

**BOARD OF EDUCATION OF JEFFERSON COUNTY
3332 Newburg Road
Louisville, Kentucky 40218**

POLICY MANUAL

Donna M. Hargens, Ed.D., Superintendent

**BOARD MEMBERS
2011**

**Stephen P. Imhoff, Chairman
Diane Porter, Vice Chairwoman
Linda D. Duncan
Carol Ann Haddad
Joseph L. Hardesty
Larry Hujo
Deborah Wesslund**

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
OFFERING EQUAL EDUCATIONAL OPPORTUNITIES**

AA SCHOOL DISTRICT LEGAL STATUS

The Jefferson County Public School District shall be made up of the entire geographic area of Jefferson County, Kentucky, with the exception of the area included within the boundaries of the Anchorage Independent School District.

The Jefferson County Public School District shall be under the management and control of a board of education which shall be a body politic and corporate with perpetual succession.

The Jefferson County Public School District shall be under the general supervision of a superintendent who shall serve as the executive agent of the board of education. The superintendent shall be responsible for the total operation of the district and shall see that the laws relating to the schools, the bylaws, rules and regulations of the state board of education and policies of the district board of education are carried into effect.

Reviewed: November 13, 1995,
Motion #27339

History: Policy AI.000
Adopted: August 26, 1974, Motion #8923
Adopted: January 7, 1980, Motion #13187
Revised: March 24, 1986, Motion #18410
Reference: KRS 160.010, KRS 160.160,
KRS 160.370

AB THE PEOPLE AND THEIR SCHOOL DISTRICT

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

Reviewed: November 13, 1995,
Motion #27339

Adopted: January 7, 1980, Motion #13187
Reference: KRS 160.160, KRS 160.210,
KRS 160.240

AD EDUCATIONAL PHILOSOPHY

MISSION STATEMENT

Preamble

The Jefferson County Public School District is committed to the education and well-being of students. This commitment is evidenced by our focus upon student success, family/guardian and community collaboration, and employee efficacy, and by the infusion of each into every aspect of the District's programs and activities.

Belief Statements

- Students' academic achievement is the primary purpose of schools.
- Each student deserves fair and equitable opportunity to learn in a caring and safe environment, where diversity is respected and where high expectations exist for all.
- Families/guardians are integral to children's academic success; therefore, cooperation must exist between schools and families/guardians.
- Public education is best served through a spirit of community collaboration; effective education comes from a responsible and mutual effort on the part of the school and the community.
- Every Jefferson County Public Schools employee will actively participate in the education of students and shall be provided continuous opportunities for professional growth and development.
- A strong public school system is fundamental to the success of the community, Commonwealth, and the nation.

Revised: November 13, 1995, Motion #27339

Adopted: January 7, 1980, Motion #13187

History: Policy I2.000

Adopted: August 26, 1974, Motion #8923

Revised: August 8, 1977, Motion #10897

AE SCHOOL DISTRICT GOALS AND OBJECTIVES

WE BELIEVE THAT IT IS THE GOAL OF OUR SCHOOLS. . .

To provide education at the earliest appropriate age and to seek and identify the needs of each individual student on a continuing basis.

To provide the necessary tools and incentives to assure each student the highest quality of education.

To provide the necessary programs, training, and qualified and supportive personnel to motivate all students to achieve according to their individual learning patterns and rates of growth in order to realize their maximum potentials intellectually, economically, socially, culturally, and physically.

To provide a climate wherein the uniqueness of the cultures that each individual brings to the classroom setting is positively received.

To provide the structures, policies, and practices that reflect the multi-ethnic nature of our community through the composition of administrative staff, faculties, and student bodies.

Revised: November 13, 1995, Motion #27339

History: Policy I2.000

Adopted: August 26, 1974, Motion #8923

Revised: August 8, 1977, Motion #10897

Adopted: January 7, 1980, Motion #13187

BB SCHOOL BOARD LEGAL STATUS

Section 183 of the Constitution of the Commonwealth of Kentucky places the responsibility for providing an efficient system of common schools throughout the State on the General Assembly of the Commonwealth of Kentucky.

Legally, local school boards are instruments of the General Assembly and derive their authority from the Constitution of the Commonwealth of Kentucky, the Kentucky Revised Statutes of the Commonwealth of Kentucky, and the Regulations of the State Board of Education whose regulations have the effect of law in the Commonwealth of Kentucky.

However, by custom and tradition, local school boards have responsibilities to the local citizenry they serve and to the ethical principles of the personnel employed by the district. Recognizing this tri-dimensional concept of the source of authority and responsibility, the Board of Education of Jefferson County is the policy-making body for the Jefferson County Public Schools and serves within the framework provided by law and the will of the local citizenry.

The wisdom and far-sightedness of the board's members and the effectiveness and efficiency with which the board, as a corporate body, discharges its duties and obligations determine, to a large degree, the educational level of the citizens of Jefferson County.

Revised: November 13, 1995, Motion #27339
History: Policy A2.000
Adopted: August 26, 1974, Motion #8923
Adopted: January 7, 1980, Motion #13189
Revised: July 14, 1980, Motion #13778
Revised: August 11, 1980, Motion #13862
Reference: Kentucky Constitution
KRS 160.160, KRS 160.290

BBA SCHOOL BOARD POWERS AND DUTIES

The school board is an agent of the State to administer school functions delegated to local districts by the legislature. The school board powers and duties are set forth in the Kentucky Revised Statute 160.290 as follows:

- (1) Each board of education shall have general control and management of the public schools in its district and may establish schools and provide for courses and other services as it deems necessary for the promotion of education and the general health and welfare of pupils, consistent with the administrative regulations of the state board for elementary and secondary education. Each board shall have control and management of all school funds and all public school property of its district and may use its funds and property to promote public education. Each board shall exercise generally all powers prescribed by law in the administration of its public school system, appoint the superintendent of schools, and fix the compensation and terms of office of employees.
- (2) Each board shall make and adopt, and may amend or repeal, rules, regulations and bylaws for its meetings and proceedings for the management of the schools and school property of the district, for the transaction of its business, and for the qualification and duties of employees and the conduct of

pupils. The rules, regulations, and bylaws made by a board of education, shall be consistent with the general school laws of the state and shall be binding on the board of education and parties dealing with it until amended or repealed by an affirmative vote of a majority of the members of the board. The rules, regulations and bylaws shall be spread on the minutes of the board and be open to the public.

Board members have no authority over school affairs as individuals.

They have complete authority within state law, over school affairs when they serve as a legal body.

The board is, in practice, primarily a policy making body. Although legally authorized to administer policy, the board delegates this function to an officer of the board--the superintendent of schools.

Delegating this administrative function makes the board responsible for evaluating the effectiveness of the execution of board policies. Evaluation by the board requires a continuous appraisal of the results of its educational policies as well as the effectiveness of the general administration.

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

BBASCHOOL BOARD POWERS AND DUTIES (continued)

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

Revised: November 13, 1995, Motion #27339
History: Rules and Regulations, EQP
Revision
Adopted: September 25, 1972, Motion #8012
Revised: August 26, 1974, Motion #8923
Adopted: August 11, 1980, Motion #13862

BBAA BOARD MEMBER AUTHORITY

Members of the board shall have authority only when acting as a board legally in session. The board shall not be bound in any way by any statement or action on the part of an individual member except when such action or statement is pursuant to specific instruction of the board.

BBB SCHOOL BOARD ELECTIONS

The board of education shall consist of seven members. Each member shall be elected by the voters of his/her respective district on a non-partisan ballot, in a November general election, for a term of four years.

The board of education, in a legally constituted session, shall maintain complete neutrality toward school board candidates, and members of the board of education shall not engage in political activities on Jefferson County Public School property during school/office hours.

Reviewed: November 13, 1995, Motion #27339
History: Policy B2.200
Adopted: August 26, 1974, Motion #8923
Adopted: January 7, 1980, Motion #13189
Reference: KRS 160.270, KRS 160.180

Revised: November 13, 1995, Motion #27339
History: Policy A2.310
Adopted: August 26, 1974, Motion #8923
Adopted: January 7, 1980, Motion #13189
Reference: KRS 160.200, KRS 160.210

BBE UNEXPIRED TERM FULFILLMENT

Vacancies on the board occurring between regular election days shall be filled, from within the vacant district, within 90 days after the vacancy occurs, by the chief state school officer. A member so appointed shall hold office until his/her successor is elected and has qualified. Any vacancy having an unexpired term of one year or more at the next regular November election after the vacancy occurs shall be filled for the unexpired term by an election to be held at the next regular November election after the vacancy occurs. The elected member shall succeed the member chosen by the chief state school officer to fill the vacancy.

Revised: November 13, 1995, Motion #27339
History: Policy A2.350
Adopted: August 26, 1974, Motion #8923
Adopted: January 7, 1980, Motion #13189
Revised: March 24, 1986, Motion #18410
Reference: KRS 160.042, KRS 160.180
KRS 160.190

BBF SCHOOL BOARD MEMBER ETHICS

The general duties and obligations of an individual board member shall be:

- (1) To familiarize himself/herself with the state school laws, regulations of the state board of education, and the Jefferson County Board of Education policies.
- (2) To have a general knowledge of educational aims and objectives of the school district.
- (3) To work harmoniously with other board members without trying either to dominate the board or to neglect his/her share of the work.
- (4) To vote and act impartially in the board meetings for the good of the school district.
- (5) To accept the will of the majority vote in all cases and to give support to the resulting policy.
- (6) To represent the board and the school district to the public in such a way as to promote both interest and support.
- (7) To refer complainants to the proper school authorities and to abstain from individual counsel and action.
- (8) To view himself/herself as a representative of the entire school district rather than of a particular division.

BBFA BOARD MEMBER CONFLICTS OF INTEREST

BBFSCHOOL BOARD MEMBER ETHICS

(Continued)

- (9) To share with the superintendent the citizens' major concerns about the schools of which the board member is aware.
- (10) To abstain from taking individual actions which would undermine the authority of the superintendent.

Board members shall not purchase supplies, equipment, or services for their personal use through the school district's bidding or purchasing procedures.

No board member shall be financially interested, directly or indirectly, in the sale to the board of books, stationery, or any other property, materials, supplies, equipment, or services for which school funds are expended.

Reviewed: November 13, 1995, Motion #27339

History: Policy B6.000

Adopted: August 26, 1974, Motion #8923

Adopted: January 7, 1980, Motion #13189

Revised: March 24, 1986, Motion #18410

Revised: November 13, 1995, Motion #27339

Adopted: January 7, 1980, Motion #13189

Reference: KRS 160.180

BCA BOARD ORGANIZATIONAL MEETING

The board shall conduct an organizational meeting at its first regular meeting in January. At this meeting, the board shall elect a chairperson and a vice-chairperson from among its members.

BCB BOARD OFFICERS

The duties of the chairperson and vice-chairperson shall be as follows:

Chairperson

The chairperson of the board shall preside at all meetings of the board and shall have a vote on motions placed for action before the board. He/she shall sign such documents on behalf of the board as may require signature. He/she shall represent the board in deliberations with other boards, districts, or agencies unless another member of the board is so designated.

The chairperson shall perform all duties required by the Kentucky Revised Statutes and shall perform such other duties as may be prescribed by action of the board.

In the event that the chairperson of the board is absent from any meeting of said board, the vice-chairperson of the board shall act as chairperson. In the event that both are absent, the board shall designate another member of the board to act as temporary chairperson.

If for any reason the office of the chairperson becomes vacant, the vice-chairperson shall act as chairperson until a new chairperson is elected. A new chairperson shall be elected on or before the second regular meeting date following the vacancy and shall serve until the first regular meeting in January.

Reviewed: November 13, 1995, Motion #27339

History: Policy B3.110 and B2.110

Adopted: August 26, 1974, Motion #8923

Adopted: January 7, 1980, Motion#13189

Reference: KRS 160.170, KRS 160.270

BCC APPOINTED BOARD OFFICIALS

BCB BOARD OFFICERS (Continued)

Vice-Chairperson

The vice-chairperson shall perform all duties of the chairperson when he/she is acting in that capacity.

The board shall appoint a treasurer(s) and a secretary(ies) who shall not be members of the board. The office of secretary may be filled by appointment for a term of one, two, three, or four years. The treasurer shall serve at the pleasure of the board.

In the absence of the secretary at a regular or special meeting, the board shall designate an acting secretary who shall be authorized to certify any and all proceedings acted upon by the board.

Vacancy of Appointed Board Officers

If a vacancy occurs in the offices of secretary or treasurer, the board shall fill the vacancy not later than the first regular meeting after the vacancy has occurred.

Reviewed: November 13, 1995, Motion #27339
History: Policy B2.100
Adopted: August 26, 1974, Motion #8923
Adopted: January 7, 1980, Motion #13189
Revised: March 24, 1986, Motion #18410

Reviewed: November 13, 1995, Motion #27339
History: Policy B2.100
Adopted: August 26, 1974, Motion #8923
Adopted: January 7, 1980, Motion #13189
Reference: KRS 160.440, KRS 160.560

BCD BOARD-SUPERINTENDENT RELATIONSHIP

While the primary functions of the board shall be policy development and adoption and goal appraisal, the function of the superintendent of schools shall be executive. The superintendent shall administer the schools, carrying out the policies established by the board, and when necessary, delineating inconsistencies and recommending revisions in the board's guidelines.

The board shall not bypass the superintendent, but rather, shall leave the administration of its policies to him/her. The execution of policy, through detailed steps and procedures of administration, shall be the duty and responsibility of the superintendent, who may delegate authority to school staff. The administrative function of the superintendent shall be in keeping with the concept that the superintendent carries out policy through the ministerial function delegated to him/her by the board.

The board shall recognize that the working relationship between the board and the superintendent is of prime importance; that this relationship shall determine whether or not the superintendent and board can function effectively in their mutual roles; that the board shall grant the superintendent the authority, support, and resources necessary to enable

him/her to accomplish board established goals; that the relationship shall be based upon mutual trust and understanding.

In assisting the board in its appraisal function, evaluating and reporting shall be major responsibilities of the superintendent.

