-KRS 158.490

KRS 189.125

702 KAR 5:030

702 KAR 5:060

702 KAR 5:080

45 C.F.R. § 1310.11

RELATED POLICY:

06.12

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

FINANCIAL IMPLICATIONS: COST OF DRUG TESTING, BACKGROUND CHECKS, AND CA/N CHECKS

TRANSPORTATION

06.31

Bus Scheduling and Routing**RESPONSIBILITY FOR**

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

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

REGULAR ROUTE VEHICLES

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

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

REFERENCES:

¹KRS 158.070

²KRS 156.153

KRS 158.110

702 KAR 5:030

RELATED POLICY:

08.31

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

SUPPORT SERVICES

07.111

Competitive Foods

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

Tools for Schools: Focusing on Smart Snacks | Food and Nutrition Service ([usda.gov](https://www.usda.gov))

DEFINITIONS

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

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

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

SMART SNACK GUIDELINES

No school may sell competitive foods or beverages, whether from fundraisers, vending machines, school stores, canteens, classrooms, teacher or parent groups, during Window 1. During Window 2, food and beverages sold must conform with nutritional standards specified in state and federal regulations. This applies to any competitive foods or beverages sold via fundraisers, vending machines, school stores, canteens, classrooms, teacher or parent groups. During Window 3, any food and beverage item may be sold.

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

[Smart Snacks Product Calculator \(healthiergeneration.org\)](https://healthiergeneration.org)

Window 1 - 12:00 a.m. to thirty (30) minutes after the last lunch period, no food/beverage items may be sold in competition with National School Breakfast/Lunch Program.

Window 2 - thirty (30) after the last lunch period, only food/beverage items that are Smart Snack Compliant may be sold.

Window 3 - thirty (30) after the close of school until 12:00 a.m., including when school is out such as weekends and breaks, any food/beverage item may be sold.

RESPONSIBILITY

It shall be the responsibility of the school Principal to ensure that this policy is enforced in his/her building.

STUDENT-BASED ENTERPRISE

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

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

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SUPPORT SERVICES

07.111
(CONTINUED)

Competitive Foods

REFERENCES:

7 C.F.R. 210.11b

7 C.F.R. 220.12

KRS 156.160; KRS 158.850; KRS 158.854; 702 KAR 6:090

U. S. Dept. of Agriculture's *Dietary Guidelines for Americans*

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

SUPPORT SERVICES

07.13

School Nutrition Procurement

FOOD PURCHASING

The School Nutrition Program shall purchase food products and recurring common use items in compliance with the regulations stated in the Kentucky Model Procurement Code (MPC) and in a manner that provides full and open competition consistent with the standards in applicable federal regulations. Individual schools must submit requests for food according to the method approved by the School Nutrition Program.

KENTUCKY-GROWN AGRICULTURAL PRODUCTS

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

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

EXEMPTIONS

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

FEDERAL AWARDS/CONFLICT OF INTEREST

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

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. In determining whether an activity constitutes an impermissible acceptance of a gratuity or item of monetary value, the definition of "gratuity" (covering anything of more than fifty dollars [\$50] value) set forth in KRS 45A.445 shall apply. Violation of these standards may result in disciplinary action including, but not limited, to suspension, dismissal, or removal.

USE OF DONATED COMMODITIES

The School Nutrition Program shall develop a program for the use of donated foods in compliance with the regulations of the USDA, the Kentucky Department of Education, and Kentucky Department of Agriculture. Commodity foods shall be used solely for the benefit of eligible persons served by the School Nutrition Program.

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School Nutrition Procurement**DONATION OF PERISHABLES**

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

REFERENCES:

[KRS 158.855](#)

KRS 160.290; [KRS 260.016](#); KRS 424.260

KRS 45A.345 – KRS 45A.460

702 KAR 6:010

[7 C.F.R. 200.212](#) ~~C.F.R. 200.318~~; 2 C.F.R. 200.320

RELATED POLICY:

04.32 [or 04.33](#)

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

CURRICULUM AND INSTRUCTION

08.1

Curriculum

(Includes Multicultural Education Policy)

The curriculum in each school shall be designed so that all students achieve the 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.

District high schools are required to maintain AdvancEd accreditation, and middle and elementary schools are encouraged to pursue and maintain such accreditation.

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 and nations.

READING CURRICULUM AND INTERVENTIONS

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

The District shall ensure that:

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

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Curriculum**SUPERINTENDENT RESPONSIBILITY**

The council of each school operating under School Based Decision Making shall adopt school policy to be implemented by the Principal in each of the areas specified in policy 02.4241.

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

~~Effective July 1, 2026, the~~ 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.

MULTICULTURAL EDUCATION

The Fayette County Public Schools is committed to reducing any barriers to student learning and well-being based on race or cultural heritage. Multicultural education is based on the principles that pluralism is a reality of our society and that equality is a basic ideal of democracy and a requirement of the U. S. Constitution. Therefore, all school employees and students of the Fayette County Public Schools must demonstrate an understanding of, appreciation for, and sensitivity to the various cultural perspectives within our community.

ACCOUNTABILITY

The success of the integration of multicultural curriculum and activities and multiculturally sensitive instructional practices will be measured through the reduction of differences in student performance by race, English proficiency, and socioeconomic status (SES) and increases in scores across all student populations related to academic expectations dealing with cultural diversity (e.g. Academic Expectation 2.17), as measured by state-mandated assessments and progress reports.

All schools and personnel in the Fayette County Public School District must commit to ensuring that a multicultural approach is used in all programs and practices of the District. In support of this commitment, the Board shall review the equity component in the District and School Improvement Plans. In addition, the Equity Council shall have the opportunity to review and comment on the equity component prior to finalization of these plans.

DISTRICT COMMITMENT

The District shall demonstrate this commitment by developing measurable goals and action plans which emphasize multiculturalism and which are designed to maximize students' potential, regardless of race or cultural heritage.

Curriculum**DISTRICT COMMITMENT (CONTINUED)**

It shall demonstrate its commitment to multiculturalism by identifying and providing professional development activities which support multiculturalism goals of the District and schools.

It shall demonstrate its commitment by supporting the development of multicultural curriculum at the school and District level.

It shall demonstrate its commitment by assisting schools in identifying instructional materials, textbooks, and technical and human resources which support a multicultural perspective.

It shall demonstrate its commitment by ensuring representation of minorities on committees, task forces, and other leadership and decision-making groups named at the District level.

It shall demonstrate its commitment by establishing a plan which results in the successful recruitment of minority teacher candidates and employment of minority administrators and other District-level staff.

SCHOOL COMMITMENT

The Board encourages schools to demonstrate their commitment to multiculturalism by developing a multicultural education policy to be implemented by the Principal through the SBDM/School Improvement Council.

This policy should define how the School Improvement Plan (SIP) will address multiculturalism through the development of measurable goals and action plans which are designed to maximize students' potential, regardless of race or cultural heritage; annual Professional Development Plans which provide training to support multiculturalism goals of the schools and increase staff competence in teaching students of diverse cultures; curriculum design aligned with state and local standards which integrates multicultural concepts, skills, and perspectives throughout; selection of instructional materials and textbooks that reflect the contributions to society made by the diverse ethnic populations of the world; and incorporation of technical and human resources which ensure that instruction on all disciplines is accurate, comprehensive, non-biased, and inclusive.

ADDITIONAL SBDM POLICIES

Other school council policies should be written to reflect a commitment to multiculturalism. For example, the school consultation policies related to filling staff vacancies should define the schools' commitment to successful recruitment, employment, and retention of minorities in staff and administrative positions. Policies related to the establishment of committees, task forces, and other leadership and decision-making bodies may require representation and participation of minorities which reflects, at minimum, the student body served.

Curriculum**RELIGIOUS HOLIDAYS AND BELIEFS**

The United States Constitution, as interpreted by the Supreme Court, calls for the separation of church and state. Accordingly, as an entity of the state, the Board established the following policy provisions:

- Teachers are encouraged to teach about religious holidays as a natural extension of discussion on ethnic issues, history, or culture. Activities associated with religious holidays will naturally emerge from the curriculum. However, the teaching or observance of any one religion to the exclusion of others is prohibited.
- As long as a balanced and objective approach is followed, religious music, art, literature, or dramatic pieces may be included in the curriculum of, or any program engaged in by, the school. Religious music, art, literature, or dramatic pieces shall not be dominant in the curriculum or any program engaged in by the school.
- Activities associated with religious holidays will naturally emerge from the curriculum. Teachers shall not require and shall not prohibit students from expressing their religious beliefs or positions, or request students to express their religious beliefs or positions during the school day or at any time when teachers are in the presence of students on school business.
- The use of religious symbols, such as a cross, menorah, crescent, Star of David, creche, symbols of Native American religions, or other symbols that are part of a religious holiday, are permitted as a teaching aide or resource to the instructional process, provided such symbols are displayed only as an example of the cultural and historical heritage of the holiday and are not displayed after their use for that purpose has ended.
- Diversity of religion should be a consideration in the selection of instructional and media materials.
- Music, art, literature, and drama having religious themes or bases may be part of school-sponsored activities and programs if presented in an objective manner, and as a traditional part of the cultural and historical heritage of a particular holiday.
- Inclusion of information about religious holidays in school programs is to be for the purpose of increasing cultural and ethnic understanding of the tradition associated with these holidays and their historical significance.
- Schools shall not organize ceremonies that involve students in observing religious holidays.
- Teachers and administrators shall not attempt to influence a student toward or away from any particular religious belief or religion at any time they are in the presence of students on school business.

Curriculum

REFERENCES:

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

RELATED POLICIES:

Section 02.4 (All Policies), 08.3

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

CURRICULUM AND INSTRUCTION

08.1313

Dyslexia

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

The policy shall include but not be limited to:

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

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REPORTING REQUIREMENTS

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

- (a) The number of students in kindergarten through grade three (3) that were identified through the approved universal screener and reading diagnostic assessment as defined in KRS 158.3058 as displaying characteristics of dyslexia;
- (b) The number of students in paragraph (a) that were identified as needing enrichment programs as defined in KRS 158.305;
- (c) The number of students in kindergarten through grade three (3) that were participating in literacy interventions within the school setting; and
- (d) The process or tools used to evaluate student progress.

Dyslexia

REFERENCES:

KRS 158.305

KRS 158.307

707 KAR 1:340

RELATED POLICY:

08.131

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LEGAL: HB 727 AMENDS KRS 158.1413 REMOVING THE ANNUAL REPORTING REQUIREMENT ON THE ESSENTIAL WORKPLACE ETHICS PROGRAM. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS EFFECTIVE AS OF JULY 1, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.1341

Essential Workplace Programs**INDICATORS**

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

- a) Adaptability, including an openness to learning and problem solving, an ability to embrace new ways of doing things, and a capability for critical thinking;
- b) Diligence, including seeing a task through to completion;
- c) Initiative, including taking appropriate action when needed without waiting for direct instruction;
- d) Knowledge, including exhibiting an understanding of work-related information, the ability to apply that understanding to a job, and effectively explain the concepts to colleagues in reading, writing, mathematics, science, and technology as required by the job;
- e) Reliability, including showing up on time, wearing appropriate attire, self-control, motivation, and ethical behavior;
- f) Remaining drug free; and
- g) Working well with others, including effective communication skills, respect for different points of view and diversity of coworkers, the ability to cooperate and collaborate, enthusiasm, and the ability to provide appropriate leadership to or support for colleagues.

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

ATTAINMENT

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

REPORTING REQUIREMENT

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

REFERENCE:

KRS 158.1413

LEGAL: REVISION TO 704 KAR 4:010 AMENDING THE REGULATION GOVERNING THE PHYSICAL
EDUCATION REQUIREMENT FOR STUDENTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.1346

Physical Education**REQUIREMENTS TO BE MET**

All pupils shall receive organized physical education instruction [in accordance with 704 KAR 8:050](#)~~recorded in the Kentucky Academic Standards~~ and in the minimum ~~unit~~ requirements for high school graduation set forth in 704 KAR 3:305.

EXEMPTIONS

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

As required by Kentucky Administrative Regulation, if religious convictions are the basis of the exemption request, the affidavit must certify that the child is a member of the church or religious denomination, the teachings of which are opposed to the physical education curriculum or attire. The affidavit also shall identify the denomination tenet giving rise to such conscientiously held opposition.

REFERENCES:

⁺~~704 KAR 4:010~~

-KRS 156.160; KRS 158.302

-704 KAR 3:305

[704 KAR 4:010](#)

[704 KAR 8:050](#)

RELATED POLICIES:

08.113

09.2

LEGAL: HB 257 AMENDS KRS 158.6453 REQUIRING THE SUPERINTENDENT TO ADOPT POLICIES THAT DETERMINE THE WRITING PROGRAM FOR THE DISTRICT AND THAT IS PUBLISHED ON THE DISTRICT'S WEBSITE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.215

Writing Program

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

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

REFERENCE:

KRS 158.6453

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

CURRICULUM AND INSTRUCTION

08.231

Religious Beliefs Excusal

NOTICE

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

REQUEST FOR EXCUSAL

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

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

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

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

- a. the name of the complainant;
- b. the name and grade level of the student;
- c. a reasonably detailed description of the specific material to which the parent/ guardian objects, sufficient to allow the Principal to locate and evaluate the material; and
- d. a statement that the parent/guardian sincerely believes the identified material conflicts with their religious beliefs.

DISTRICT REVIEW OF REQUEST

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

Religious Beliefs Excusal

DISTRICT REVIEW OF REQUEST (CONTINUED)

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

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

RESULT OF EXCUSAL

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

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

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

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

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REFERENCES:

KRS 158.1415; KRS 158.192

Mahmoud v. Taylor, 606 U.S. (2025)

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RELATED POLICIES:

03.16; 03.162; 03.1621; 03.26; 03.262; 03.2621

08.23; 08.2322; 09.4281; 09.42811; 09.428111; 10.2

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

CURRICULUM AND INSTRUCTION

08.2323

Access to Technology Resources

(Acceptable/Responsible Use Policy)

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

SAFETY PROCEDURES AND GUIDELINES

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

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

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

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

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

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

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

Access to Electronic Media

(Acceptable/Responsible Use Policy)

SAFETY PROCEDURES AND GUIDELINES (CONTINUED)

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

PERMISSION/AGREEMENT FORM

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

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

EMPLOYEE USE

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

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

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

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

Access to Electronic Media

(Acceptable/Responsible Use Policy)

EMPLOYEE USE (CONTINUED)

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

1. ~~Outside of the traceable communication system designated by the Board; or~~
2. ~~Through an unauthorized electronic communication program or application.~~

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

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

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

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

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

EMPLOYEE CONDUCT AND REPORTING REQUIREMENTS FOR TECHNOLOGY USE

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

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

REPORTING PROCEDURES — POLICY 08.2324

~~A District employee or volunteer who receives a report alleging that another District employee or volunteer has engaged in unauthorized electronic communication must immediately notify the principal.~~

~~If the subject of the report is the Principal, the employee or volunteer shall immediately notify the Superintendent.~~

~~If the subject of the report is the Superintendent, the employee or volunteer shall immediately notify the Commissioner of Education and the Chair of the local Board.~~

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Access to Electronic Media

(Acceptable/Responsible Use Policy)

REPORTING PROCEDURES — POLICY 08.2324 (CONTINUED)

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

- ~~Notify the parent of each student that is an alleged party to the unauthorized electronic communications; and~~
- ~~If the individual that is subject of the report is a Certified employee:~~
 - ~~Notify the Educational Professional Standards Board, which shall promptly investigate all allegations received under this subsection and proceed with appropriated disciplinary actions in accordance with KRS 160.145; and~~
 - ~~Investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.790.~~
- ~~If the individual that is the subject of the report is a Classified employee, investigate the underlying allegations and proceed with the appropriated disciplinary actions in accordance with KRS 161.011(7); and~~
- ~~If the individual that is the subject of the report is a District volunteer, the school or District shall investigate the underlying allegations and, if substantiated the volunteer shall be prohibited from future school and District volunteer opportunities.~~

COMMUNITY USE

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

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

DIGITAL CITIZENSHIP AND RESPONSIBLE USE

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

Access to Electronic Media

(Acceptable/Responsible Use Policy)

DISREGARD OF RULES

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

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

RESPONSIBILITY FOR DAMAGES

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

RESPONDING TO CONCERNS

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

EMERGING TECHNOLOGIES

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

AUDIT OF USE

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

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

Access to Electronic Media

(Acceptable/Responsible Use Policy)

AUDIT OF USE (CONTINUED)

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

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

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

REFERENCES:

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

RELATED POLICIES:

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

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

CURRICULUM AND INSTRUCTION

08.2324

Traceable Communications

The Board shall designate a traceable communication system ~~to be the exclusive means~~ for District employees and qualified school volunteers to communicate electronically with students enrolled in the District. The Principal of each school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents to access and review communications sent through each electronic school notification and communication program.