The board's responsibility shall be to make its expectations known to the superintendent; such expectations shall be based on a clear understanding of the functions of the board of education and the superintendent of schools, as set forth in board policy and state law and regulations.

Reviewed: November 13, 1995, Motion #27339
History: Policy B2.400
Adopted: August 26, 1974, Motion #8923
Adopted: January 7, 1980, Motion #13189

BCE BOARD COMMITTEES

The board shall always act as a body politic and corporate. No individual member and no group comprised of less than the full membership shall act to bind the board. The board may establish ad hoc advisory committees when deemed necessary by the board.

BCF ADVISORY COMMITTEES TO THE BOARD

In the event an advisory committee is appointed by the board to advise it, the following principles shall prevail:

- (1) The board shall appoint membership which is broadly representative of the community.
- (2) The duties, operational guidelines, and expectations of the committee shall be outlined at the time of formation of the committee.
- (3) The board shall appoint the chair-person and co-chairperson.
- (4) Recommendations of the committee shall be based on appropriate research and facts.
- (5) All recommendations shall be submitted to the board.
- (6) The committee shall be automatically dissolved when its final report has been made, or it can be terminated at any time by a majority vote of the board.

Reviewed: November 13, 1995, Motion #27339

History: Policy B2.300

Adopted: August 26, 1974, Motion #8923

Adopted: January 7, 1980, Motion #13189

Revised: March 24, 1986, Motion #18410

Reviewed: November 13, 1995, Motion #27339

Adopted: January 7, 1980, Motion #13189

BCG SCHOOL ATTORNEY

The board of education may employ a general counsel to serve as legal advisor to the superintendent, staff, and the board. A law firm may be retained to serve as resource to general counsel and handle matters outside the scope of general counsel.

BD SCHOOL BOARD MEETINGS

The board of education shall comply with the Kentucky Revised Statutes in the conduct of its meetings.

In the belief that public wisdom in the form of questions, criticisms, suggestions, and proposals can contribute to the formulation of responsible policy and the making of sound decisions, the board shall conduct its meetings in a manner which engenders public confidence and provides for full discussion of the issues and for the input and exchange of ideas in a reasonable manner to the end that appropriate decisions will be reached.

Reviewed: November 13, 1995, Motion #27339

History: Policy B2.500

Adopted: August 26, 1974, Motion #8923

Adopted: January 7, 1980, Motion #13189

Revised: July 14, 1980, Motion #13778

Reference: KRS 160.170, KRS 160.180

Reviewed: November 13, 1995, Motion #27339

History: Policy B3.000

Adopted: August 26, 1974, Motion #8923

Adopted: January 7, 1980, Motion #13189

Reference: KRS 61.805, KRS 61.850

BDA REGULAR BOARD MEETINGS

The dates, times, and places of regular meetings shall be approved each year by the board, entered in its minutes, and given general publication at that time. Notice to board members of regular meetings shall be given by adoption of scheduled meeting dates, times, and places.

The board may, at its discretion, conduct its meetings at places and dates other than those approved, provided that board members and the general public receive timely notice.

The board shall hold two regular business meetings each month. The meetings shall be held on the second and fourth Mondays unless otherwise changed by the board.

Revised: November 13, 1995, Motion #27339

History: Policy B3.120

Adopted: August 26, 1974, Motion #8923

Revised: January 31, 1977, Motion #10457

Adopted: January 7, 1980, Motion #13189

Revised: March 9, 1981, Motion #8923

Revised: August 10, 1992, Motion #24134

Reference: KRS 61.820, KRS 160.270

BDB SPECIAL BOARD MEETINGS

Special meetings may be called at any time by the chairperson of the board or by written request of three of the members to the secretary of the board. Notice of a special meeting shall be delivered personally, by mail, or by facsimile machine, to each board member and to each local newspaper of general circulation, each news service, and each local radio and television station, which has on file with the board written request to be notified of special meetings. The notice shall be delivered at least twenty-four (24) hours prior to the specified time of the meeting and shall list the matters to be discussed. If emergency conditions exist such that injury, or damage to personal property, or financial loss to the board is likely, less than twenty-four (24) hours notice may be given. Only those matters listed in the call for special meetings shall be discussed.

Revised: November 13, 1995, Motion #27339

History: Policy B3.130

Adopted: August 26, 1974, Motion #8923

Adopted: January 7, 1980, Motion #13189

Revised: March 24, 1980, Motion #13377

Reference: KRS 61.805-61.850, KRS 160.270

BDC EXECUTIVE SESSIONS

All meetings of the board shall be open to the general public, except when the board, in session, desires to discuss the following topics:

- (1) Deliberations on future acquisition or sale of real property, but only when publicity might affect the value;
- (2) Discussion of proposed or pending litigation against or on behalf of the board;
- (3) Collective bargaining negotiations strategy;
- (4) Discussions or hearings which might lead to the appointment, discipline, or dismissal of an employee, member or student (unless the person being considered requests an open meeting), provided that this exception is designed to protect the reputation of individual persons and shall not be interpreted to permit discussion of general personnel matters in secret; and
- (5) Meetings which Federal or State law specifically require to be conducted in privacy.

The above matters may be discussed in executive session only if the following conditions are met:

- (1) Notice shall be given in open meeting of the general nature of the business to be discussed in executive session and the reason, and the specific provision of KRS 61.810 authorizing the executive session;
- (2) Executive sessions shall be held only after a motion is made and carried by a majority vote in open, public session;
- (3) No final action shall be taken at an executive session; and
- (4) No matters shall be discussed in an executive session other than those publicly announced prior to convening the executive session.

Revised: November 13, 1995, Motion #27339
History: Policy B3.310
Adopted: August 26, 1974, Motion #8923
Adopted: January 7, 1980, Motion #13189
Reference: KRS 61.810, KRS 61.815

BDDB AGENDA FORMAT

- I. Moment of Silence
- II. Pledge of Allegiance
- III. Minutes
- IV. Recognition and Resolutions
- V. Consent Calendar and Superintendent's Report (Persons requesting to address the Board on a specific agenda item will speak when that item is brought forward)
- VI. Action Items
- VII. Discussion Items
- VIII. Board Reports/Requests
- IX. Persons Requesting to Address the Board on Non-Agenda Items
- X. Executive Session (if necessary)
- XI. Adjournment

The policy, statute or regulation that authorizes each business item shall appear on the agenda, as well as, a short synopsis of each item.

BDDC AGENDA PREPARATION AND DISSEMINATION

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

Reports, recommendations, and business items for the regular meetings shall be placed in the hands of the board members on or before the Wednesday preceding the regular meeting, and shall be filed in the JCPS public library files prior to the meeting.

No action shall be taken on any reports, recommendations, or business items that are received by the board members after Wednesday preceding the regular meeting. This policy may be waived by a majority vote of the board.

Revised: November 12, 2001, Motion #34490

Adopted: January 7, 1980, Motion #13189

Revised: August 10, 1981, Motion #14855

Revised: October 11, 1993, Motion 25257

Revised: November 13, 1995, Motion #27339

Revised: November 11, 1996, Motion #28478

Revised: January 13, 1997, Motion #28627

Revised: November 13, 1995, Motion #27339

History: Policy B3.240

Adopted: July 28, 1975, Motion #9526

Revised: April 10, 1978, Motion #11442

Adopted: January 7, 1980, Motion #13189

Revised: October 11, 1993, Motion #25257

BDDD QUORUM

At a meeting of the board, a majority of the members shall constitute a quorum. No action shall be taken unless a quorum is present. Except when a larger vote is required by law or by policy, a majority of the quorum may transact business.

BDDE RULES OF ORDER

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

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

Reviewed: November 13, 1995, Motion #27339
History: Policy B3.261
Adopted: August 26, 1974, Motion #8923
Adopted: January 7, 1980, Motion #13189
Reference: KRS 160.270

Reviewed: November 13, 1995, Motion #27339
History: Policy B3.260
Adopted: August 26, 1974, Motion #8923
Adopted: January 7, 1980, Motion #13189

BDDEB SUSPENSION OF RULES OF ORDER

Any rule or regulation which the board has authority to make may be amended by a majority vote of the members of the board.

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

BDDF VOTING METHOD

Verbal or hand votes, including those of the chairperson, shall be taken on all motions considered by the board, and the vote shall be entered in the minutes. Abstentions shall be counted and recorded, as such.

Reviewed: November 13, 1995, Motion #27339

History: Policy B3.262

Adopted: August 26, 1974, Motion #8923

Adopted: January 7, 1980, Motion #13189

Reviewed: November 13, 1995, Motion #27339

History: Policy B3.270

Adopted: August 26, 1974, Motion #8923

Adopted: January 7, 1980, Motion #13189

BDDG MINUTES

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

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

Only official recommendations and actions shall be recorded in the minutes. Tapes of the discussion may be maintained for preparation of the minutes.

Reviewed: November 13, 1995, Motion #27339
History: Policy B3.280
Adopted: August 26, 1974, Motion #8923
Adopted: January 7, 1980, Motion #13189
Revised: March 24, 1986, Motion #18410
Reference: KRS 61.835, KRS 160.270

BDDH PUBLIC PARTICIPATION AT BOARD MEETINGS

All regular and special board meetings shall be open to the public, and members of the public may be given time to voice opinions or express concerns. The public shall be given notice of the time and place of board meetings via the news media.

Recognizing its responsibility to conduct the business of the school district in an orderly and efficient manner, the board shall, therefore, require reasonable controls for public presentations to the board.

Hearing the Public

- (1) Any person or persons wishing to present a matter to the board shall register with the secretary of the board prior to the meeting. The subject of the presentation shall be stated at that time.
- (2) Materials intended for consideration by the board may be left with the secretary at the time of registration.
- (3) Presentations shall be limited to three minutes. The board shall reserve the right to limit, extend or terminate discussion on any subject.
- (4) Board members may interact with the public which may include clarification, questions, limited discussion and information and referral to the superintendent.

Undue interruption or other interference with the orderly conduct of board business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's

**BDDH PUBLIC PARTICIPATION AT
BOARD MEETINGS (continued)**

participation if, after being called to order, the speaker persists in improper conduct or remarks.

Complaints

- (1) At a public board meeting no person may orally initiate charges or complaints against individual district employees.
- (2) When a complaint is brought to the attention of the school district, every effort shall be made to resolve it at the local school level.
- (3) If the complaint cannot be resolved at the local school level, the appropriate Deputy Superintendent/designee and then the Superintendent/designee shall confer with the complainant.
- (4) In the event no resolution can be made at the local school, with the Deputy Superintendent/designee or Superintendent/designee, it may be appealed to the board, which may conduct a hearing.

The chairperson shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented, and the suitability of the time for such presentation. The board, as a whole, shall have the final decision in determining the appropriateness of all such rulings.

Public viewpoint shall be recorded in the minutes if the speaker provides the board secretary with a copy of his/her remarks.

Revised: November 13, 1995, Motion #27339
History: Policy B3.140
Adopted: August 26, 1974, Motion #8923
Policy B3.150
Adopted: February 23, 1976, Motion #9880
Adopted: January 7, 1980, Motion #13189
Revised: March 24, 1986, Motion #18410
Reference: KRS 61.810, KRS 61.815

**BDDJ BROADCASTING AND TAPING OF
BOARD MEETINGS**

Representatives of the local press and radio and television stations shall be encouraged to attend and report on all meetings of the board of education. The board, through the superintendent/designee, shall make available meeting announcements and reports to keep the public informed as to the plans and activities of the school system.

BF BOARD POLICY DEVELOPMENT

The legal responsibility for policymaking belongs to the board. The superintendent, as executive officer of the board, shall see that policies are executed as provided by law. As in all matters, the board's rules and regulations shall conform to law and the rules and regulations of the state board of education.

The board shall be the legislative body which determines all questions of general policy to be employed in the governance of the public schools.

The formulation and adoption of written policies shall constitute the basic method by which the board exercises its leadership in the operation of the school district. All policies developed for adoption shall be reviewed by the General Counsel to the Board. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the board exercises its control over the operation of the school district.

The formal adoption of policies shall be recorded in the minutes of the board. The board shall adopt only those policies which it believes to be sound and workable. Only those written statements so adopted and so recorded shall be regarded as official board policy. They shall be set by the board to clarify relationships with employees; to regulate and give positive

Revised: November 13, 1995, Motion #27339
History: Policy B3.300
Adopted: August 27, 1974, Motion #8923
Adopted: January 7, 1980, Motion #13189
Reference: KRS 61.835

BFC POLICY ADOPTION

BF BOARD POLICY DEVELOPMENT

(Continued)

direction to employees; and to aid in the evaluation of school services. Board policy shall be binding on the board until it is duly amended or repealed, and it shall be binding on employees and other parties dealing with the board.

The board shall make and adopt, and may amend and repeal, rules and regulations for its meetings and proceedings for the government, regulation, and management of the public schools and school property, for the transaction of its business, and conduct of students. Such rules and regulations shall be published and disseminated.

Whenever conditions require, the policies of the board may be added to or changed at any regular or special meeting of the board. The superintendent shall prepare such policy for approval and adoption by the board. Policies introduced and recommended to the board shall not be adopted until a subsequent meeting. However, approval of policies may be granted by the board to meet emergency conditions for special events without waiting for a subsequent meeting.

Revised: November 13, 1995, Motion #27339

History: Policy B4.000 and B4.100

Adopted: August 26, 1974, Motion #8923

Adopted: January 7, 1980, Motion #13189

Revised: March 24, 1986, Motion #18410

Reference: KRS 160.290, KRS 160.370

Revised: November 13, 1995, Motion #27339

History: Policy B4.200

Adopted: August 26, 1974, Motion #8923

Adopted: January 7, 1980, Motion #13189

Reference: KRS 160.290, KRS 160.370

BFD POLICY DISSEMINATION

The superintendent shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the board and the administrative rules and regulations needed to put the policies into effect.

All employees shall be responsible for complying with all rules, regulations, and policies of the board, the Kentucky Revised Statutes, regulations of the state board for elementary and secondary education, contractual agreements, the administrative rules and regulations, and oral directives of their supervisors. All employees shall be responsible for acquainting themselves with the Kentucky Revised Statutes and the rules and regulations and policies of the district which apply to their scope of employment.