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

~~8. Outside of the traceable communication system designated by the Board; or~~

~~9. Through an unauthorized electronic communication program or application.~~

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

DEFINITIONS

Family

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

Parent

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

District Employee or Volunteer

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

Traceable Communication System

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

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

UNAUTHORIZED ELECTRONIC COMMUNICATION

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

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Traceable Communications**CONSENT TO AUTHORIZE**

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

WRITTEN DISCLOSURE

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

REPORTING

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

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

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

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

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

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Traceable Communications

4. If the individual that is the subject of the report is a qualified school~~District~~ volunteer, the school or District shall investigate the underlying allegations and, if substantiated, the qualified school volunteer may~~shall~~ be prohibited from future school and District volunteer opportunities.

4.5. Notwithstanding any statute to the contrary, notify the parent of each student that is an alleged party to the unauthorized electronic communication of each material phase of the investigation and disciplinary action including but not limited to a written summary of the results of an investigation and the final outcome of the disciplinary action.

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

REFERENCES:

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

RELATED POLICIES:

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

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

STUDENTS

09.12

Admissions and Attendance

RESIDENCE DEFINED

Pupils who reside with parents or legal guardians who are residents of the school district or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools.

All other pupils shall be classified as nonresidents for school purposes.¹

HOMELESS CHILDREN AND UNACCOMPANIED YOUTH

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

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

1. Be immediately enrolled in the District;
- ~~1-2.~~ Have equal access to all educational programs and services, including transportation, that non-homeless children enjoy;
- ~~2-3.~~ Have access to preschool programs as provided to other children in the District;
- ~~3-4.~~ Continue attending their school of origin, when deemed in the best interest of the child, for the duration of homelessness;
- ~~4-5.~~ Attend regular public school with non-homeless students; and
- ~~5-6.~~ Continue to receive all services for which they are eligible (i.e., special education, gifted and talented, English learner).

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

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

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

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

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

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

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

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

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

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

CHILDREN IN FOSTER CARE

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

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

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

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

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

Admissions and Attendance**BEST INTEREST OF THE CHILD**

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

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

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

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

IMMIGRANTS

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

The District may provide an approved high school program to a student who is a refugee or legal alien until the student graduates or until the end of the school year in which the student reaches the age of twenty-one (21), whichever comes first.

NONRESIDENTS

Nonresident pupils may be enrolled in the District's schools in accordance with Board policies 09.1222, 09.124, only under extenuating circumstances and upon approval of the Superintendent. Once a nonresident student is enrolled for the academic year, the student may not be dismissed during that academic year without applicable due process.³

Admissions and Attendance**NONRESIDENTS (CONTINUED)**

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

NONRESIDENT FOREIGN AND EXCHANGE STUDENTS

The Fayette County Public Schools shall regulate the admission and participation of nonresident foreign and exchange students in any education program of the District.

All nonresident foreign and exchange students shall register with and be approved by the Director of Pupil Personnel.

NON-IMMIGRANT FOREIGN STUDENTS

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

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

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

EXPELLED/CONVICTED STUDENTS

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

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

Assault shall mean any physical assault, including sexual assault.

The sworn statement or affirmation shall be on a form provided by the appropriate state agency and shall be sent to the receiving school within five (5) working days of official notification that a student has requested enrollment in the new school.⁶

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

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

REFERENCES:

- ¹KRS 159.010; OAG 78-64
- ²42 U.S.C. 11431 et seq. (McKinney-Vento Act)
- ³KRS 158.120; OAG 80-47; OAG 79-327; OAG 75-602; G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir., 2013)
- ⁴KRS 158.155; KRS 157.330; KRS 158.150
KRS 157.320; KRS 157.350; KRS 157.360; KRS 158.100; KRS 199.802
702 KAR 7:125; 704 KAR 7:090; OAG 91-171
P. L. 104-208
P. L. 114-95 (Every Student Succeeds Act of 2015), 20 U.S.C. § 6301 et seq.
8 U.S.C. Sections 1101 and 1184; 8 C.F.R. Section 214
Plyler v. Doe, 457 U.S. 202 (1982)
Equal Educational Opportunities Act of 1974 (EEOA)

RELATED POLICIES:

- 06.32; 08.1114; 09.11; 09.121; 09.1222; 09.1223; 09.123
- 09.126 (re requirements/exceptions for students from military families)
- 09.14; 09.211

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

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

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

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2211

Employee Reports of Criminal Activity

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

KRS 158.155

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

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

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

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

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

KRS 158.156

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

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

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

KRS 160.380

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

KRS 209A.100

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

KRS 209A.110

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

KRS 620.030

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

REFERENCES:

KRS 158.155; KRS 158.156; KRS 160.380
KRS 209A.100; KRS 209A.110
KRS 508.125; KRS 525.070; KRS 525.080; KRS 527.070; KRS 527.080
KRS 620.030

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STUDENTS

09.2211
(CONTINUED)

Employee Reports of Criminal Activity

RELATED POLICIES:

03.13251; 03.23251; 03.13253; 03.23253

05.48

09.227; 09.422; 09.423; 09.425; 09.426; 09.438

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

STUDENTS

09.227

Child Abuse

REPORT REQUIRED

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

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

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

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

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

WRITTEN REPORT

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

WRITTEN RECORDS

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

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Child Abuse**INTERVIEWS**

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

AGENCY CUSTODY

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

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

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

OTHER

Staff shall be trained with the guidance included in Policies 03.19 and 03.29 herein.

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

REFERENCES:

¹KRS 600.020

²KRS 620.030; KRS 620.040

³OAG 85-134; OAG 92-138

⁴KRS 620.072

KRS 17.160; KRS 17.165; KRS 17.545; KRS 17.580

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

KRS 209.020; KRS 508.125; KRS 620.050; KRS 620.146

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

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

STUDENTS

09.227
(CONTINUED)

Child Abuse

RELATED POLICIES:

03.19; [03.29](#)
09.1231; 09.3; 09.31; 09.42811; 09.4361; 10.5

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

STUDENTS

09.3

Student Activities

TO BE ENCOURAGED

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

CONTROL

All school sponsored student activities, including school-related trips, shall be under the direction of the Principal and faculty of the school. However, a nonfaculty coach or nonfaculty assistant may accompany and supervise students on athletic trips as provided in statute.¹

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

DEFINITION OF EXTRACURRICULAR ACTIVITIES

Extracurricular activities are those activities that normally take place outside the six-hour designated instructional day and are under the supervision of an assigned certified employee.

STUDENTS WITH DISABILITIES

Students with disabilities shall have an equal opportunity to participate in nonacademic and extracurricular services and activities, including, but not limited to, extracurricular athletics, intramural athletics, and clubs.

NOTE: The District may require a level of skill or ability of a student in order for that student to participate in a selective or competitive program or activity, so long as the selection or competition criteria are not discriminatory.

ELIGIBILITY

Only students who are enrolled in the District may participate in cocurricular or extracurricular activities, including athletics.

EXPULSION

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

REFERENCES:

¹KRS 161.185

²KRS 158.153

³KRS 158.150

KRS 158.120; KRS 158.183; KRS 161.180; KRS 620.146

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

Section 504 of the Rehabilitation Act of 1973

RELATED POLICIES:

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

09.3211; 09.36; 09.434; 09.435; 09.438

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

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

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

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.425

Assault and Threats of Violence

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

PUPILS

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

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

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

SCHOOL PERSONNEL

Any pupil who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action¹ up to and including expulsion from school and/or legal action.

REMOVAL OF STUDENTS

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

1. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

The Principal shall be notified immediately of such removal.

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

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

REPORT TO LAW ENFORCEMENT AGENCY

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

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

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

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

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

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

DOMESTIC/DATING VIOLENCE REPORTING AND EDUCATION

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

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

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

Assault and Threats of Violence**DOMESTIC/DATING VIOLENCE REPORTING AND EDUCATION (CONTINUED)**

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

NOTIFICATIONS

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

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

REFERENCES:

¹KRS 158.150

²KRS 158.1559

KRS 158.155; KRS 160.290

KRS 161.155; KRS 161.190; KRS 161.195

KRS 209A.020; ~~KRS 209.160~~ [KRS 209A.045](#)

KRS 209A.100; KRS 209A.110; KRS 209A.130

KRS 211.160; KRS 403.720; KRS 456.010

KRS 508.025; KRS 508.075; KRS 508.078; KRS 525.080

KRS 527.070; KRS 532.060; KRS 534.030; KRS 620.030

702 KAR 5:080

RELATED POLICIES:

03.123; 03.13253; 03.223; 03.23253; 05.4; 05.48

06.34; 09.14; 09.2211; 09.422; 09.423; 09.426; 09.4281; 09.429; 09.4341

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

STUDENTS

09.43

Student Disciplinary Processes

This policy shall be used in conjunction with policies adopted by SBDM councils as per KRS 160.345. The council's discipline policies shall provide for involvement of parents in disciplinary situations involving their children.