Revised: November 13, 1995, Motion #27339

History: Policy B4.300

Adopted: August 26, 1974, Motion #8923

Adopted: January 7, 1980, Motion #13189

BFE ADMINISTRATION IN POLICY ABSENCE (Also CHD)

In the absence of policy, rule, regulation, or Federal or State law or regulation, and the inability of the board to convene within time necessary for a decision, the superintendent shall have the authority to make all necessary administrative decisions.

Reviewed: November 13, 1995, Motion #27339

Adopted: January 7, 1980, Motion #13189

Reference: KRS 160.370

BFG POLICY REVIEW AND EVALUATION

Written policies shall be reviewed regularly, shall be made available to all school personnel, and shall be used consistently by the board as a basis for its actions.

BHA NEW BOARD MEMBER ORIENTATION

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

- (1) The member-elect shall be given selected materials on the function of the board and of the school system.
- (2) A copy of the board's policies and bylaws and a copy of the administrative procedures shall be provided each new member.
- (3) A copy of the current budget of the school system and the opportunity to become fully acquainted with the financial structure of the school system shall be provided each member-elect.
- (4) The member-elect shall be invited to attend board meetings and to participate in discussion prior to actual induction.

Reviewed: November 13, 1995, Motion #27339
History: Policy B4.400
Adopted: August 26, 1974, Motion #8923
Revised: December 16, 1974, Motion #9066
Adopted: January 7, 1980, Motion #13189
Reference: KRS 160.340

**BHA NEW BOARD MEMBER
ORIENTATION** (continued)

(5) The incoming member shall be invited to meet with the superintendent and other administrative personnel whom the superintendent shall designate to discuss the services they perform for the board.

**BHB BOARD MEMBER DEVELOPMENT
OPPORTUNITIES**

School board members with 0-3 years experience shall complete at least twelve (12) hours of in-service training annually in topics relating to the responsibilities of local district board members. The Kentucky School Boards Association is recognized as the approved provider of eight (8) hours of district board member in-service training.

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

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

Reviewed: November 13, 1995, Motion #27339
History: Policy B2.220
Adopted: August 26, 1974, Motion #8923
Adopted: January 7, 1980, Motion #13189

Revised: November 13, 1995, Motion #27339
History: Policy B2.230
Adopted: August 26, 1974, Motion #8923
Adopted: January 7, 1980, Motion #13189
Revised: March 24, 1986, Motion #18410
Reference: KRS 160.280, KRS 160.180,
702 KAR 1:115

BHD BOARD MEMBER COMPENSATION AND EXPENSES

Members of the board shall be reimbursed, in accordance with the statutes, for all actual and necessary expenses incurred in attending meetings or in making trips on official business for the school district. Members of the board shall be authorized to attend all school board and administrative conferences, conventions and workshops on a local, regional, state and national level and all other officially called meetings related to education or school matters. All claims for reimbursement of necessary expenses incurred in attending such meetings, and/or conferences shall be made out according to law and filed with the secretary of the board for approval and payment. In addition, board members shall receive per diem for attendance at regular and special board meetings and the same per diem for training required by KRS 160.180. In no case shall the expenses incurred within the district or per diem of any member exceed \$3000 per calendar year.

Revised: July 17, 2000, Motion #32945
History: Policy B2.250
Adopted: August 23, 1976, Motion #10176
Adopted: January 7, 1980, Motion #13189
Revised: March 24, 1986, Motion #18410
Revised: November 13, 1995, Motion #27339
Reference: KRS 160.280

BIA RELATIONS WITH LEGISLATIVE REPRESENTATIVES

The Jefferson County Board of Education shall initiate and support, in cooperation with other responsible state-wide groups, continuous study and action programs to improve state laws related to the improvement of public education. The solutions involved should reflect concern for:

Programs designed to meet the educational needs of all public school children;

State aid formulas of distribution;

Achievement of an appropriate inter-governmental sharing of the cost of public education based on equitable measurement of need, effort, and resources; and

Development of an equitable, efficient tax system that balances the progressive and regressive factors in the various methods of taxation, in order to provide adequate revenue for education without inequitable tax burdens.

The board of education shall make itself available to state legislators and provide briefings on a quarterly basis.

The board of education shall authorize the superintendent/designee to work with the congressional delegation for the improvement of education at the national level.

Reviewed: November 13, 1995, Motion #27339
History: Policy L4.000
Adopted: August 26, 1974, Motion #8923
Adopted: January 7, 1980, Motion #13189

BJA LIAISON WITH SCHOOL BOARDS ASSOCIATIONS

The board may maintain membership in the Kentucky School Boards Association. Since liaison with state and national school boards associations enhances the board's ability to attain school district goals, the board may also periodically subscribe to services of such groups.

BL IMPLEMENTATION OF SCHOOL-BASED DECISION MAKING

By July 1, 1996, schools defined by KRS 160.345, unless exempted by law, shall enter into a form of school governance known as school-based decision making. The Jefferson County Board of Education has been and remains committed to shared decision making and believes that such forms of school governance foster a school environment that enhances student achievement.

Alternative schools, special education schools and other district wide schools that are not required by KRS 160.345 to implement school-based decision making, may do so pursuant to procedures developed by the superintendent.

Any school in which two-thirds (2/3) of the faculty vote to implement school-based decision making shall do so. Each participating school shall form a school council which shall be composed of two (2) parents, three (3) teachers, and the principal or administrator. The membership of the council may be increased, but it may only be increased proportionately except as provided by JCPS Policy BLA (Alternative Models to School-Based Decision Making).

The board, superintendent, and staff shall facilitate and encourage cooperation between the board and Jefferson County Public Schools' councils.

No board member, superintendent, or district employee shall intentionally engage in a pattern of practice which is detrimental to the successful implementation of or circumvents the intent of school-based decision making to allow the professional staff members of a school and parents

Reviewed: November 13, 1995, Motion #27339

Adopted: January 7, 1980, Motion #13189

**BL IMPLEMENTATION OF SCHOOL-BASED
DECISION MAKING (Continued)**

to be involved in the decision making process in working toward meeting the educational goals in KRS 158.645 and 158.6451 or to make decisions in the areas of policy assigned to a school council pursuant to KRS 160.345(2)(j).

The superintendent shall develop procedures, as necessary, for the implementation of school-based decision making.

Revised: May 13, 1996, Motion #27867
Adopted: June 22, 1992, Motion #24012
Reference: KRS 160.345
Revised: November 13, 1995, Motion #27339

**BLA ALTERNATIVE MODELS TO SCHOOL-
BASED DECISION MAKING**

A school that chooses to have school-based decision making, but would like to be exempt from the administrative structure set forth by KRS 160.345, may develop a model for implementing school-based decision making including, but not limited to, description of the membership, organization, duties and responsibilities of a school council. The school shall submit the model to the superintendent for recommendation to the board of education to forward to the chief state school officer and the State Board for Elementary and Secondary Education for approval. The application for approval of the model shall show evidence that it has been developed by representatives of the parents, students, certified personnel, and the administrators of the school and that two-thirds (2/3) of the faculty have agreed to the model. Any alternative model shall ensure at least one-third parent representation. The Jefferson County Board of Education shall submit school models for approval as prescribed in KRS 160.345, subsection (7). The superintendent shall develop guidelines for the implementation of alternative models to school-based decision making that will conform with and address the provisions of the Kentucky Education Reform Act.

Revised: November 13, 1995, Motion #27339
Adopted: October 8, 1990, Motion #22429
Revised: June 22, 1992, Motion #24012
Reference: KRS 160.345(7)
701 KAR 5:080
701 KAR 5:100

BLAA REPEAL

A school performing above its threshold level requirement as determined by the Kentucky Department of Education pursuant to KRS 158.6455 may apply to the State Board for Elementary and Secondary Education for exemption from school-based decision making upon the following actions:

- a favorable vote of a majority of the faculty to discontinue SBDM; and
- a favorable vote of a majority of at least 25 voting parents of students enrolled in the school, to discontinue SBDM

Any school that requests such exemption shall inform the Superintendent and the Jefferson County Board of Education.

Alternative schools, special education schools, and other district wide schools as defined in JCPS Policy BL, may repeal or discontinue school-based decision making upon a favorable vote of a majority of the faculty.

The superintendent shall develop procedures, as necessary, for the repeal of school-based decision making.

Adopted: May 13, 1996, Motion #27867
Reference: KRS 160.1345

BLB SCHOOL COUNCIL POWERS AND DUTIES

AUTHORITY OF SCHOOL COUNCIL: The school council, pursuant to KRS 160.345, is a statutory policy making body. Outside of a legally called school council meeting, no school council member has decision making or administrative authority. The principal is the school's primary administrator and instructional leader and implements the decisions of the council.

RESPONSIBILITIES OF SCHOOL COUNCIL: The school council shall have the responsibility to set school policy, consistent with district board policy, which shall provide an environment to enhance the students' achievement and help the school meet the goals established by KRS 158.645 and 158.6451. The school council shall adopt policies to be implemented by the principal addressing the areas required by KRS 160.345.

Reviewed: November 13, 1995, Motion #27339
Adopted: June 22, 1992, Motion #24012
Reference: KRS 160.345

BLBA SCHOOL COUNCIL ELECTIONS

THE COUNCIL: Each school implementing school-based decision making shall form a school council which shall be composed of two (2) parents, three (3) teachers, and the principal or administrator. The membership of the council may be increased, but it may only be increased proportionately, unless an alternative model is approved according to JCPS Policy BLA.

Minority representation on the school council shall be encouraged. School councils in schools having 8% or more minority students shall have at least one minority member.

TEACHER COUNCIL MEMBERS: The teacher representatives shall be elected for one year terms by a majority of the teachers assigned to the school.

PARENT COUNCIL MEMBERS: The parent representatives shall be elected for one year terms by the parents of students enrolled in the school in an election conducted by the parent and teacher organization of the school. If no parent-teacher organization exists, the largest parent organization formed for this purpose shall elect parent representatives.

A parent representative on the council shall not be an employee or a relative of an employee of the school in which that parent serves, nor shall the parent representative be an employee or a relative of an employee in the district administrative offices. A parent representative shall not be a board member or a board member's spouse.

A "relative" is defined as mother, father, sister, brother, wife, husband, daughter, son, uncle, aunt, daughter-in-law, and son-in-law.

A school council, once elected, may adopt a policy setting different terms of office for parent and teacher members subsequently elected.

PROCEDURES: The superintendent shall develop procedures for holding elections, and other procedures, as necessary, concerning matters relating to the formation of school councils.

Revised: July 17, 2000, Motion #32945
Adopted: June 22, 1992, Motion #24012
Revised: November 13, 1995, Motion #27339
Reference: KRS 160.345

BLBB SCHOOL COUNCIL COMMITTEES

School councils should form committees. All committees formed by school councils should provide for the professional staff members of the school and parents to be involved in the decision making process in working toward the educational goals and policies of the school which will assure that all students achieve the desired outcomes and acquire the capacities required by law to create an efficient public school system.

Committees formed by school councils should consider the policy areas addressed in the law concerning school councils and may also include grade group levels, subject areas and other special programs.

If a school council establishes committees, it shall adopt a policy to facilitate the participation of interested persons, and is encouraged to ensure that committees reflect at least one-third parents. Committee membership shall include reasonable minority representation and may include other representatives of the school community such as students, classified employees, and other community at large representatives.

All recommendations made to the council should be reviewed by the committee to determine if the recommendation conflicts with any board of education contractual obligations in effect at the time. Should the review indicate a possible conflict, the recommendation should not be presented to the council until such time as the conflict has been resolved.

Revised: November 25, 1996, Motion #28506
Adopted: June 22, 1992, Motion #24012
Revised: March 14, 1994, Motion #25597
Revised: November 13, 1995, Motion #27339
Reference: KRS 160.345(2)(c)(d) and (e)

BLC SCHOOL COUNCIL MEETINGS

SCHEDULE: The first meeting of the council shall be called by the principal; thereafter, the council shall determine the frequency of and agenda for their meetings.

OPEN MEETINGS REQUIREMENTS: All meetings of the council are open to the public and subject to the Open Meetings Law, KRS 61.805, et seq.

Meetings shall be held at times convenient to working parents. Advance notice of meetings shall be given to parents and teachers.

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

QUORUM: A majority of all the members of the school council shall constitute a quorum for the transaction of business.

CHAIR/MINUTES: The principal shall be the chair of the council and shall be responsible for securing minutes that record the council's actions. Minutes shall be approved by the council and forwarded by the principal to the superintendent, to be kept in a permanent file and open to public inspection. The superintendent shall keep the board informed of council actions.

Reviewed: November 13, 1995, Motion #27339

Adopted: June 22, 1992, Motion #24012

Reference: KRS 160.345
KRS 61.805-61.850

BLCB SCHOOL COUNCIL RELATIONSHIPS

Councils shall encourage parent, citizen and community participation in council meetings and school activities and shall cooperate with independent school groups such as booster and parent organizations to assist them in their service to the school.

In addition, cooperation and collaboration within the school district, with the board of education, with other districts, and with other public and private agencies shall be encouraged.

Reviewed: November 13, 1995, Motion #27339

Adopted: June 22, 1992, Motion #24012

Reference: KRS 160.345(3)(e) and (f)

BLCC REVIEW OF SCHOOL COUNCIL DECISIONS

A School Based Decision Making (SBDM) Appeals Board shall be created to review the decisions of school councils. The Appeals Board shall be composed of two parents appointed by the president of the Fifteenth District PTA, three teachers appointed by the president of the Jefferson County Teachers Association (JCTA), and a school administrator appointed by the president of the Jefferson County Association of School Administrators (JCASA). If the appointment process does not provide for minority representation on the Appeals Board, the superintendent shall appoint a minority representative. Only those who are qualified by law to serve on a school council may serve on the Appeals Board. Each appointment shall be for a one-year term and each member shall serve no more than two years.

Appeals from decisions of the council shall be made in writing to the council for reconsideration, pursuant to school council procedure. If the matter is not satisfactorily resolved within ten (10) school days from the date the issue is presented to the council, an appeal may be submitted in writing to the SBDM Appeals Board.

To the extent that school council policies are outside the areas set out in KRS 160.345 (2) (j) (1-8), they shall be consistent with district board policies, unless otherwise agreed to by the district board of education and the school council.

If a school council takes an action or adopts a policy in the areas set out in KRS 160.345 (2) (j) (1-8) that is inconsistent with

- (1) state or federal statutes or regulations,
- (2) concerns for health and safety,
- (3) concerns for liability,
- (4) available financial resources,
- (5) contractual obligations to personnel and other providers of goods and services,

then the Appeals Board and the board of education may reject the council's action or policy and that action or policy shall be unenforceable.

A majority of the Appeals Board constitutes a quorum. Decisions of the Appeals Board must be approved by the majority of the quorum. The Appeals Board shall act upon the appeal within thirty (30) calendar days of receipt of the appeal. The decision of the Appeals Board shall bind the school council and the parties who initiated the appeal, unless appealed to the state board or the courts.

Revised: November 13, 1995, Motion #27339
Adopted: October 8, 1990, Motion #22429
Revised: June 22, 1992, Motion #24012
Revised: January 10, 1994, Motion #25465
Reference: KRS 160.345, KRS 160.160,
KRS 160.290

BLD TRAINING OF SCHOOL COUNCIL MEMBERS

All members of a school council shall complete training, as required by law. Within available resources, training shall be provided to all interested teachers and parents. The board shall provide general areas of training and training programs. The school council shall determine other training needs.

By November 1 of each year, the principal through the superintendent shall forward to the Department of Education the names and addresses of each council member and verify that the required training has been completed.

Revised July 17, 2000, Motion #32951
Adopted: June 22, 1992, Motion #24012
Reviewed: November 13, 1995, Motion #27339
Reference: KRS I60.345

BLDA WAIVER OF SCHOOL BOARD POLICY

A school council may submit a request to the superintendent for waiver of board policy. The superintendent shall present the request to the board, within thirty (30) calendar days of receipt of the request, along with a recommendation to approve or deny the request. The council shall have the opportunity to address the board directly to support the request.

The decision to approve or deny the request shall include, but not be limited to, a consideration of the following:

- (1) Violation of state and/or federal laws and regulations;
- (2) Concerns for health and safety;
- (3) Concerns for liability;
- (4) Financial resources available;
- (5) Contractual obligations to personnel and other providers of goods and services;
- (6) The authority delegated to the council by the board within the statutes.

Within thirty (30) calendar days from the date on which the superintendent presents the waiver request to the board, the board shall rule on the request. When the request for waiver is denied, the grounds for denial shall be recorded in board minutes and transmitted to the local school council.

Reviewed: November 13, 1995, Motion #27339
Adopted: October 8, 1990, Motion #22429
Reviewed: June 22, 1992, Motion #24012
Reference: KRS I60.345

BLDAA OTHER BOARD POLICY

All board policies shall be reviewed and amended, as necessary, to conform to the requirements of school-based decision making, pursuant to KRS 160.345.

Reviewed: November 13, 1995, Motion #27339
Adopted: June 22, 1992, Motion #24012
Reference: KRS 160.345

BLDB ACCOUNTABILITY

SCHOOL IMPROVEMENT PLAN: In accordance with state law, by February 1 of each odd-numbered year, each school shall set and submit biennial targets for eliminating identified achievement gaps to the superintendent for consideration. The superintendent and school council, or principal if there is no council, shall agree on the biennial targets before they are submitted to the local board for adoption.

By April 1 of each year, each council, or principal if there is no council, shall adopt and submit a school improvement plan to the superintendent which includes an executive summary, student performance results, needs assessment information, proposed instructional strategies, professional development activities, school budget, communication plan, and an evaluation plan. Using the format provided by the superintendent, the plan shall include measurable goals, objectives and the method for evaluating the achievement of the plan. The goals shall be related to the goals listed in state law, including KRS 158.645 and KRS 158.6451, and the District Goals. Additionally, in each odd-numbered year, the school shall include biennial targets, strategies, activities, and a time schedule calculated to eliminate the achievement gap. The superintendent shall forward an executive summary of the plan to the board.

Biennially, the local board shall review a report that includes the district's plans to reduce the achievement gaps.

In accordance with state law, in each odd-numbered year, if the local board determines a school has not met its biennial targets, the board shall require the school council to submit revisions

continued

BLDB ACCOUNTABILITY

to their school improvement plan describing the use of professional development funds and funds allocated for continuing education to reduce the gap for review and approval by the superintendent.

The superintendent shall report to the commissioner of education if a school fails to meet its targets to reduce the gap in student achievement for any student group for two (2) successive biennia. The school improvement plan shall be subject to review and approval by the Kentucky Department of Education and the school shall submit an annual status report.

Revised: November 25, 2002, Motion #34623
Revised: November 13, 1995, Motion #27339
Revised: August 12, 1996, Motion #28137
Adopted: June 22, 1992, Motion #24012
Reference: KRS 160.345
 KRS 160.290
 KRS Chapter 158

CA ADMINISTRATION GOALS

The goals of the district administration are to plan, organize, schedule, coordinate, and administer the service and school centers in the Jefferson County Public School system. The accomplishment of these goals requires the following: A competent staff, adequate pupil personnel services, appropriate planning and budgeting for staff, buildings and facilities, and a flexible organization that assures the community it will have an efficiently and appropriately administered public school system.

CAA DISTRICT ADMINISTRATION PRIORITY OBJECTIVES

The board of education shall establish long-range, district-wide educational goals and objectives to guide the administration's development of annual objectives and budget priorities. The district-wide goals and objectives shall be based on a 3-5-year cycle, but shall be reviewed for revision every 2 years. The superintendent shall develop and implement programs to support and achieve the goals and objectives of the school district for adoption by the board.

Reviewed: November 13, 1995, Motion #27339

History: Policy CI.000

Adopted: August 26, 1974, Motion #8923

Adopted: January 7, 1980, Motion #13190

Reference: KRS 160.290, KRS 160.340
KRS 160.350

Revised: November 13, 1995, Motion #27339

Adopted: January 7, 1980, Motion #13190

CB SCHOOL SUPERINTENDENT

The school superintendent is the executive agent of the board. His/her duties are set forth in the Kentucky Revised Statute 160.370:

The superintendent shall be the executive agent of the board that appoints him/her and shall meet with the board except when his/her own tenure, salary, or the administration of his/her office is under consideration. As executive officer of the board, the superintendent shall see that the laws relating to the schools, the bylaws, rules and regulations of the state board for elementary and secondary education, and the regulations and policies of the district board of education are carried into effect. He/she may administer the oath required by the board of education to any teacher or other person. He/she shall be the professional adviser of the board in all matters. He/she shall prepare, under the direction of the board, all rules, regulations, bylaws and statements of policy for approval and adoption by the board. He/she shall have general supervision, subject to the control of the board of education, of the general conduct of the schools, the course of instruction,

the discipline of pupils, and the management of business affairs. He/she shall be responsible for the hiring and dismissal of all personnel in the district.

Revised: November 13, 1995, Motion #27339
History: Policy A3.000
Adopted: August 26, 1974, Motion #8923
Adopted: August 11, 1980,
Motion #13863
Reference: KRS 160.370

CBA QUALIFICATIONS AND DUTIES OF SUPERINTENDENT

By its nature, the position of superintendent of schools is an exacting position. In addition to the minimum requirements specifically set forth by the Kentucky Revised Statutes, the superintendent shall have:

- a minimum of 10-12 years' experience as an educator; a major portion in an ethnically and socio-economically diverse district;
- the desire to make a long-term commitment to the Jefferson County Public Schools;
- a love of and concern for all children;
- recognized success in the areas of instructional leadership, staff development, labor relations, finance, voter initiatives, facilities planning, public relations, and community involvement;
- the ability to develop and articulate a vision for the Jefferson County Public Schools that challenges and engages all segments of the community; as well as, good listening skills;
- the willingness to work closely with educational leaders and the desire to provide state-wide leadership in the implementation of programs and policies which accomplish the goals and objectives of the Kentucky Education Reform Act;
- the ability to lead the board, staff and community through a comprehensive strategic planning process;
- a keen sensitivity to and understanding of multi-culturalism;
- a well-founded understanding of learning theory, curricula, instructional approaches; technology applications and enrichment/intervention strategies which meet the needs of a diverse student population;
- a successful record of improving student test scores and critical thinking skills; a commitment to course content which can produce the cognitive and technical skills necessary in a globally competitive work force;
- a successful record of initiating and maintaining broadly supported organizational changes; just as important, the skill to determine when change is not required;
- a commitment to shared decision-making between the central office and schools throughout the district;
- a clearly demonstrated record of positive labor relations, contract negotiations, innovative recruitment initiatives and evaluation of staff at all levels;
- a strong commitment to ensuring a safe and orderly learning environment where violence and disruptive behavior are not tolerated;
- the highest standards of ethics, honesty and integrity in all personal and professional matters;

The administration of the school system in all of its aspects shall be delegated to the superintendent, who shall carry out his/her administrative functions in accord with the

**CBA QUALIFICATIONS AND DUTIES OF
SUPERINTENDENT (Continued)**

policies adopted by the board of education. The execution of all decisions made by the board of education concerning the internal operation of the school system shall be delegated to the superintendent.

The superintendent:

- (1) Serves as chief executive officer of the Jefferson County Board of Education, attends all meetings, acts as secretary, and makes recommendations to the board;
- (2) Administers the planning, development, coordination, and evaluation of the total operation of the system;
- (3) Assumes general supervision over the school system and over all personnel as provided by the revised statutes of the Commonwealth of Kentucky;
- (4) Delegates responsibility for various administrative units, but is responsible to the board for the results produced;
- (5) Prepares the annual budget in accordance with the revised statutes of the Commonwealth of Kentucky and regulations of the state board of education;
- (6) Assumes responsibility for the hiring and dismissal of all personnel in the district;
- (7) Presents for adoption by the Jefferson County Board of Education policies and procedures designed to improve the educational program;

- (8) Collates information to keep the Jefferson County Board of Education and the general public informed on the progress and activities of the educational program; and
- (9) Performs other duties assigned by the Jefferson County Board of Education.

Revised: November 13, 1995, Motion #27339
History: Rules and Regulations, EQP
 Revision
Adopted: September 25, 1972, Motion #8012
Revised: August 26, 1974, Motion #8923
Adopted: August 11, 1980, Motion #13863

**CBB RECRUITMENT AND APPOINTMENT
OF SUPERINTENDENT**

Within thirty days of a determination by the board of education that a vacancy has occurred or will occur in the office of superintendent, the board of education shall establish a screening committee. The screening committee shall consist of two teachers, elected by the teachers in the district; one board of education member, appointed by the board chairperson; one principal, elected by the principals in the district; and one parent, elected by the presidents of the parent-teacher organizations of the schools in the district. If a minority member is not elected or appointed to the screening committee, the committee membership shall be increased to include one minority parent, elected according to state law.

Prior to appointing a superintendent of schools, the board shall consider the recommendations of the screening committee.

Revised: November 13, 1995, Motion #27339
Adopted: January 7, 1980, Motion #13190
Reference: KRS 160.290, KRS 160.350

**CBC SUPERINTENDENT'S CONTRACT AND
EVALUATION**

The superintendent shall work under a written contract, mutually agreed to by the board of education and the superintendent. The contract shall include, but not be limited to, provisions for an annual evaluation.

The Board and Superintendent shall develop procedures and forms for the evaluation of the Superintendent. All procedures and forms shall be approved by the Board. The procedures shall provide for both formative and summative evaluation of the Superintendent. The Superintendent shall be evaluated every year.

Reviewed: November 13, 1995, Motion #27339
Adopted: January 7, 1980, Motion #13190
Revised: March 24, 1986, Motion #18410
Reference: KRS 160.290, KRS 160.350
KRS 156.101, 704 KAR 3:345

CC ADMINISTRATIVE ORGANIZATION PLAN

The administrative organization of the Jefferson County Public Schools shall be based upon an analysis of the functions necessary to meet the needs of the school system. Modifications in the organization plan shall be submitted to the board of education for its approval.

CF SCHOOL BUILDING ADMINISTRATION

The principal (or designated administrator) shall be the chief administrator of the school, acting with the approval of the superintendent. All personnel assigned to a school shall be directly responsible to the principal. The principal is responsible for the supervision and direction of the staff and students assigned to the building and for the care of the school facility and its equipment.

The principal shall see that the policies, contracts, and agreements of the board of education, administrative procedures of the district, the policies of the school-based decision making council, and the guidelines for the instructional program are implemented. The principal may establish and enforce such other regulations as deemed advisable for the efficient operation of the school within the framework set forth within this policy.

Reviewed: November 13, 1995, Motion #27339
Adopted: January 7, 1980, Motion #13190
Reference: KRS 160.290

Revised: November 13, 1995, Motion #27339
Adopted: January 7, 1980, Motion #13190
Reference: KRS 160.290

CH POLICY IMPLEMENTATION

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

Each cost center level employee shall have a copy of the Jefferson County Public School policies and appropriate contracts, agreements and memoranda of understanding, administrative rules, regulations, directives, and procedures. It shall be the responsibility of each administrator to inform all employees supervised as to the location of said policies and rules, and employees shall be responsible for acquainting themselves with the policies of the district.

A manual of all policies adopted by the board of education shall be published and shall be updated when changes are adopted.

Revised: November 13, 1995, Motion #27339
Adopted: January 7, 1980, Motion #13190

CHD ADMINISTRATION IN POLICY ABSENCE (ALSO BFE)

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

In the absence of policy, the superintendent shall be responsible for informing the board of education of such policy need. Under the direction of the board, the superintendent shall develop an appropriate policy to submit to the board of education for approval.

Reviewed: November 13, 1995, Motion #27339
Adopted: January 7, 1980, Motion #13190

CI TEMPORARY ADMINISTRATIVE ARRANGEMENTS

The administration of the school system must be responsive to changing conditions. The superintendent shall have the authority to assign administrative staff to temporary or interim positions to carry out the day-to-day operation of the school system. Persons acting in such positions shall be informed of who their immediate supervisor shall be and what responsibilities are included in the job description. Any person who is designated to be an acting administrator in the absence of the administrative head shall be identified in the job description or by written memorandum. In case of extended absences of the unit administrator, the superintendent shall notify the board of the action taken.