GOOD DISCIPLINE AS ESSENTIAL

Good pupil discipline is essential to a good school program, and pupil self-discipline should be a primary aim. Without good discipline, school personnel cannot discharge their primary responsibility in the development of individual pupil potentials. Without good discipline, pupils will not realize their greatest potentials for growth.

MUTUAL TRUST AND RESPECT

Primary responsibility for classroom discipline shall rest with the teacher, and every teacher in the system should strive to maintain a classroom in which students are interested in learning and in which mutual trust and respect prevail.

USE OF OTHER PERSONNEL

Study of individual differences, conferences with student and parents, assistance from other teachers, the Principal, and support personnel should be used in helping a pupil improve behavior patterns which are retarding his/her own development or interfering with the rights of others.

SCHOOL-RELATED ACTIVITIES

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

For further information concerning student disciplinary processes, refer to the Statement on Rights and Responsibilities and Student Code of Conduct.

TRAUMA-INFORMED APPROACH PLAN

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

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

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

Student Disciplinary Processes

TRAUMA-INFORMED APPROACH (CONTINUED)

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

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TREATMENT OF PUPILS

Discipline should not be administered in a manner that is humiliating, degrading, or unduly severe. Teachers should guard against making remarks to other pupils concerning a student's shortcomings. As stated in the Professional Code of Ethics for Kentucky School Certified Personnel, personnel are expected to:

1. Take reasonable measures to protect the health, safety, and emotional well-being of students; and
2. Refrain from subjecting students to embarrassment or disparagement.

Therefore, staff members shall not bully students. As referred to in this policy, bullying refers to intentional, repeated hurtful acts, words or other behaviors that involve an inappropriate and unprofessional imbalance of power. These may include, but are limited to, name calling, teasing, threatening, social exclusion, and cyberbullying. Bullying may be physical, verbal, emotional or sexual in nature.

JUVENILE COURT RECORDS

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

1. Restrictions imposed on the student shall represent the least restrictive alternative available and appropriate to remedy the threat.
2. Supporting material shall be documented in and kept with the student's juvenile court record.
3. The student and/or parent/guardian may appeal actions to the Superintendent and/or to the Circuit Court with appropriate jurisdiction.¹

MINOR PROBLEMS

Minor or routine discipline problems should be handled by the classroom teacher and should be referred to the Principal (or appropriate administrator) only after efforts to alleviate the problem have failed and the teacher has had a private conference with the pupil.

SERIOUS PROBLEMS

Serious disciplinary problems shall be promptly reported to the Principal and to the parent(s) of the student. If the teacher has not been successful in solving these problems, a conference should be arranged involving the Principal, the pupil, and the teacher. Written referrals shall be used if conferences are impractical.

Student Disciplinary Processes**REPORTING**

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

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

CHILDREN AND YOUTH WITH DISABILITIES

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

REFERENCES:

¹KRS 158.153
²KRS 158.4416
KRS 158.150; KRS 158.449
KRS 160.290; KRS 160.340; KRS 160.345
KRS 161.180; KRS 610.345
703 KAR 5:225
P. L. 105-17
016 KAR 001:020 (Code of Ethics)
Honig v. Doe, U.S. 108 S.Ct. 592 (1988)

RELATED POLICIES:

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

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

STUDENTS

09.435

Expulsion

BOARD MAY EXPEL

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

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

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

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

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

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

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

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

If the Superintendent/designee determines the behavior in question is not required by law to go to the Board, the Superintendent/designee may refer the student for a hearing before the administrative disciplinary panel conducted by the School Chief and or Legal Office.

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

Expulsion

BOARD MAY EXPEL (CONTINUED)

Except for extreme cases, a student shall be brought before the Board for expulsion only after reasonable efforts on the part of the school have failed. Such efforts shall include conferences involving the Principal or Associate Principal, teacher(s), parents and student, as well as the full use of guidance services and other appropriate social agencies.

HEARING AND RECORDS REQUIRED

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

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

BOARD DECISION FINAL

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

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

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RETURN TO SCHOOL

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

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STUDENTS WITH DISABILITIES

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

TRANSFER OF RECORDS

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

STUDENTS

09.435
(CONTINUED)

Expulsion

REFERENCES:

¹KRS 158.150

²KRS 158.155

³20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA); 707 Chapter 1;
Section 504 of the Rehabilitation Act of 1973, as amended
KRS 158.110, KRS 159.010

[KRS 527.070](#)

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

RELATED POLICIES:

05.48; 06.22; 06.34

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

DRAFT(REVISED 8/17)

LEGAL: SB 4 AMENDS KRS 160.180 ADDING RESTRICTIONS ON QUALIFICATIONS OF BOARD
MEMBERS RELATED TO LARGE DISTRICTS AS DEFINED IN KRS 160.160 FINANCIAL
IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.2

Board Member Qualifications

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Board Member Qualifications

ELIGIBILITY

Board member qualifications are established by applicable provisions of the Kentucky Constitution and Kentucky Statutes (Kentucky Constitution Sections 165, 237; KRS 61.080; KRS 160.180). ~~These specific provisions prevail over the following general description. A person shall only be eligible for membership on the Board, if the person:¹~~

1. ~~Has attained the age of twenty-four (24) years;~~
2. ~~Has been a citizen of Kentucky for at least three (3) consecutive years preceding the election;~~
3. ~~Is a legally qualified voter of the division or district (in the case of independent school districts) for which s/he is elected;²~~
4. ~~Has completed at least the twelfth (12th) grade or has been issued a High School Equivalency Diploma, as evidenced by:~~
 - a) ~~An affidavit signed under penalty of perjury certifying completion of the twelfth (12th) grade or the equivalent that has been filed with the nominating petition required by KRS 118.315; or~~
 - b) ~~A transcript evidencing completion of the twelfth (12th) grade or the results of a twelfth (12th) grade equivalency examination that has been filed with the nominating petition required by KRS 118.335;~~
5. ~~Does not hold any elective federal, state, county, or city office, serve as an officer or employee of a city or county, hold a federal office of "trust or profit," or serve as an appointed officer of a special purpose governmental entity with taxation authority unless specifically authorized by statute;~~
6. ~~Is not, at the time of his or her election, directly or indirectly interested, in the sale to the Board of books, stationery or any other property, materials, supplies, equipment, or services for which school funds are expended;~~
7. ~~Has not been removed from membership on a Board of Education for cause; and~~
8. ~~Does not have a relative, as defined in KRS 160.180, employed by the District in the case of a person elected after July 13, 1990. This shall not apply to a member holding office on July 13, 1990 who has a relative who was initially employed by the District before the member was elected to the Board.; and~~

~~**8.9. For large districts, as defined in KRS 160.160, is not an employee of a board of education in the Commonwealth of Kentucky whose position requires work on more than one hundred (100) days per year.**~~

A Board member shall be eligible for reelection unless s/he becomes disqualified.

REFERENCES:

¹Kentucky Constitution Sections 165, 237; KRS 61.080; KRS 160.180

²Moore v. Tiller, KY., 409 S.W. 2d 813 (1966) KRS 156.460; KRS 156.465
OAG 18-018; OAG 80-234; OAG 88-35

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PERSONNEL

- CLASSIFIED PERSONNEL -

Discipline, Suspension and Dismissal of Classified Employees**DISCIPLINARY OPTIONS**

Classified employees may be subject to the following actions, to include, but not be limited to:

1. Verbal warning or reprimand by Superintendent/designee
2. Written warning or reprimand by Superintendent/designee
3. Probation imposed by Superintendent/designee
4. Reassignment (temporary or permanent) by Superintendent
5. Suspension without pay by Superintendent
6. Nonrenewal of contract by Superintendent
7. Dismissal (termination of contract) by Superintendent

This listing does not require that the options be invoked in progressive order. Any option may be invoked based on the severity of the disciplinary issue and all applicable facts and circumstances.

Classified employees may be terminated or suspended with or without pay only by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel actions shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

An employee may be suspended from duty without pay for the remainder of the work day by the immediate supervisor when drugs, alcohol, and/or the safety of students or staff are involved.

An employee shall be placed on administrative leave with pay only when the Superintendent determines there is a justifiable need to protect the safety of students and staff or to prevent significant disruption of the workplace and/or educational process. The period of administrative leave with pay shall not exceed the time needed to determine whether the employee is to return to active service or face disciplinary action. ~~However, placement on administrative leave with pay shall not exceed twenty (20) working days. If circumstances arise that require an investigation or other proceedings that may extend beyond twenty (20) days, the Superintendent may lengthen the period of leave.~~

Employees placed on administrative leave with pay with pay shall remain available for immediate recall to active service.

The Superintendent shall see that documentation to support the grounds for administrative leave with pay is provided to the employee and retained on file in the District.

CAUSES FOR ACTION

Any classified employee may be subject to appropriate disciplinary or job action for one (1) or more of the following reasons:

1. Dishonesty, neglect of duty, incompetence, inefficiency or insubordination.

Discipline, Suspension and Dismissal of Classified Employees**CAUSES FOR ACTION (CONTINUED)**

2. Reporting to work under the influence of, or illegal use of, or possession of alcohol or controlled substances while on duty, as set out in Policy 03.23251.
3. Unsatisfactory evaluation of any factor on the employee's performance evaluation report.
4. Repeated unexcused absence, tardiness, absence without notification or abuse of, or misrepresentation concerning, sick leave.
5. Job abandonment: An employee who fails, refuses, or is unable to return to work after the exhaustion of any authorized leave may be terminated unless the employee is granted additional leave by the Board.
6. Violation of or refusal to obey local policies or state regulations adopted by the Kentucky Board of Education or by the Board.
7. Failure to notify the Superintendent if the classified 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.
8. Violation of or refusal to obey administrative procedures or directives from the Superintendent or a supervisor.
9. Refusal to comply with safety directives.
10. Falsifying information supplied to the District including information on application forms, absence reports, or any other information.
11. Violation of local policy, state, or federal statutes or regulations that apply to assigned duties.
12. Conviction of a violent crime or a sex crime as defined in KRS 17.165.
13. Immorality or other unprofessional conduct.
14. Violation of a provision of his/her classified contract.
15. Loss of licensure or certification required for the position; failure to provide cooperation or consents necessary to serve or continue serving in positions requiring licensure; or being disqualified from serving in a licensed position based on information obtained by the District from the Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol electronic "Clearinghouse" or otherwise.
16. Failure to maintain the confidentiality of information about students or staff obtained in the course of employment, unless disclosure serves a legitimate job-related purpose or is required by law.
17. Engaging in any sexually related behavior with a student with or without consent, including, but not limited to, behavior such as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape, threats of physical harm; and sexual assault.

Discipline, Suspension and Dismissal of Classified Employees**CAUSES FOR ACTION (CONTINUED)**

18. Physical or mental disability, consistent with applicable laws protecting employees with disabilities.¹
19. Has an administrative finding of child abuse or neglect in records maintained by the Cabinet for Health and Family Services.

DUE PROCESS PROVISIONS (SUSPENSION WITHOUT PAY/TERMINATION)

The employee shall be given notification of the specific charges against him/her by his/her supervisor and an opportunity to deny the charges.

The Superintendent shall develop procedures to implement due process provisions.

OTHER DISCIPLINARY ACTIONS

When charges result in disciplinary actions other than termination or suspension without pay and employees wish to contest the charges, they may submit a written response, which shall be placed in their file along with the written charges.

REFERENCES:

- ¹Americans with Disabilities Act
- 42 U.S.C. § 12111 et seq.
- 49 C.F.R. § 382.701; 49 C.F.R. § 382.703
- KRS Chapter 344
- KRS 160.145; KRS 160.380; KRS 160.390; KRS 161.011
- OAG 92-135, OAG 96-3; OAG 05-006
- Consolidated Omnibus Budget Reconciliation Act

RELATED POLICIES:

- 03.212; 03.23251; 03.26; 03.271; 03.2711
- 06.221; 07.162; 08.2324; 09.14; 09.42811

Eligibility for Transportation

DISTANCE LIMITATION

Only one residence designation can be assigned to students from which transportation decisions are based. Pupils shall be eligible to be transported between their residence and districted school if their assigned bus stop is more than one (1) mile from their school. If traffic or other safety conditions make walking to school extremely hazardous, as determined by the Director of Transportation or designee, pupils may be eligible for transportation without regard to the distance to their school.

MODIFICATION

Notwithstanding the above, the Superintendent may extend the walking distance to school where conditions make it impractical to provide bus service.

EMPLOYEES NOT ELIGIBLE

The Board shall not transport employees of the District by school bus to or from work, except under emergency conditions declared by the Superintendent.

BLIND AND DEAF STUDENTS

Students attending schools for the blind or deaf shall be transported to and from their respective state schools in compliance with applicable existing statutes and regulations.¹

PRESCHOOL TRANSPORTATION

Students attending preschool programs of the District shall be transported in accordance with the provisions of 702 KAR 5:150 and other appropriate laws and regulations.

SPECIAL PROGRAMS

Transportation for students enrolled in all FCPS Special Programs and Gifted/Talented Programs shall be established at centralized locations. Centralized locations will be based on the location of all actual enrolled students in each specific program and will attempt to be sites that have reasonable accessibility for the students in the region covered by that stop. Locations will predominately be at other FCPS District school bus lanes or nearby corner stops because of their inherent centralized positioning for various District regions, but can possible be arranged at other types of locations that might serve the same purpose. Centralized, regional stops will not typically be considered "walk to" stops for students, and parents/families will be expected to be involved in supporting their students' special program participation by meeting the student/bus at the designated stop. ~~Magnet Program stops are established based upon one (1) of two (2) criteria being met: a child on free/reduced lunch, or where there are at least 30 students at a centralized location.~~

Notwithstanding the above, for any student enrolled in Special ~~either of the p~~ Programs listed in this section and on free/reduced lunch, a closer neighborhood stop may be established if traffic or other safety conditions make walking to a centralized location extremely dangerous as determined by the Director of Transportation or designee.

Eligibility for Transportation

REFERENCES:

¹KRS 157.280
KRS 158.110; KRS 158.115
702 KAR 5:020; 702 KAR 5:030
702 KAR 5:110 (Vocational Pupils)
702 KAR 5:120; 702 KAR 5:150
OAG 80-390; OAG 82-392; OAG 83-294
P. L. 114-95, (Every Student Succeeds Act of 2015), 20 U.S.C. § 6301 et seq.
McKinney-Vento Act, 42 U.S.C. 11431 et seq.

LEGAL: REMOVING 704. KAR 10:022 AS IT HAS EXPIRED.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.136

Summer School

Summer School

The Board may provide a summer school program upon the finding of sufficient need and pupil demand. The summer program shall comply with all applicable laws, regulations of the Kentucky Board of Education and Board policies.

The Office of School Leadership and Learning shall recommend for Board approval the plans for a summer school program by May 1.

REFERENCE:

~~704 KAR 10:022~~

School Attendance Areas

ASSIGNED AREAS

The Board will establish geographic attendance areas for assigning students to schools. All students shall be assigned by geographic attendance areas and will attend the school designated to serve their area of residence. In cases of joint custody, the student will be assigned to the area serving the residence of the parent with whom the child primarily resides. If pursuant to court order the child's time is split exactly in half between parents, the parents may choose which of the two (2) assigned schools the child will attend. The court order establishing custody and time-sharing shall be provided to the school upon enrollment. Any changes to custody or residence of the child shall be reported within five (5) school days of the effective date of the change. Specific areas served by each attendance area will be marked on a map in the central administration office. The Board may revise attendance areas from time to time to attain maximum utilization of school facilities.¹

No student may be assigned to or required to attend a charter school by the District.

Students not living in a school's attendance area must have written authorization to register at another school. Written authorization shall be limited to the following:

- An approved out-of-area request, (Pupil Personnel Department)
- Acceptance to a magnet school or program, (Special Programs Office;)
- A Continuation Plan placement due to overcrowding of the school for the home address (Pupil Personnel Department)
- A placement due to the student's special needs which cannot be reasonably met at the school for the home address (Special Education DepartmentOffice)
- Preschool placement, (Preschool DepartmentOffice)
- Placement in a self-contained gifted and talented program, (Gifted/Talented DepartmentOffice),
- An English—as-a-Second Language Learner (ELSL) placement (Multilingual DepartmentForeign Languages/ESL-office), or
- Placement per Director of Pupil Personnel, or School Chief/Director.

Principals and/or staff shall not register students from outside the school's attendance area without written authorization from the Pupil Personnel Department.

The Board of Education assigns new housing areas to school attendance areas on a preliminary basis, subject to change when the area becomes more fully developed.

PROOF OF RESIDENCE

Upon enrollment and upon request thereafter, parents/guardians shall submit written documentation verifying the primary residence of the child. For school purposes, a child's residence is not necessarily the residence of the child's parent(s), and if the child has assumed a permanent home with some other person standing in loco parentis to the child, then the residence of the child for school purposes is the same as that person.² Any documents supporting the parent/guardian's responsibility for the student should be provided to the school immediately.