Revised: November 13, 1995, Motion #27339
Adopted: January 7, 1980, Motion #13190
Reference: JCPS Policy: GCIC

CJ ADMINISTRATIVE INTERN PROGRAM

The superintendent shall continually assess the professional training needs of the administrative staff of the school system and provide professional staff development programs. Teachers and administrators seeking a different position of responsibility shall have recent training, preferably a field experience or internship in which the person is given related job experiences. The training shall be designed to prepare the individual to assume a position of authority and responsibility and to provide an opportunity for evaluating his/her readiness to assume such a position. The superintendent shall provide for an orientation and/or workshop-type activity before the employee assumes the new responsibilities.

Reviewed: November 13, 1995, Motion #27339
Adopted: January 7, 1980, Motion #13190

CL ADMINISTRATIVE REPORTS

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

Recommendations sent to the board of education for approval and reports sent to the board of education for information only shall be submitted by the superintendent.

Requests for the development of reports by the board or outside agencies shall be submitted to the superintendent.

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

Revised: November 13, 1995, Motion #27339
Adopted: January 7, 1980, Motion #13190

CM SCHOOL DISTRICT ANNUAL REPORT

The superintendent shall develop annually a district Comprehensive Educational Plan which shall include, but not be restricted to, statements of the district's goals and objectives, the annual school budget, current educational issues, and evaluation information relative to the major accomplishments of the district and significant changes proposed for the coming year.

The district Comprehensive Educational Plan shall be the superintendent's annual report to the school board. Other reports and procedures approved by the school board during the year shall become supportive documents and appendices to the annual report.

Revised: November 13, 1995, Motion #27339
Adopted: January 7, 1980, Motion #13190

DA FISCAL MANAGEMENT GOALS

The board of education recognizes the importance of adequate financing and efficient use of funds in the operation of the school district under its management and control and shall utilize all available financial resources to support the Jefferson County Public Schools. Policies shall be clearly defined in order to assure proper management of funds. Every effort shall be made to keep the public informed of the school district's financial and budgetary condition (See Policies DBG, DBH and DEA). Reports developed for this purpose shall be organized and presented with as much clarity and completeness as the complexity of the system's fiscal management will allow.

Reviewed: November 13, 1995, Motion #27339
History: Policy DI.000
Adopted: August 26, 1974, Motion #8923
Adopted: November 12, 1979, Motion #13028
Reference: KRS 160.463

DB ANNUAL OPERATING BUDGET

The annual operating budget of the Jefferson County Public Schools is a plan which defines the allocation of resources to support costs of the program of public education approved by the board.

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

No later than the second board meeting in September, the superintendent shall present the next fiscal year's planning/budgeting checklist/calendar for board approval.

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

Reviewed: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13028
Reference: KRS 160.450, KRS 160.470,
KRS160.550

DBA BUDGETING SYSTEM

The superintendent shall present an educational plan outlining the programs necessary to achieve the broad objectives established by the board of education. This plan shall describe each program, give the estimated cost, the time line for implementation, and the methods that will be used for evaluation.

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

Responsibility for control of the annual budget shall be delegated to each of the deputy superintendents and school principals with additional responsibility for controlling the total budget to the Executive Director for Financial Planning and Management. Amendments to the budget shall be initiated through the Planning and Budgeting Services Unit.

Revised: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13028
Revised: March 24, 1986, Motion #18410
Adopted: July 15, 1991, Motion #23151
Reference: KRS 160.470, KRS 160.550

DBAA BUDGET ALLOCATION

Subject to state regulations for allocating funds to schools with school based decision making (SBDM) councils, the board shall allocate general fund monies to individual schools (excluding special needs schools defined below) using the following method:

- each school shall receive a basic allocation composed of the following:
- an allocation to cover administrative costs of the school, including an allocation for professional staff development;
- a per-pupil allocation for all students (excluding those students taught in a self-contained Exceptional Child Education [ECE] classroom) to cover instructional salaries, supplies and other instructional items;
- an allocation to support the cost of instructional activities of students classified as at-risk;
- an allocation to cover instructional salaries, supplies and other instructional items needed to teach self-contained ECE students.

(The basic allocation is designed to provide sufficient funds to meet state guidelines regarding class size.)

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

DBAA BUDGET ALLOCATION (Continued)

School administration shall submit this budget to the superintendent in accordance with the budgeting calendar approved by the board of education (see Policy DB).

In addition, schools classified as special needs schools shall receive an allocation of funds. Such schools are classified as special needs schools because their programs are so unique that funding them using the basic allocation method described above would be inadequate and inappropriate. In these schools, the number of students may vary significantly during the year, or the class size may necessarily be lower than at other schools. Consequently, such schools are funded based upon a plan submitted by them to the superintendent and board. The board then allocates funds taking into account their special student needs.

The board also allocates funds to the district office to cover the administrative cost of the district. Included in this district allocation is a reserve required by state law which cannot be less than two (2) percent of the overall general fund budget.

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

Each school shall have a budget and all expenditures shall be made in accordance with this budget. In addition, the school shall comply with all federal and state laws and regulations.

Revised: November 13, 1995, Motion #27339
Adopted: July 15, 1991, Motion # 23151
Reference: KRS 160.345

DBG PUBLIC BUDGET HEARINGS AND REVIEWS

Members of the board of education shall have an opportunity to review the recommended budget during its development and before any presentation to the public. After this initial review, a public hearing shall be held. Prior to the holding of the public hearing the date, time and place of the public hearing shall be advertised in local papers, and a summary of major categories of expenditures and revenue shall be made available to the public. The board and appropriate staff members shall be present at this hearing. A presentation shall be made by staff members on the Comprehensive Educational Plan for the fiscal year under consideration which shall include priorities, objectives, program plans, and annual budget. Ample opportunity shall be provided at the public hearing for comments and suggestions from the public on the Comprehensive Educational Plan and annual budget.

Revised: November 13, 1995, Motion #27339
Adopted: November 26, 1979, Motion #13086
Reference: KRS 424.250

DBH BUDGET ADOPTION PROCEDURES

Members of the board of education shall be briefed on the ensuing fiscal year's budget after the superintendent considers suggestions arising from the public hearing. Following adoption of the budget by the board, the budget shall be presented for approval to the state board of education as required by law.

This budget, known as the "Tentative Working Budget", must be approved by the board of education on or before May 15, and submitted to the state board of education by June 1 of each year. Since property assessments used to establish the local tax revenues are not available until the following summer, the Tentative Working Budget may be adjusted at that time. Consequently, in conjunction with approving local tax rates (see Policy DEA) the superintendent shall submit a "Final Budget" for board of education approval no later than the last board meeting in October. The Final Budget shall then be submitted to the state board of education by October 31.

Revised: November 13, 1995, Motion 27339
Adopted: November 12, 1979, Motion #13028
Revised: March 24, 1986, Motion #18410
Revised: July 15, 1991, Motion #23151
Reference: KRS 160.470

DC TAX AND DEBT LIMITATIONS

The board of education shall levy taxes mandated by the Kentucky General Assembly for the support of public education and shall seek additional resources when necessary to support an adequate program of instruction. Debt limitations imposed by law shall be scrupulously observed.

Reviewed: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13028
Reference: KRS 160.460,
KRS 160.476-160.486,
KRS 160.530, KRS 160.540,
KRS 160.550, KRS 160.599,
KRS 160.601-160.625

DEA REVENUES FROM LOCAL TAX SOURCES

Following approval of the district's general budget for the ensuing fiscal year, the board of education shall levy the required ad valorem tax according to statutory requirements.

Additional revenues from local tax sources shall be levied as designated by law when properly authorized.

The board of education shall levy a tax rate sufficient to qualify the district for state matching funds from the power equalization program fund.

Prior to levying any local tax, the board of education shall conduct a public hearing on the proposed local tax rates.

DFA INVESTMENT POLICY

The Jefferson County Board of Education (hereinafter referred to as the "Board") adopts the following Investment Policy pursuant to and in compliance with the requirements of KRS 66.480.

I. GENERAL POLICY

It is the policy of the Board to invest public funds in a manner that will provide in order of priority, maximum security of principal, sufficient liquidity, and maximum return on investment.

II. SCOPE

Except as provided below, the investment policy and procedures apply to financial assets held directly by the Board. These financial assets are accounted for or referred to in the Board's annual financial report and include moneys in the following funds and accounts:

General Fund

Special Revenue Funds (including, but not limited to, Special Voted Building Tax Fund, Foundation Program Capital Outlay Fund, Special Activities Fund to the extent assets therein are not otherwise specifically restricted as to investment by the donor thereof, Property Proceeds Fund, Grants and Awards Fund to the extent assets therein are not otherwise specifically restricted as to investment by the grantor thereof, and Adult Education Fund)

Debt Service Fund

Capital Projects Fund

Revised: November 13, 1995, Motion #27339

Adopted: November 12, 1979, Motion #13028

Reference: KRS 160.460

KRS 160.470-160.477

KRS 160.482-160.488

KRS 160.605-160.633

DFA INVESTMENT POLICY (continued)

Enterprise Funds (including, but not limited to, fixed asset accounts to the extent that the assets in such accounts are financial assets that may be invested in accordance with KRS 66.480, and any School Food Services Program assets, including breakfast and lunch sales and federal grants, to the extent not otherwise specifically restricted as to investment by the grantor thereof)

Expendable Trust Funds (including, but not limited to, amounts that may be transferred from the Special Activities fund, and various scholarship programs administered on behalf of donors, to the extent in each case that assets in such funds are not otherwise specifically restricted as to investment by the donor thereof)

Any Utility Depreciation Funds, Agency Funds (including, but not limited to, School Activity Funds), and all property and equipment account groups and inventory accounts, to the extent that the assets in such accounts are financial assets that may be invested in accordance with KRS 66.480

Any new fund or account created by the Board and accounted for or referred to in the Board's annual financial report, to the extent that financial assets in such fund or account may be invested in accordance with KRS 66.480 and are not otherwise specifically restricted as to investment by the donor or grantor thereof.

Financial assets of the Board held and invested by trustees or fiscal agents are excluded from these policies; however, such assets shall be invested in accordance with KRS 66.480 and in accordance with the Board's primary investment objectives as stated herein.

III. INVESTMENT OBJECTIVES

The Board's primary investment objectives, in order of priority, are the following:

- A. *Safety*. Safety of principal is the foremost objective of the Board's investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- B. *Liquidity*. The Board's investment portfolio shall remain sufficiently liquid to enable the Board to meet all operating requirements which might be reasonably anticipated.
- C. *Return on Investment*. The Board's investment portfolio shall be designed with the objective of attaining the highest rate of return available throughout the budgetary and economic cycles, taking into account the Board's investment risk constraints and the cash flow characteristics of the portfolio.

IV. INVESTMENT AUTHORITY

Management responsibility for the Board's investment program is hereby delegated to the Treasurer of the Board. The Treasurer shall have the authority, subject to the approval of the Board, to establish additional specific written procedures for the operation of the investment program which are consistent with this investment policy. The procedures shall

DFA INVESTMENT POLICY (continued)

include explicit delegation of authority, if any, to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be ultimately responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and employees. The controls shall be designed to prevent and control losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by officers and employees. The Treasurer shall maintain all records related to the entity's investment program.

V. STANDARDS FOR WRITTEN AGREEMENTS PURSUANT TO WHICH INVESTMENTS ARE TO BE MADE

The Treasurer (or the Treasurer's designee[s]) shall confer with legal counsel prior to entering into any agreement with respect to the investment of financial assets held by the Board. The Board shall not enter into an agreement if the terms of that agreement would cause or require the Board to act in a manner inconsistent with the standards or procedures established by this written investment policy. The Treasurer shall maintain a copy of each agreement pursuant to which investments are to be made.

VI. PRUDENT PERSON RULE

The actions of the Treasurer in the performance of his or her duties as manager of the Board's funds shall be evaluated using the "prudent person" standard. Investments shall be made with judgment and care under prevailing circumstances which person of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived.

VII. AUTHORIZED INVESTMENTS

The funds of the Board available for investment shall be invested in accordance with this policy only in the following types of investment instruments:

- A. Authorized Investment Instruments
 1. Obligations of the United States and of its agencies and instrumentalities, including obligations subject to repurchase agreements, provided that delivery of these obligations subject to repurchase agreements is taken either directly or through an authorized custodian.
 2. Obligations of any corporation of the United States government, including but not limited to:
 - [a] Federal Home Loan Mortgage Corporation;
 - [b] Federal Farm Credit Banks;
 - [c] Bank for Cooperatives;

DFA INVESTMENT POLICY (continued)

[d] Federal Intermediate Credit Banks;

[e] Federal Land Banks;

[f] Federal Home Loan Banks;

[g] Federal National Mortgage Association; and

[h] Tennessee Valley Authority

3. Certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation or similar entity or which are collateralized, to the extent uninsured, by any obligations permitted by Section 41.240(4) of the Kentucky Revised Statutes.
4. Bonds or certificates of indebtedness of the Commonwealth of Kentucky and of its agencies and instrumentalities.
5. Securities issued by a state or local government, or any instrumentality or agency thereof, in the United States, but only if fully defeased by direct obligations of or guaranteed by the United States of America.

B. Limitation on Investment Transactions

With regard to the investments authorized in this section, the following limitation shall apply:

1. No investment shall be purchased for the Board on a margin basis or through the use of any similar leveraging technique.

VIII. DIVERSIFICATION OF INVESTMENTS

The Board's funds shall be diversified by security type and institution as follows. With the exception of fully insured or fully collateralized investments, authorized investment pools, and investments described in A.1 or A.2 above, no more than 20% of the Board's total investment portfolio shall be invested in a single financial institution.

To the extent possible, the Board will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow need, the Board's funds should not, in general, be invested in securities maturing more than five (5) years from the date of purchase.

IX. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Treasurer, with Board approval, shall maintain a list of financial institutions authorized to provide investment services to the Board. In addition, a list approved by the Board shall be maintained of approved security brokers/dealers selected by creditworthiness and licensure status and who maintain an office in the Commonwealth of Kentucky. Each broker/dealer approved by the Board shall have obtained and maintained all applicable licenses and /or permits from the appropriate licensing agency or board.

All financial institutions and broker/dealers who desire to provide investment services to the Board shall supply the Treasurer with information sufficient to

DFA INVESTMENT POLICY (continued)

enable the Treasurer to adequately evaluate the financial condition, creditworthiness and capacity of the institution or broker/dealer, and to answer any and all inquiries posed by the Treasurer or the Board. The information supplied to the Treasurer shall include the following information if available:

- A. Audited financial statements.
- B. Regulatory reports on financial condition.
- C. Any additional information considered necessary to allow the Treasurer to evaluate the institution.

The Treasurer shall evaluate the financial capacity and creditworthiness of financial institutions and broker/dealers prior to the placement of the Board's funds. The Treasurer shall conduct an annual review of the financial condition and registrations of financial institutions and broker/dealers and, based on the review, make any recommendations regarding investment policy or program changes determined to be necessary.

X. SAFEKEEPING AND CUSTODY

To protect against potential fraud and embezzlement, investment assets shall be secured through third-party custody and safekeeping procedures to the extent practicable. Bearer instruments shall be held only through third-party institutions. The Treasurer and any other officers or employees of the Board authorized by the Treasurer or the Board to engage in investment transactions shall be bonded in an amount established by the Board.

Collateralized securities, such as repurchase agreements shall be purchased using the delivery vs. payment procedure. The safekeeping procedures utilized in the Board's investment program shall be reviewed annually by the independent auditor.

XI. COLLATERAL

- A. Except as set forth in subsection C of this section, it is the policy of the Board to require that all cash and investments maintained in any financial institution named as a depository be fully insured or collateralized. In order to anticipate market changes and provide a level of security for all funds, the collateralization level shall be 103% of the market value of the principal, plus accrued interest. Collateral shall be limited to the types of instruments authorized as collateral for state funds in KRS 41.240.

Collateral shall always be held by an independent custodian. The right of collateral substitution is hereby granted.

- B. The Treasurer or the Treasurer's designee shall ensure that any current custodial agreement contains a requirement that the custodian of collateral shall provide a monthly certification with respect to the value

DFA INVESTMENT POLICY (continued)

and status of all collateral held by that custodian.

1. The Treasurer or the Treasurer's designee shall verify, on a quarterly basis, that all cash and investments maintained in any financial institution named as a depository are fully insured or collateralized in accordance with the criteria set forth in this investment policy.
2. The auditor of the Board's investment program shall verify, on an annual basis, that all cash and investments maintained in any financial institution named as a depository are fully insured or collateralized in accordance with the criteria set forth in this investment policy.

C. The Treasurer may invest funds in the investments described in A.1 or A.2 or A.3 above, without any collateralization.

XII. INVESTMENT REPORTING

The Treasurer shall prepare and submit to the Board a quarterly report regarding the status of the entity's investment program, including an explanation of the total investment return and a comparison of the return with budgetary expectations. In addition, the Treasurer shall prepare an annual report.

XIII. AUDIT

In connection with the audit of Board funds conducted by an independent certified public accountant, the auditor shall incorporate, as part of his audit procedures, a review of the Board's investment program, including internal

controls and procedures, and, to the extent that any material weaknesses are noted, these weaknesses and any recommended changes shall be reported to the Board in accordance with standard auditing procedures.

XIV. INVESTMENT POLICY ADOPTION

Any investment held on the date of initial adoption of this policy which does not meet the guidelines of this policy shall be exempted from its provisions. At maturity or liquidation, the monies so invested, if reinvested, shall be reinvested only in accordance with this policy. The Treasurer may take a reasonable period of time to adjust the existing portfolio to the provisions of this policy in order to avoid the premature liquidation of any current investment.

Revised: November 13, 1995, Motion #27339
Revised: January 23, 1995, Motion #26355
Adopted: November 12, 1979, Motion #13028
Revised: March 24, 1986, Motion #18410
Reference: KRS 160.570

DFC GIFTS AND GRANTS FROM PRIVATE SOURCES

The board of education shall accept gifts and grants from private sources subject to provisions of Kentucky statutes and with the understanding that the purpose must be consonant with policies and programs approved by the board.

DFD RENTALS AND SERVICE CHARGES

A schedule of charges shall be developed to cover the cost of the purchase or use of district equipment, supplies, and human services required to respond to legitimate requests by individuals or organizations. Charges shall be reviewed and adjusted annually or more often if necessary in order to provide for adequate reimbursement for supplies and services.

Pursuant to this policy and Policy KG, the superintendent shall establish and implement a facility use procedure for the use of school buildings by school-related groups and other non-profit organizations or individuals. Such procedures shall include a schedule of rental fees and charges.

Revenues from any real estate holdings acquired in anticipation of future school needs or from the rental of property which may be temporarily unused for public school purposes shall accrue to the appropriate fund under the board's management and control.

Reviewed: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13028
Reference: KRS 160.580

Revised: November 13, 1995, Motion 27339
Adopted: November 12, 1979, Motion #13028
Reference: Policy KG

DFE GATE RECEIPTS AND ADMISSIONS

Gate receipts and admission charges for school-sponsored events shall be deposited in school center activity accounts. Accurate accounting for these funds will be based on the principles outlined in the Kentucky Department of Education handbook, "A Uniform Program of Accounting for School Activity Funds." These receipts and charges shall be used to defray related expenses or other approved school expenditures.

Revised: November 13, 1995, Motion #27339
Adopted: January 7, 1980, Motion #13193

DFF ROYALTIES AND RESIDUALS

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

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

Reviewed: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13028

**DFG INCOME FROM SCHOOL SHOP SALES
AND SERVICES**

Fair and reasonable charges shall be established for products and services offered as a result of training programs for students in the district. Students and district employees who purchase such products and services shall do so at the established rate, and no warranty shall be implied.

Reviewed: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13028

**DFH RECEIVING AND WAREHOUSING
(SCHOOL STORE)**

All schools may operate a school store for the convenience of the pupils and employees.

The store may stock school supplies (not provided by the Jefferson County Public School funds), school-spirit and souvenir items, and convenience articles. Any markup is intended to cover administrative overhead on sales. The sales price shall not exceed nationally advertised prices. All funds derived from the school store shall be accounted for in accordance with "A Uniform Program of Accounting for Activity Funds in Kentucky Schools."

Revised: November 13, 1995, Motion #27339
History: Policy D8.000
Adopted: August 26, 1974, Motion # 8923
Adopted: November 12, 1979, Motion #13029

DG DEPOSITORY OF FUNDS

The board of education may designate up to six (6) banks or trust companies to serve as the depositories for school funds under procedures specified by Kentucky Revised Statutes.

DGA AUTHORIZED SIGNATURES

All checks in the amount of \$5,000 and over shall carry the manual signatures of two of the four persons authorized to sign checks. Checks for less than \$5,000 shall carry one manual signature or facsimile.

Revised: June 26, 2006, Motion #39175
Reviewed: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13028
Reference: KRS 160.570

Revised: September 29, 2003, Motion #36481
Adopted: November 12, 1979, Motion #13028
Revised: November 13, 1995, Motion #27339

DH BONDED EMPLOYEES AND OFFICERS

The treasurer and assistant treasurers of the Jefferson County Public Schools shall be bonded individually in accordance with Kentucky Revised Statutes.

Any secretarial, bookkeeping, or clerical personnel in the central business office involved with the functions of cash, accounts receivable, posting of accounts, or banking responsibilities shall be covered by a blanket bond in an amount approved by the state board of education.

All employees of the district shall be covered by a blanket bond in an amount approved by the state board of education.

DI FISCAL ACCOUNTING AND REPORTING

An orderly accounting and reporting system for fiscal transactions shall be organized and maintained. The system shall conform to legal requirements and shall serve as the basis for prompt, accurate, and clear financial reports as specified by law. Monthly reports, summarizing the current status of receipts and expenditures in comparison with budget estimates, shall be provided to the board of education.

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

Reviewed: November 13, 1995, Motion #27339

History: Policy D14.000

Adopted: August 26, 1974, Motion #8923

Adopted: November 12, 1979, Motion #13028

Revised: March 24, 1986, Motion #18410

Reference: KRS 160.560, KRS 160.640

Reviewed: November 13, 1995, Motion #27339

Adopted: November 12, 1979, Motion #13028

Reference: KRS 157.060, KRS 160.290,
KRS 160.463, KRS 160.560

DIB TYPES OF FUNDS

In addition to funds required by law, other funds shall be maintained to provide proper controls and to make possible the development of reports required for responsible fiscal operation. Among these funds are the following:

1. General Fund
2. Special Voted Building Tax Fund
3. Special Foundation Program Capital Outlay Fund
4. Special Activities Fund
5. Grants and Awards Funds
6. Revenue Bond and Interest Redemption Fund
7. Payroll Withholding Revolving Fund
8. Local School Activity Funds

DID INVENTORIES

A perpetual inventory system shall be maintained for supplies and materials stored in district warehouses. Also, a record of the location and value of all furniture and equipment belonging to the Jefferson County Public Schools shall be maintained. The accuracy of the perpetual inventory shall be verified by performing periodic cycle counts and/or year end counts.

Reviewed: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13028
Reference: KRS 160.290, KRS 160.340(h)
KRS 160.476

Revised: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13028
Reference: KRS 45.313

DIE AUDITS

The financial statements of the board of education shall be audited by a firm of independent certified public accountants annually. Their report along with the audited financial statements shall be presented to the board of education. Both shall then be submitted to the state department of education no later than 4 (four) months after year end.

Revised: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13028
Reference: KRS 156.265-156.285
KRS 160.642, KRS 162.590

DIEA INTERNAL AUDITS

Internal audits of all school system accounts and business procedures, both centralized and decentralized, shall be conducted as required by the state and as needed to provide an accurate assessment of the status of all funds, records, and reports controlled by employees of the district.

Reviewed: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13028
Reference: 702 KAR 3:130

**DJ PURCHASING: KENTUCKY MODEL
PROCUREMENT CODE**

The Kentucky Model Procurement Code as passed by the 1978 Legislature has provisions which apply to all governmental agencies. The Code as amended by the 1980 Legislature also contains specific provisions, KRS 45A.345 to 45A.460, which may be adopted by local public agencies, including local boards of education. The Code provides that no other statutes governing purchasing shall apply to the local public agency upon adoption of such provisions.

The Jefferson County Board of Education has adopted the provisions of KRS 45A.345 to 45A.460 as permitted by the Kentucky Model Procurement Code, KRS 45A.343. The superintendent shall develop procedures for implementation of such provisions of the Code and the adoption of regulations, not inconsistent with KRS 45A.345 to 45A.460, as required under 45A.360.

Revised: July 10, 2006, Motion #39223
Revised: November 13, 1995, Motion #27339
Adopted: December 10, 1979, Motion #13132
Reference: KRS 45A.343-45A.460

DJA PROGRAM CONSULTANTS

The development of management and instructional programs shall include, wherever necessary, the use of contractual services to assist with the planning, development, implementation, and evaluation.

All professional services contracts for \$5,000 or more, shall be submitted to the Board prior to approval.

The superintendent is authorized to contract for all other professional services contracts necessary for carrying out the policies of the board without prior board approval.

A list of all professional services contracts (regardless of dollar amount) shall be presented to the board for its information on a monthly basis.

Reviewed: November 13, 1995, Motion #27339
Adopted: January 7, 1980, Motion # 13190
Revised: January 9, 1995, Motion # 26328

DK PAYMENT PROCEDURES

Invoices for just and proper claims against the district for services, supplies, and equipment shall be processed efficiently and paid promptly according to approved procedures.

DLA PAYDAY SCHEDULES

All employees shall be paid every two weeks on the calendar approved by the board of education.

Reviewed: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13028

Reviewed: November 13, 1995, Motion #27339
History: Policy G20.000
Adopted: December 16, 1974, Motion #9067
Adopted: November 12, 1979, Motion #13028
Reference: KRS 160.291

DLB PAYROLL DEDUCTIONS

Payroll deductions may be made when properly authorized by an employee or group of employees, including but not limited to the following:

Voluntary Insurance Plans:

Hospitalization

Income Protection

Life

Legal Services

Homeowners

Automobile

Accidental Death and Disability

Tax Sheltered Annuity

Mutual Fund

U. S. Savings Bond

Credit Union

Organization or Union Dues

Contributions:

Metro United Way

Fund for the Arts

United Negro College Fund

Crusade for Children

DLC EXPENSE REIMBURSEMENTS

Necessary expenses incurred by employees of the board of education in performance of their official duties shall be reimbursed upon submission of claims filed under approved procedures.

Revised: November 13, 1995, Motion #27339

History: Policy G20.100

Adopted: July 28, 1975, Motion #9526

Adopted: November 12, 1979, Motion #13028

Reference: KRS 161.158

Reviewed: November 13, 1995, Motion #27339

Adopted: November 12, 1979, Motion #13028

Reference: KRS 45.101, KRS 156.190

KRS 160.410

**DN SCHOOL PROPERTIES DISPOSAL
PROCEDURE**

Prior to the disposal of facilities and/or sites, the superintendent shall advise the board of education that the property is no longer needed for school purposes and shall recommend seeking approval for disposal from the state board of education.

Upon receiving approval from the state board of education, disposal shall be accomplished in accordance with Kentucky Revised Statutes.

Reviewed: November 13, 1995, Motion #27339
Adopted: November 26, 1979, Motion #13083
Revised: March 24, 1986, Motion #18410
Reference: KRS 156.070, KRS 156.160,
KRS 162.060, KRS 162.160
702 KAR 4:090
Kentucky Constitution
(Sections 184-186)
JCPS Policy: FL

EB SAFETY PROGRAM

Each school administrator shall create and maintain a hazard-free environment for students and employees of the Jefferson County Public Schools in compliance with local and state regulations as set forth in Kentucky Revised Statutes, Chapter 338, "Occupational Safety and Health of Employees", as amended; Life Safety Code, revised; the Kentucky Building Code, and Kentucky Fire Prevention Code, as amended; and other laws governing the operation of public schools in the state of Kentucky.