School Attendance Areas**ELIGIBLE STUDENTS AND TRANSPORTATION**

Per KRS 158.072, “eligible student” is defined as a student enrolled in kindergarten or grade one (1), two (2), or three (3) who qualifies for free or reduced-price school meals or attends a school that participates in the community eligibility provision of the National School Lunch Program.

If the eligible student changes residence and the change in residence results in the student being assigned to a different school within the District, the parent or guardian of the eligible student shall have the option to request the student, and any of the student's siblings enrolled in the same school in any grade, remain enrolled in the original school regardless of the transportation decision made by the Superintendent.

The District shall provide transportation to the original school from the eligible student's new residence unless the Superintendent denies the transportation request if s/he determines the distance and travel time that the student would spend in transport is impracticable. The District shall report the transportation denial and supporting rationale to the Kentucky Department of Education.

REQUESTS FOR TRANSFER

In compliance with and as set forth by federal requirements, the District shall allow students to transfer to another District school if:

1. The assigned school is designated by the state as being “persistently dangerous”; or
2. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school.³

ELIGIBILITY FOR STUDENTS WITH DISABILITIES, PRESCHOOL, GIFTED AND TALENTED, OR ESL

Students with Disabilities - School placement for identified students with disabilities shall be the student's school of residence. If an Admissions and Release Committee or 504 Committee determines accommodations, modifications, or staffing changes cannot be made to the school of residence in order for the student to benefit from his/her educational program at the school of residence, the student shall attend the next closest school that can implement the student's program.

Program Eligibility for Preschool - To be eligible for Preschool placement, children must be a resident of Fayette County, be four (4) years old by October 1st, and meet the income guidelines for free lunch, or three (3) or four (4) years old or become five (5) after October 1st and have an identified special need. Children are automatically placed in their school of residence. They must go through the out-of-area process and through the Preschool office to request placement based on child care needs. If a school of residence does not have a Preschool program or if the program is full, students will be placed in one of the closest designated schools.

Gifted and Talented Students - School placement for gifted and talented students shall be the student's school of residence except for students who meet eligibility and accept placement to attend the Gifted and Talented Accelerated Program in identified schools. A Gifted and Talented Accelerated Program within a school is a specialized service program with specific entrance standards outlined in administrative procedure 08.132/Gifted and Talented Students.

English-as-a-Second Language Learner (ELSL) Students - Qualified ELSL students will receive services in their school of residence or as assigned through the MultilingualESL Department.

School Attendance Areas**REDISTRICTING PROPOSALS**

Before a redistricting proposal is placed on the Board agenda for a first reading, the public in the affected area will be notified either through the schools or by other public notice.

PARENT/GUARDIAN REQUESTS FOR CHANGE

Out-of-area requests for specific schools shall not be approved if the projected or actual enrollment in the school requested is over capacity with attendance area children and other special units assigned to the school, such as Every Student Succeeds Act school choice, Preschool, and others.

Out-of-area authorization will only be considered for approval under the following conditions:

A. SCHOOL DEMOGRAPHICS

- A change in school of attendance that would reduce overcrowding at the assigned school and not create potential for overcrowding at the requested school.

B. IF FAMILIES MOVE

- A fifth-, eighth-, eleventh-, and twelfth-grade student who moves from one (1) school attendance area to another to continue in the school of his/her former residence until the completion of that grade level, with certification of eligibility verified by their Principals. This also applies to students who live in a magnet school attendance area.
- A family whose student moves from one (1) attendance area to another within Fayette County to permit the student to finish the school year in the school in which s/he is currently enrolled. Transportation shall be the responsibility of the parent/guardian.
- A family whose student anticipates moving from one (1) attendance area to another within Fayette County prior to October 31st of the school year. The student may be permitted to begin the school year in the school serving the location to which the family expects to move under the following conditions:
 - The parent/guardian shall present upon enrollment a signed contract for the purchase or lease of the residence to which the family will move prior to October 31st of the school year.
 - The parent/guardian shall present a signed contract for a residence under construction with an expected date of completion/closing no later than October 31st of the school year.

Verification of the new address will be required to be provided to the Principal no later than November 1st of the school year. Failure to provide the documentation may be grounds for revocation of student enrollment; however, extenuating circumstances that may have prevented the move prior to October 31st may be presented to the school director for consideration by the Superintendent.

C. REDISTRICTING

- A student being reassigned through redistricting; the parent/guardian may request early entry provided the student will not be moving to another school level before the redistricting is implemented or may request that the student remain in the current school to complete the final year for that school level.

School Attendance Areas**PARENT/GUARDIAN REQUESTS FOR CHANGE (CONTINUED)****D. SCHOOL DISTRICT EMPLOYEES**

- A student whose parent is a teacher or any other employee who works on at least a half-time basis for Fayette County Public Schools. The student may attend the school or campus where the parent is employed or, the school closest in proximity within the employee's work location feeder pattern. This option may not be used to request placement in a magnet pre-kindergarten program (if any). This option may not be used to request a gifted/talented program or school. Employee's children must meet all applicable magnet school entrance criteria. Employees who reside out of county and whose children attend a school within the District are required to notify the Principal of their child(ren)'s school of their out of county residency upon enrollment of the student or within five (5) days of the move out of county. A failure to provide this notice shall be deemed a violation of policy and shall be grounds for employee disciplinary action. When the parent is no longer employed by Fayette County Public Schools, this approval is revoked.

Requests for change in school of attendance for employees' children would have the priority over all other requests for entering or remaining at a school. Children of employees working in a building or on a campus would have priority over other employees' children.

E. HIGH SCHOOLS

- A student in grades 9-12 who petitions to attend another high school in the District if s/he participates in a designated Board-approved gifted and talented program that is not offered in his/her attendance area school.

SCHOOL DIRECTOR REQUESTS FOR CHANGE - PROVISIONS TO APPLY

In exceptional circumstances, school directors in consultation with the sending and receiving Principals may request a change of schools for a student for other educational reasons. School Directors shall also consult with the Director for Pupil Personnel who shall review such requests. School Director requests shall be consistent with District guidelines for capacity and diversity as outlined in the section on provisions to apply. Educational reasons do not include subject choice, nor do they include Board-approved gifted and talented programs. School directors may request any school at their school level.

The following provisions apply to Parent/Guardian and School Director requests for change in school assignments:

1. Out-of-Area placements shall be re-evaluated annually. Out-of-area placements shall be granted only when placement does not cause overcrowding at the receiving school and does not require additional staff, in keeping with this policy.
2. First priority will be given to OOA placements that are currently enrolled in the receiving school. Second priority will be given to new requests (new students to the building) for change of school assignment for the following school year. These requests shall be submitted to the Pupil Personnel Department.

School Attendance Areas**SCHOOL DIRECTOR REQUESTS FOR CHANGE - PROVISIONS TO APPLY (CONTINUED)**

3. Approval of requests shall be the responsibility of the Pupil Personnel Department in consultation with parents and, as appropriate, principals regarding approvals. If a student withdraws from a Board-approved magnet, specialized, and/or gifted and talented program, then s/he will be transferred to the assigned attendance area school at the end of the grading period after withdrawal from the program, unless it causes an increase in staffing at the home school.
4. The Principal shall evaluate whether students who have been granted out-of-area assignments are in compliance with specified conditions, including regular daily attendance, acceptable behavior and adequate academic progress. Failure to do so may result in an immediate transfer to the assigned attendance area school, with the Director of Pupil Personnel and School Chief/Director's approval. This section does not apply to students who have exercised the opt-out option from a magnet school.

Transportation for any approved out-of-area request shall be the responsibility of the parent/guardian.

REFERENCES:

¹KRS 159-070

²OAG 77-311

³P. L. 114-95, (Every Student Succeeds Act of 2015); 20 U.S.C. § 6301 et seq.

KRS 158.072; KRS 160.1592

McKinney-Vento Act, 42 U.S.C. 11431 et seq.; 20 U.S.C. § 7912(a)

OAG 80-394

RELATED POLICY:

08.13452; 09.12

Magnet Schools/Specialized Programs and Gifted/Talented Programs Enrollment

DEFINITIONS

Districtwide Application Process

A process managed and operated by the Office of Innovation to ensure equitable access and efficient practices for students and families interested in applying for and attending Magnet Schools/Programs, Specialized Schools/Programs, or Gifted and Talented Schools/Programs.

Districtwide Admissions Review Committee

A committee of no less than five (5) persons, including the ~~Chief Innovation Officer, Chief Unity Officer,~~ School Chief, Principal, Chief of Unity and Belonging, and MASP Program Manager, ~~and~~ Office of Academic Services designee.