Revised: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13029
Reference: Ky. Occupational Safety and Health Act, Revised 1994
Life Safety Code, 1981; Revised 1994

EBA BUILDINGS AND GROUNDS INSPECTIONS

All employees shall report to building administrators any observed unsafe physical hazards using the appropriate Form 423-I. The building administrator shall then report the physical hazard to the appropriate director who, in turn, shall make a prompt inspection and initiate steps to remedy the condition.

Revised: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13029
Revised: March 24, 1986, Motion #18410
Reference: Ky. Occupational Safety and Health Act, Revised 1994

EBB ACCIDENT PREVENTION AND PROCEDURES

Each school administrator shall document all accidents and any loss of time for students and employees on proper accident report forms. The appropriate director shall review the reports in order to monitor the system-wide accident prevention program.

EBC EMERGENCY/DISASTER PLANS AND FIRE DRILLS

Building administrators charged with the responsibility of operating a building site shall have a plan of action to provide for any natural or man-made disaster which affects the safety of students and employees housed in that facility. A copy of all emergency plans shall be made available to all occupants of the building and a master copy shall be sent to the Security Unit for evaluation and permanent filing.

Each school location shall conduct a minimum of four emergency/disaster drills per year, of which two shall be earthquake drills and at least two shall be tornado/safe area drills. One tornado/safe area drill shall be conducted in the month of March to prepare for the tornado season.

All principals and building managers shall implement fire-exit drill procedures as stipulated in the *Kentucky Standards of Safety*, revised 1999. There shall be at least two fire exit drills the first month of a school term and one additional fire drill per month for the remainder of the school term. In climates where the weather is severe the monthly fire exit drills shall be permitted to be deferred provided that the required number of fire exit drills is achieved and at least four are conducted before the drills are deferred.

Revised: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13029
Revised: March 24, 1986, Motion #18410
Reference: Ky. Occupational Safety and Health Act, Revised 1994
803 KAR 2:180

**EBC EMERGENCY/DISASTER PLANS
AND FIRE DRILLS (Continued)**

The appropriate reporting form, detailing date and time of each drill, weather conditions when the occupants were evacuated, the number of occupants evacuated, and the total time for evacuation shall be kept on the premises.

ECA SECURITY OF FACILITIES

The Superintendent/designee shall protect, to the extent possible, students and employees from acts of crimes while on school property and shall preserve building sites from physical damage by vandals. The Superintendent/designee shall develop procedures to implement this policy.

Restitution shall be sought, whenever possible, for damaged, lost, stolen or vandalized school property.

Revised: July 17, 2000, Motion #32951
Adopted: November 12, 1979, Motion #13029
Revised: March 24, 1986, Motion #18410
Revised: November 13, 1995, Motion #27339
Reference: *Jefferson County Public Schools
Emergency Handbook
Kentucky Standards of Safety*

Revised: November 13, 1995, Motion #27339
History: Policy E3.000
Adopted: August 26, 1974, Motion #8923
Adopted: November 12, 1979, Motion #13029
Revised: March 24, 1986, Motion #18410
Reference: KRS 61.900 - 61.930

**ECB BUILDINGS AND GROUNDS
MAINTENANCE AND CUSTODIAL
SERVICES**

The Superintendent/designee shall develop procedures for the maintenance and repair of all facilities owned by the board of education.

An optimal program of good housekeeping practices and procedures shall be provided for all physical facilities of the Jefferson County Public Schools.

ECD TRAFFIC AND PARKING CONTROLS

The Superintendent shall develop procedures for the administrator, principal or building supervisor of each building owned by the Jefferson County Public Schools to enforce vehicle parking and traffic control.

Revised: November 13, 1995, Motion #27339

History: Policy E4.000

Adopted: August 26, 1974, Motion #8923

Adopted: November 12, 1979, Motion #13029

Revised: March 24, 1986, Motion #18410

Reviewed: November 13, 1995, Motion #27339

Adopted: November 12, 1979, Motion #13029

Revised: March 24, 1986, Motion #18410

Reference: KRS 189.336

**EE TRANSPORTATION SERVICES
MANAGEMENT**

The superintendent/designee shall be responsible for the general supervision of the Pupil Transportation Program.

The superintendent/designee shall prepare or cause to be prepared: Pupil transportation maps, bus route descriptions, and reports necessary for calculating the amount to which the Jefferson County Public Schools are entitled under the Fund for Excellence in Education in Kentucky.

The superintendent/designee shall issue operational and management procedures for all board-owned vehicles used by employees of the Jefferson County Public Schools.

EEAA WALKERS AND RIDERS

The superintendent/designee shall administer a program of transportation for students within the school district who do not live within a reasonable walking distance to school. Parents of students walking to school via hazardous conditions may request transportation. Recognizing that transportation is a student privilege, student riders shall adhere to all applicable regulations in order to retain that privilege.

Revised: November 13, 1995, Motion #27339
History: Policy EI.000
Revised: July 28, 1975, Motion #9526
Adopted: November 12, 1979, Motion #13029
Reference: 702 KAR 5:030
KRS 158.110

Reviewed: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13029
Reference: KRS 158.110
702 KAR 5:030

EEAB SCHOOL BUS SCHEDULING AND ROUTING

The superintendent/designee shall route all school buses in the most efficient and effective routing system possible.

EEAC SCHOOL BUS SAFETY PROGRAM

The superintendent/designee shall be responsible for the mechanical maintenance of the district's school buses and for their safe operating condition.

The superintendent/designee shall require that, at least once each month that the Jefferson County Public Schools are in session, a safety inspection be made on each school bus owned and operated by the board or contracted to the board. If any bus is found to be in an unsafe condition, it shall be withheld from use of transporting students until the required repairs are made.

Reviewed: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13029
Reference: KRS 158.110

Revised: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13029
Reference: 702 KAR 5:030

EEACA BUS DRIVER EXAMINATION AND TRAINING

The superintendent/designee is authorized to require that all school bus drivers shall have satisfactorily passed an annual physical examination by a physician designated by the board of education. Drivers shall have a record of safe driving experience prior to employment. All drivers shall have a current commercial driver's license, with the passenger endorsement for a school bus, which is valid in Kentucky; and shall have successfully passed the board of education bus driver training program.

Revised: January 22, 2001, Motion #33551
History: Policy EI.400
Adopted: September 25, 1972, Motion #8012
Adopted: November 12, 1979, Motion #13029
Revised: November 13, 1995, Motion #27339
Revised: May 9, 1983, Motion #16204
Reference: 702 KAR 5:080

EEACC STUDENT CONDUCT ON SCHOOL BUSES (Also JFC)

The superintendent/designee shall be responsible for the discipline of the students who ride the school buses to and from school. A student discipline incident report shall be initiated by the driver and given to the building principal or designee for appropriate disciplinary action.

Reviewed: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13029
Reference: 702 KAR 5:050
702 KAR 5:080

**EEAE STUDENT TRANSPORTATION IN
PRIVATE VEHICLES**

The use of private vehicles for transporting students in school-sponsored activities shall be permitted only when approved by the principal, pursuant to procedures developed by the superintendent/designee.

EEAF TRANSPORTATION INSURANCE

The Jefferson County Public Schools shall purchase liability or indemnity insurance for all board-owned vehicles. The coverage limits shall be at least the minimum amount recommended by the State Department of Education.

Revised: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13029
Reference: KRS 158.110

Revised: November 13, 1995, Motion #27339
History: Policy EI.200
Adopted: August 26, 1974, Motion #8923
Adopted: November 12, 1979, Motion #13029
Reference: KRS 160.310
702 KAR 5:030

**EEAG STUDENT TRANSPORTATION
RECORDS AND REPORTS**

The superintendent/designee shall be responsible for filing reports at the required time sequence to the State Department of Education. Such reports shall include, but not be limited to, safety inspection, bus accident reports, program cost calculations, and reimbursements for exceptional child education and technical education students.

Revised: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13029
Reference: 702 KAR 5:020, 702 KAR 5:030
702 KAR 5:070, 702 KAR 5:100
702 KAR 5:110, 702 KAR 5:120

EF FOOD SERVICES MANAGEMENT

The School and Community Nutrition Services Unit shall organize a food service program that will be an integral part of the total educational program and, as such, shall be governed by the provisions of the National School Lunch Act of 1946, the Special Milk Program Section of the Agricultural Act of 1949, the Child Nutrition Act of 1966, the subsequent amendments to these acts, and the implementing instructions thereto issued by the Kentucky Department of Education, Division of School and Community Nutrition Services.

Revised: November 13, 1995, Motion #27339
History: Policy E5.000
Adopted: August 26, 1974, Motion #8923
Adopted: November 12, 1979, Motion #13029
Reference: 702 KAR 6:010

EFA FOOD PURCHASING

The School and Community Nutrition Services Unit shall purchase food products and recurring common use items in compliance with the regulations stated in the Kentucky Model Procurement Code. Individual schools may submit requests directly to the approved vendor for the purchase of food items.

Revised: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13029
Reference: KRS Chapter 45A
KRS 424.260

EFAA USE OF DONATED COMMODITIES

The School and Community Nutrition Services Unit shall develop a program for the use of donated foods in compliance with the USDA and the State Department of Education regulations. Commodity foods shall be used solely for the benefit of those eligible persons served by the School and Community Nutrition Services Unit. Food distribution shall be allocated to each student based on the average daily number of reimbursable lunches served.

Revised: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13029
Reference: National School Lunch Act of 1946
The Special Milk Program Section
of the Agriculture Act of 1949
The Child Nutrition Act of 1966
Any subsequent amendments to the
acts

EFB FREE AND REDUCED-PRICE FOOD SERVICES

The Jefferson County Public Schools shall comply with the federal and state regulations governing free and reduced-price meal service.

School and Community Nutrition Services shall maintain an accurate and up-to-date file on each student within the district who is eligible for participation in this program.

Detailed collection procedures shall be established by the School and Community Nutrition Services Unit in accordance with federal guidelines in keeping confidential the identity of participants in the program.

EFD FOOD SANITATION PROGRAM

The School and Community Nutrition Services Unit shall organize and administer a sanitary program in each school location and retain a Retail Food Establishment permit as detailed by the Kentucky Cabinet for Human Resources, Division of Local Health.

Revised: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13029
Reference: National School Lunch Act of 1946
The Special Milk Program Section
of the Agriculture Act of 1949
The Child Nutrition Act of 1966
Any subsequent amendments to the
acts

Revised: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13029
Kentucky Food Establishment Act and
State Retail Food Code

EFE FOOD SERVICES RECORDS AND REPORTS

Records and reports shall be kept in the Jefferson County Public Schools in compliance with all federal and state regulations. Full cost accounting principles shall be applied to establish each school's expenditures and receipts.

EFF COMPETITIVE FOOD SALES

Competitive food and beverage sales shall be governed by the provisions of state law and regulation concerning competitive food and beverage sales and services requirements.

The sale or serving of any food or beverage item to students by students or parent organizations or school personnel through food sales, snack bars, or vending machines shall be prohibited on the school campus during the school day until one-half (1/2) hour after the close of the last lunch serving period.

Reviewed: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13029
Reference: National School Lunch Act of 1946
The Special Milk Program Section
of the Agriculture Act of 1949
The Child Nutrition Act of 1966
Any subsequent amendments to the
acts
702 KAR 6:075

Revised: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13029
Reference: National School Lunch Act of 1946
The Special Milk Program Section
of the Agriculture Act of 1949
The Child Nutrition Act of 1966
Any subsequent amendments to the
acts
702 KAR 6:090

EFG DONATION OF PERISHABLES

Donation of leftovers, scraps, unused food, or commodities to organizations shall occur pursuant to procedures established by the Superintendent/designee and partnership agreements with the recipient organizations or agencies. Only food items deemed surplus after being served once as a leftover in the National School Breakfast and Lunch Program may be donated. Donated surplus perishables shall be the sanitation and transport responsibility of the recipient agency.

Adopted: November 13, 1995, Motion #27339

EFH UNAUTHORIZED USE OR TAKING OF LUNCHROOM FOOD, SUPPLIES OR EQUIPMENT

Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property whether received directly or indirectly from School and Community Nutrition Services, shall be subject to appropriate disciplinary action and/or penalties as set out in federal law. Whoever receives, conceals, or retains for personal use or gain, funds, assets, or property provided by School and Community Nutrition Services, whether received directly or indirectly from Nutrition Services, knowing such funds, assets, or property have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be subject to the same penalties.

Adopted: November 13, 1995, Motion #27339
Code of Federal Regulations
National School Lunch Program
7 CFR 210.26

EGAA USE OF COPYRIGHTED MATERIALS

The district shall comply with federal copyright laws and any licensing agreements entered into with regard to any copyrighted works or materials including, but not limited to, printed materials, computer software, and audiovisual works.

District personnel and volunteers shall conform with all restrictions on use of copyrighted materials. However, they are authorized to observe "fair use" federal guidelines.

The district assumes no liability for infringement of copyright by individual employees and volunteers.

EIC SCHOLASTIC INSURANCE PROGRAM

The Jefferson County Public Schools shall issue a master group policy with an insurance carrier, selected in compliance with prevailing state law, for accident coverage of students and all board of education employees.

This group plan shall be offered as a public service, and enrollment shall be optional. Insurance enrollment material shall be distributed to all schools and offices at the beginning of the school year.

Revised: November 13, 1995, Motion #27339

Adopted: March 24, 1986, Motion #18410

Reference: United States Code, Title 17
Copyright Office Circular 21,

*Reproduction of Copyrighted Works
by Educators and Librarians*

Reviewed: November 13, 1995, Motion #27339

History: Policy J20.000

Adopted: August 26, 1974, Motion #8923

Adopted: November 12, 1979, Motion #13029

EID VEHICLE INSURANCE RESPONSIBILITY

Individual schools and programs that obtain specially assigned vehicles and/or vehicles where ownership is retained by someone other than the board of education shall have the responsibility for providing insurance protection of such vehicles according to the following guidelines:

Driver Training Automobiles

Vehicles used in an approved driver training program shall be insured on the board master policy. A written request shall be made to the insurance office at the school board, furnishing appropriate information to insure such vehicles. The insurance cost shall be charged to the driver training program. Ownership of all vehicles is retained by the dealer.