Traditional A1 Schools

A school under the administrative control of a Principal and eligible to establish a school-based decision-making council. An A1 school is not a program operated by, or as a part of, another school and is not established under Magnet or Specialized School/Program criteria.

Magnet School/Programs

A Magnet School or Program is a school or program organized around an area of interest (*i.e.*, a theme or focus area), draws students from an entire community via the Districtwide Application Process, and has no specific entrance standards except an interest in the focus of the school.

Magnet School/Program with Criteria

A Magnet School/Program with Criteria means a school/program organized around an area of interest (*i.e.*, a theme or focus area), draws students from an entire community via the Districtwide Application Process, and has entrance standards beyond interest in the focus of the school for students who live outside the school's attendance area.

Magnet Schools without an attendance area include:

Maxwell Dual Language Immersion Magnet School, Rise STEM Academy for Girls, George Washington Carver STEM School for Boys, STEAM, and Carter G. Woodson Academy for Boys: These schools draw students from an entire FCPS community via the Districtwide Application Process.

Magnet Schools with an attendance area include:

Dixie Magnet Elementary School, Lexington ~~MiddleTraditional Magnet~~ School, Breckinridge Elementary Innovative Leadership and Civic Engagement, Harrison Elementary Visual, Performing, and Digital Arts, and Crawford Middle Leadership Academy for Literacies and Civic Engagement: These schools have attendance areas and may serve students outside the attendance area who meet program criteria or are selected via the Districtwide Application Process.

**Magnet Schools/ Specialized Programs and
Gifted/Talented Programs Enrollment***Magnet Programs within A1 Schools include:*

Frederick Douglas Biomedical Magnet Program, the International Baccalaureate Program at Tates Creek High School, Bryan Station Middle School Spanish Immersion, and Bryan Station High School Spanish Immersion Magnet Programs: These programs are housed within a Traditional A1 school and accept applications from the entire FCPS community for entry into the program via the Districtwide Application process.

Specialized School/Programs

A Specialized School/Program means a school/program organized around an area of interest (i.e., a theme or focus area), draws students from an entire community via the Districtwide Application Process, and has no specific entrance standards except an interest in the focus of the school. Specialized programs are typically housed within A1 Schools.

Specialized School/Program with Criteria

A Specialized School/Program with Criteria means a school/program organized around an area of interest (i.e., a theme or focus area), draws students from an entire community via the Districtwide Application Process, and has entrance standards beyond interest in the focus of the school. Specialized Programs are typically housed within A1 Schools.

Specialized Schools without an attendance area include:

Virtual Learning Center at Success Academy and Re-engagement Center at Success Academy: These specialized schools draw students from the entire FCPS community via the Districtwide Application Process.

Specialized Programs within A1 Schools include:

[Teaching and Learning Pathway at Fredrick Douglass](#), Leestown Pre-engineering, Lafayette Pre-engineering, Academy for Information Technology @ BSHS, StationARTS @ Bryan Station: These specialized programs are housed within a traditional A1 school and accept applications from the entire FCPS community for entry into the program via the Districtwide Application Process.

Gifted/Talented School/Program

A Gifted/Talented School/Program means a specialized school program designed to serve formally identified gifted and talented students in grades 4-12 in specific academic areas (such as science and math, language arts, or social studies) or specific areas of giftedness (such as creativity, leadership, or the visual and performing arts) and takes only students who meet the criteria as formally identified gifted students according to 704 KAR 3:285.

Gifted and Talented Schools include:

School for the Creative and Performing Arts (SCAPA) of the Bluegrass (Grades 4-8): These schools draw students from an entire FCPS community via the Gifted and Talented Placement and the Districtwide Application Process.

**Magnet Schools/ Specialized Programs and
Gifted/Talented Programs Enrollment**

Gifted and Talented programs within AI Schools include:

Math, Science, and Technology Center at Paul L. Dunbar High School, School for the Creative and Performing Arts (SCAPA) at Lafayette High School (Grades 9-12), and the Liberal Arts Academy at Henry Clay High School and International Baccalaureate Diploma Program at Tates Creek High School (9-12) do not have attendance areas.

The Gifted and Talented Accelerated Elementary and Middle Programs are bound by feeder systems based upon the student's primary home address and the elementary school for which they are slated to attend.

ATTENDANCE AREA STUDENTS

In accordance with policy 09.11, Unless otherwise stated, students who have applied through the Districtwide application process to a Magnet Program and have received acceptance through the Magnet process shall attend said Magnet Program regardless of area. Magnet Programs having an attendance area will be required to accept students into the area school through the normal enrollment process made available to all area students. Students residing in the magnet program attendance area will not be required to apply through the Districtwide application process. For a magnet school that has an attendance area and requires entrance criteria, the attendance area student shall not be required to meet entry criteria.

OUT OF AREA

All out of area placements to Magnet Schools/Programs (not available to Specialized Schools/Programs) must have the approval of the School Chief, Director of Pupil Personnel, and the Office of Academic Services designee~~Chief Innovation Officer~~.

In situations where one (1) or two (2) grade levels become significantly larger than the others, the number of slots offered at the entering grade level may be adjusted up or down to balance possible long term impacts on the school against the need to keep the whole school within capacity. The Office of Academic Services designee~~Chief Innovation Officer~~ shall make these adjustments in consultation with the Principal with review by the Director of Pupil Personnel.

The number of Magnet slots in Magnet Schools/Programs without attendance areas, e.g., Maxwell shall be based on their building capacity minus any non-Magnet District programs placed in the building. The number of slots per grade will be determined by agreement among the School Chief, the Principal, and the Office of Pupil Personnel.

MAGNET SLOTS

The total number of slots in a Magnet or Specialized School or Program is based on the building capacity and the projected enrollment of attendance area students. The Office of Pupil Personnel is responsible for calculating the total number of slots.

The number of Magnet and Specialized slots offered in the Magnet selection process is based on the following criteria:

- Currently enrolled students who are expected to remain
- Projected attendance area students

**Magnet Schools/ Specialized Programs and
Gifted/Talented Programs Enrollment****MAGNET SLOTS (CONTINUED)**

- Building capacity

DISTRICTWIDE APPLICATION PROCESS

The Districtwide Application Process for Magnet Schools/Programs and Specialized Schools/Programs shall be managed by the ~~Office of Innovation Magnet and Specialized Programs~~ Office of Academic Services staff in accordance with administrative procedures.

ENTRANCE CRITERIA

Entrance criteria for Magnet Schools shall not apply to attendance area students. Entrance criteria for Magnet Programs within a traditional A1 school shall apply to any applicant, including attendance area students, to participate in the Magnet Program. Entrance criteria for applicable Magnet Schools, Specialized Schools, and Specialized Programs shall be submitted and approved by the Districtwide Admissions Review Committee and made public on the Specialized Programs' webpage and on the Districtwide Application Process webpage.

LOTTERY

Lotteries are used as part of the selection process for all Magnet Schools and Specialized Programs and shall be conducted in accordance with administrative procedures. For schools and programs with criteria, the lottery shall be composed of all applicants who meet the entrance criteria for the applicable school or program.

By ~~the spring of each school year, Each year, available program slots will be offered through applicable program offers for available slots will be made via~~ the Districtwide Application Process.

Placement after spring of each school year shall be considered by the Magnet or Specialized Program Principal/Director and the ~~Associate Director Multilingual and Gifted~~ Chief Innovation Officer.

STUDENT ENROLLMENT STATUS

An attendance area student who moves out of the Magnet School/Program attendance area may complete the magnet school/program.

A magnet, specialized program, or gifted student who withdraws from the District during a school year and who returns to the District during the same school year may be permitted to re-enroll in the school/program pending space availability and evaluation of staff/school personnel.

If any student wishes to leave the magnet/specialized program or gifted/talented program mid-year, the Office of ~~Academic Services~~ Innovation shall require an exit form process for each program/school to gather data to support program needs and evaluation.

**Magnet Schools/ Specialized Programs and
Gifted/Talented Programs Enrollment****STUDENT ENROLLMENT STATUS (CONTINUED)**

Newly enrolled students into the District who enter during the school year must wait and apply for a gifted or magnet/specialized program the following application period. Magnet schools/programs with specific criteria may consult with the School Chief and the Office of Academic ServicesInnovation to determine available space. If space is available and no other students on a waiting list are eligible, the school may petition the District to implement a criterion review process to offer placement to newly enrolled students outside their attendance area.

MAGNET, SPECIALIZED, & GIFTED AND TALENTED PROGRAMS MATRICULATION

If the program has a matriculation program, there is no requirement to complete the Districtwide Application process.

SELECTION PROCESS FOR MAGNET & SPECIALIZED PROGRAMS SELECTED STUDENTS

The selection process for magnet-selected students shall be as follows:

Magnet School/Program: (1) Application and (2) Lottery

Dixie Magnet Elementary School
Maxwell Dual Language Immersion (K-1)
International Baccalaureate Program at Bates Creek High School
Rise STEM Academy for Girls
George Washington Carver STEM School for Boys
Breckinridge Elementary Innovative Leadership and Civic Engagement (K-5)
Harrison Elementary Visual, Performing, and Digital Arts (K-5)
Crawford Middle Leadership Academy for Literacies and Civic Engagement (6-8)
STEAM Academy (9-12)

Magnet Schools with Criteria: (1) Application, (2) Meet Criteria, and (3) Lottery

Maxwell Dual Language Immersion Magnet (Grades 2-5)
Bryan Station Middle School (Dual Language Immersion)*
Carter G Woodson Academy (6-12)
Lexington ~~MiddleTraditional-Magnet School-Program~~
Bryan Station High School (Dual Language Immersion)*
Frederick Douglass Biomedical Magnet Program

**Magnet Schools/ Specialized Programs and
Gifted/Talented Programs Enrollment****SELECTION PROCESS FOR MAGNET & SPECIALIZED PROGRAMS SELECTED STUDENTS
(CONTINUED)****Specialized Program with Criteria: (1) Application, (2) Meet Criteria, and (3) Lottery**

Leestown Pre-Engineering

Lafayette Pre-Engineering

StationARTS at Bryan Station

~~Carter G Woodson Academy (6-12)~~

Virtual Learning Center at Success Academy

Re-engagement Center at Success Academy

Teaching and Learning Pathway at Fredrick DouglassOpportunity Middle College

*Does not apply to students matriculating from previous level.

DISTRICTWIDE ADMISSIONS REVIEW COMMITTEE

In certain instances, a committee review may be required to address extenuating circumstances in the eligibility of Magnet and Specialized Academic Programs. When this happens, a committee will be convened to find a resolution to said issue. Gifted/Talented programs will be excluded from this process as they have their own. The DARC convenes no less than five (5) persons to include the ~~Chief Innovation Officer, Chief Unity Officer, Chief of Unity and Belonging, Office of Academic Services designee,~~ a School Chief, a Principal, MASP Program Manager and/or designee(s).

GIFTED/TALENTED PROGRAMS

Gifted/Talented Program applicants must meet the gifted education criteria outlined in 08.132 AP.1/Gifted and Talented Students and in 704 KAR 3:285.

- Elementary Gifted & Talented Accelerated Program Grades 4-5
- School for the Creative and Performing Arts Grades 4-8
- Middle School Gifted & Talented Accelerated Program Grades 6-8
- School for the Creative and Performing Arts Grades 9-12
- Liberal Arts Academy Grades 9-12
- Math, Science, and Technology Center Grades 9-12
- International Baccalaureate Diploma Program Grades 9-12

STUDENTS

09.112
(CONTINUED)

**Magnet Schools/ Specialized Programs and
Gifted/Talented Programs Enrollment**

MAGNET, SPECIALIZED PROGRAMS, AND GIFTED APPEALS AND GRIEVANCES

The process to appeal decisions related to magnet schools, specialized programs, or gifted/talented programs shall be addressed in administrative procedures 08.132 AP.1/Gifted and Talented Students and 09.112 AP.1/Gifted/Talented and Magnet School/Specialized Program Procedures Gifted/Talented and Magnet School/Specialized Program Procedures.

STUDENTS

09.112
(CONTINUED)

**Magnet Schools/ Specialized Programs and
Gifted/Talented Programs Enrollment**

RELATED POLICY:

09.11

RELATED PROCEDURES:

08.132 AP.1; 09.112 AP.1

Advertising in the Schools

DEFINITIONS

Commercial advertising - Includes any communication describing a business or service other than the legal name of the business.

Advertising materials - Include coupons, buy-one/get-one-free offers, descriptive brochures or printed materials, discounts or any other promotional items that do not benefit the holder without cost.

Political signs – Includes any temporary or permanent sign, poster, banner, placard, display or other visual communication intended to advocate, support, oppose, endorse, or influence the election or defeat of a candidate or political party. This does not pertain to a schools' student body elections.

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COMMERCIAL ADVERTISING

Commercial advertising to promote products or services in the facilities or on the grounds of school property may be allowed only with prior written approval of the Principal/site administrator, who shall forward a copy of each approval/denial to the appropriate school director.

In considering each request, the Principal/site administrator shall determine if the advertisement detracts from the use of instructional time and is age-appropriate for students. Such determination shall follow review standards that prohibit language or depictions that:

- Contain profanity or obscenity;
- Promote violence or substances or activities illegal for minors; and/or
- Contain racial, ethnic, religious, sexual or handicap slurs, or any gang-associated affiliation.

Placement of commercial advertisements on school property, such as banners and signage, shall be in keeping with Policy 05.11 and accompanying procedures.

Funds received for approved projects involving advertising on school property shall be deposited to the school's internal account or may be retained by a school-related booster group that is sponsoring the activity as a fund-raising event.

POLITICAL SIGNS ON DISTRICT PROPERTY

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School property or materials shall not be used to advance the support of a particular political position, party, or candidate. No political signs, banners, posters or other electioneering materials shall be placed, displayed, or distributed on district-owned property, including but not limited to buildings, fences, athletic facilities, parking lots, grounds or vehicles. Political positions shall not be defined to include communications approved by the Superintendent to be distributed to parents or the community concerning District needs or proposed actions by the Board. Examples of such communications may include, but not limited to, those addressing designation of attendance zones/areas and District facility and financial needs.

EXCEPTION

Nothing herein shall be construed to prevent advertising in publications which are published by student organizations, PTA/PTSA, booster club, or other parent groups.

Advertising in the Schools**SOLICITATIONS**

Salesmen, representatives, or agents shall not solicit or contact pupils, teachers, or other employees in the school buildings or on school grounds without prior approval. (Please refer to Policy 10.5.)

EXCEPTIONS FOR BENEFIT MATERIALS

Provided they are approved by the Financial Services Department of Employee Benefits materials that promote Board-sponsored employee benefits and educate employees concerning them may be distributed in school facilities and on the grounds of school property, and advertised through Fayette County Public Schools' internal communications channels. Approved materials will always come through the Financial Services Department of Employee Benefits; schools and departments should not distribute materials received directly from vendors.

FUND-RAISING PROGRAMS

Sales representatives promoting fund-raising projects shall complete a form provided by the Superintendent's designee. Information pertaining to approved vendors and their product(s) shall be posted on the District's fund-raising site. Should principals or school groups become interested in a fund-raising program, they may contact the appropriate sales representative directly. Schools may only conduct fundraisers with approved vendors who have registered with the District.

DISTRIBUTION OF NON-SCHOOL MATERIALS

Distribution of announcements and informational materials that are outside District initiatives, school or youth-related programming announcements and educational materials that assist families and support public education to all students in the District may be approved on a case-by-case basis by the Superintendent/designee.

Such information may be denied based on any of the following criteria:

1. It is from a for-profit organization/individual (there is monetary benefit for this organization/individual);
2. Its sole function is for fundraising for an activity which is not a school- supported activity;
3. It is advertising anything that is non-compliant with Board policy;
4. Its content interferes with or undermines the instructional goals and mission of the District;
5. It threatens serious disruption or interference with a school or school- sponsored activity;
6. It does not promote a youth-related activity or event serving the students of the District;
7. It promotes the use of illegal drugs, alcohol or tobacco;
8. It promotes illegal activity for minors or violation of school rules;

Advertising in the Schools

DISTRIBUTION OF NON-SCHOOL MATERIALS (CONTINUED)

9. It is obscene or pornographic;
10. It contains words, symbols or images that are lewd, obscene or indecent;
11. It promotes hostility, disorder or violence;
12. It attacks or denigrates ethnic, racial, religious or gender groups;
13. It promotes illegal discrimination;
14. It is libelous or defames any person or organization;
15. It violates a copyright;
16. It uses any District or school logo without prior approval;
17. It fails to clearly identify the sponsoring organization or agency and provide a means of contact (i.e., telephone number, email, web address) for interested parties to obtain further information directly from the sponsor;
18. It fails to clearly include the following disclaimer, which must be in no smaller than 18 point boldface type. "Fayette County Public Schools neither endorses nor sponsors the organization or activity promoted in this document."

REFERENCES:

KRS 158.183; KRS 158.190
OAG 68-452

RELATED POLICIES:

04.312
05.11
09.33
10.1
10.5