Courtesy Vehicles

Courtesy vehicles furnished for principals or school staff use, with ownership retained by the dealer, shall be insured by individual schools or users. These vehicles shall not be insured under the Jefferson County Public Schools policy.

School or Program Owned Vehicles

The Jefferson County Public Schools shall provide vehicle insurance where a school or special program has obtained the exclusive use of vehicles within the following conditions:

1. The Jefferson County Public Schools shall not provide insurance for more than one vehicle to each high school, and no more than two vehicles for each vocational school or special federally funded program, without prior approval of the appropriate deputy superintendent.

2. For all vehicles to be insured the transportation and insurance departments shall keep on file license, registration, and insurance information. Likewise, the sale or trade of any vehicles shall be reported to the insurance office within 15 days.

3. All vehicles purchased and operated through the use of federal funds shall have their maintenance and insurance charged to the appropriate federal program budget by the insurance department.

Reviewed: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13029
Revised: August 11, 1980, Motion #13861
Reference: KRS 160.310, KRS 332.030

FB FACILITIES PLANNING

The board shall provide adequate school facilities to meet the instructional needs of the pupils and staff, to provide for school activities, and to serve the community of which the school shall be an integral part. Money expended for school construction shall provide the best school facilities possible at the most economical cost. Monies shall be allocated to cover the cost of additional schools or classrooms and/or schools shall be reopened for regular use only after it is determined that such actions will facilitate the positive implementation of the student assignment plan.

The following factors shall be considered when acquisition of a site for school purposes is being planned:

Accessibility and Safety

The site shall be readily accessible. Adequate public roads or streets shall be available to accommodate anticipated school traffic. The site shall be so located that a safe sight distance of at least 500 feet may be maintained at all vehicle exits and entrances to and from the site onto public roads, streets, or highways.

Size

The site shall be of adequate size and proper shape to provide for the development of ample playground facilities and future expansion. Elementary sites shall consist of five acres plus an additional acre for each 100 or fraction of 100 students anticipated. High school

and middle school sites shall consist of 10 acres plus an additional acre for each 100 or fraction of 100 students anticipated.

Site Location

The site shall be free from disturbing noises, distracting influences, and hazardous surroundings; and the location shall be in agreement with the district's comprehensive educational plan.

Facilities Planning

The Superintendent/designee shall develop procedures to ensure that all facilities services shall be available to the site, such as, water, sewer, and electric services.

Facilities Planning Advisers

An attorney shall be retained to verify that a fee simple title can be obtained in conformance with Kentucky Revised Statutes prior to the purchase of a school site.

Advisers shall be used, if needed, to verify the availability of facilities services to the site according to procedures developed by the Superintendent/designee.

Revised: August 11, 1997, Motion #29329
History: Policy F3.100
Adopted: August 26, 1974, Motion #8923
Revised: November 26, 1979, Motion #13083
Revised: February 9, 1981, Motion #14353
Revised: March 24, 1986, Motion #18410
Revised: November 13, 1995, Motion #27339
Reference: KRS 156.070, KRS 156.160
KRS 162.010, KRS 162.060
KRS 162.160
702 KAR 4:050

FBB ENROLLMENT PROJECTIONS

It shall be the responsibility of the Department of Research and Demographics to compile the data necessary to project enrollments several years in advance for each school in the district. On the basis of this information and funds available, the Division of Facilities/Transportation shall carry out new building construction, additions, remodeling and improvements, and other means of fulfilling needs of housing the school children of the Jefferson County Public Schools.

Revised: November 13, 1995, Motion #27339
History: Policy F2.000
Adopted: August 26, 1974, Motion #8923
Adopted: November 26, 1979, Motion #13083

FEB SELECTION OF ARCHITECT AND/OR ENGINEER

The board of education may contract for professional services by an architectural or engineering firm without formal advertising.

The superintendent shall be authorized to appoint an Architectural and Engineering Selection Committee for recommendation of firms. The criteria for the selection of an architect and/or engineer shall be approved by the board. The superintendent shall recommend firms to the board of education for approval.

Reviewed: November 13, 1995, Motion #27339
History: Policy F5.000
Adopted: August 26, 1974, Motion #8923
Adopted: November 26, 1979, Motion #13083
Reference: KRS 45A.380, KRS 322.360
KRS 323.031

FACILITIES DEVELOPMENT PLANS AND SPECIFICATIONS

The project architect shall advise the administration and board of education on phases of the facility development program for which the architect has technical training and experience.

The architect shall perform other services as follows:

1. Translate the educational program for which the facilities are needed into building design and specifications.
2. Advise the board on letting of contracts.
3. Provide periodic site inspections to familiarize himself/herself with the progress of the work.
4. Recommend approval and acceptance of completed facilities.
5. Supplement his/her services, when necessary, by consulting specialists such as landscape architects and heating, ventilating, electrical, structural, and acoustical engineers.

Revised: November 13, 1995, Motion #27339
History: Policy F5.000
Adopted: August 26, 1974, Motion #8923
Adopted: November 26, 1979, Motion #13083
Reference: [KRS 162.060](#)

SITE ACQUISITION

The acquisition of sites for the Jefferson County Public Schools shall be in accordance with the district's long-range building program. Such sites shall be submitted to the Louisville Metro Planning Commission for information and discussion after completion of the public notification procedures below and shall meet the State Department of Education's requirements. When an acceptable site has been identified, the superintendent/designee shall conduct a public information meeting to hear comments from the public regarding the proposed site, at a suitable facility in a place convenient to the affected community. Public notification shall be given not less than fourteen (14) days prior to the scheduled meeting via the news media. At least fourteen (14) days prior to the meeting notice shall also be mailed to adjacent neighbors, neighborhood associations registered with the Louisville Metro Planning and Design Services and/or the JCPS Executive Director of Facilities/Transportation, and the Louisville Metro Council member representing the area. The meeting shall be open to the public. All persons desiring to be heard shall be given an opportunity to present oral testimony. The board of education may set reasonable time limits for testimony. An audio or video record of the meeting shall be filed with the facilities plan and speakers may provide a written transcript of their testimony. An executive summary of the meeting shall be filed with the Louisville Metro Planning Commission and a copy of the executive summary will be mailed to any commenters requesting a mailed copy.

Every effort shall be made to purchase sites by negotiation with a willing seller at a fair and reasonable price. If a real estate agent is retained for the purpose of negotiating with an owner for the purchase of a site and the negotiation is successful, payment for services rendered shall be at a previously agreed upon rate.

If negotiations for the purchase of a site are not successful and every effort has been exhausted to achieve acceptable purchase terms, the right of eminent domain may be utilized and condemnation proceedings authorized. Payment for services rendered by a real estate agent and/or attorney, in the case of condemnation proceedings, shall be made on an hourly basis.

Revised: [August 14, 2006, Motion #39250](#)
History: Policy F3.000
Adopted: August 26, 1974, Motion #8923
Revised: November 26, 1979, Motion #13083
Revised: February 9, 1981, Motion #14353
Reviewed: November 13, 1995, Motion #27339
Reference: [KRS 162.030](#)

**CONSTRUCTION CONTRACTS
BIDDING AND AWARDS AND MINORITY/WOMEN PARTICIPATION**

The Jefferson County Board of Education provides equal opportunities to all of its bidders with respect to the bidding and award of construction contracts. The board is committed to increasing the accessibility of contracting opportunities to business enterprises that are owned by minorities and women. [Minorities include Black Americans, Asian Americans, Hispanic Americans, American Indians, American Eskimos, and American Aleuts] The board will make every effort possible to ensure that minority-owned and women-owned businesses are provided a fair and equitable opportunity to participate in the procurement of school district construction contracts.

Each contractor performing work pursuant to a construction contract shall require that all employees of the contractor and all employees of its subcontractor(s) who will work on a district construction site shall submit to a state and federal criminal background check and a drug screen and provide proof of eligibility to work in the United States of America. Each such contractor and subcontractor, as a condition of eligibility to perform work pursuant to a construction contract, shall certify to the district that it uses the federal E-Verify program to confirm the legal status of its newly hired employees. Persons convicted of felony sex offenses, drug trafficking, or violent crime using a weapon or testing positive for controlled substances shall not be permitted to work on district construction sites.

A construction contract shall be officially awarded to the successful bidder by action of the board of education at a regular or special meeting. The awardee (successful bidder) and the architect and/or engineer shall receive formal notice of the awarding of the contract.

The architect and/or engineer shall prepare the contract documents (plans and specifications) in accordance with the policies of the board of education. The Division of Facilities/Transportation shall prepare the contract in accordance with the provisions as set forth in the plans and specifications. The contract and copies of the performance and payment bond shall be executed in triplicate.

Revised: March 8, 2010, Motion #2010-50
Revised: March 8, 1999, Motion #31185
Revised: November 13, 1995, Motion #27339
Adopted: November 26, 1979, Motion #13083
Adopted: August 26, 1974, Motion #8923
History: Policy F5.100
Reference: [KRS 162.060](#)

FF NAMING FACILITIES

Naming of school buildings, building wings, libraries and other areas, athletic fields, gymnasiums, and other school district facilities shall be the responsibility of the board of education. The superintendent shall recommend one name for each facility. Names usually will be selected from the following: Prominent state, local, or national figures; pioneers; community leaders, former school board members; retired school leaders and/or teachers; donors of school property; and geographic areas. School district facilities may be named for living persons. Facilities may not be named for active employees of the school district. Preference, if clearly expressed, usually will be given to the name recommended by citizens of the school attendance area in which the facility is located.

School buildings, building wings, libraries and other areas may be renamed in the event they are closed and reopened. Criteria for renaming schools facilities shall be the same as those used for the selection of the original names.

Reviewed: November 13, 1995, Motion #27339

History: Policy F8.000

Adopted: August 26, 1974, Motion #8923

Revised: August 23, 1976, Motion #10172

Adopted: November 26, 1979, Motion #13083

Revised: May 10, 1982, Motion #15401

Revised: March 24, 1986, Motion #18410

Revised: May 14, 1990, Motion #22024

FK FACILITIES RENOVATIONS

Repairs or alterations may not be made to any building, nor any construction or alteration effected on the school grounds, without approval from the Superintendent/designee.

Major changes in room use involving transfer of installed furniture or equipment shall not be made without approval of the Superintendent/designee. Modifications to buildings, teaching spaces, and/or other support facilities shall be recorded on appropriate facility plans maintained by the Division of Facilities/Transportation.

All fixed or movable property purchased or donated for school use placed in schools shall become the property of the Jefferson County Public Schools unless otherwise specified.

Revised: November 13, 1995, Motion #27339

Adopted: November 26, 1979, Motion #13083

Revised: March 24, 1986, Motion #18410

Reference: KRS 162.060

FL CLOSURE OF FACILITIES

The board of education shall make optimum use of school facilities. The superintendent shall submit to the board, for approval, recommendations to close schools.

Specific procedures shall be developed by the superintendent.

Revised: November 13, 1995, Motion #27339
History: Policy FII.000
Adopted: May 30, 1978, Motion #11632
Adopted: November 26, 1979, Motion #13083

PERSONNEL POLICIES GOALS

It is the goal of the Jefferson County Public School District to employ qualified personnel for all positions to establish fair and equitable procedures for transfers and promotions within the system; and to provide, to the extent possible, working conditions and resources to enable each employee to perform to the greatest potential within the employee's assigned position.

Reviewed: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12932
Revised: January 28, 1991, Motion #22623

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYMENT

The Jefferson County Public School District shall not discriminate in recruitment or employment on the basis of age, color, creed, disability, marital or parental status, national origin, race, sex, sexual orientation, veteran status, religion, or political opinion or affiliation. The District shall promote equal opportunities through a vigorous affirmative action program as an integral part of personnel policy and practice in the employment, development, advancement, and treatment of employees of the Jefferson County Public Schools.

Revised: November 26, 2007, Motion #43705
Revised: November 13, 1995, Motion #27339
History: Policy Gl.000
Revised: June 28, 1976, Motion #10096
Adopted: October 1, 1979, Motion #12932
Revised: January 28, 1991, Motion #22623
Reference: Age Discrimination in Employment Act
 Equal Pay Act of 1963
 Section 504 of the Rehabilitation Act of 1973
 Title VII of the Civil Rights Act of 1964
 Title IX of the Education Amendments of 1972
 Title VI of the Civil Rights Act of 1964
 Americans with Disabilities Act of 1990
 KRS 161.164, KRS 161.990

HARASSMENT/DISCRIMINATION

Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

Harassment/Discrimination due to an individual's race, color, national origin, age, religion, marital or parental status, political beliefs, sex, sexual orientation, veteran status or disability is prohibited.

Employees who engage in harassment/discrimination of another employee or a student on the basis of any of the areas listed above shall be subject to disciplinary action including, but not limited to, termination of employment.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The Superintendent shall develop grievance/complaint procedures providing for:

1. Investigation of allegations of harassment/discrimination; to include the submission of a written report of all findings of an investigation;
2. Establishment of measures to provide confidentiality in the complaint process;
3. A process to identify and employ methods to correct and prevent recurrence of the harassment/discrimination;
4. A process to address the complaint to a higher level of authority if a supervisory staff member is an alleged party in the harassment/discrimination;

5. A process where the provisions of this policy are disseminated in writing annually to all staff and students;
6. Annual training explaining prohibited behaviors; and
7. An appeal of the findings and corrective action to the superintendent.

Failure of an employee, immediate supervisor, principal, and/or superintendent to initiate an investigation of alleged harassment/discrimination, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.

No one shall retaliate against an employee or student because she/he files a written grievance which she/he believes to be true, assists or participates in an investigation, proceeding, or hearing regarding a charge of harassment/discrimination or opposes language or conduct that violates this policy.

STAFF INVOLVEMENT IN DECISION MAKING

To the extent practicable, district employees to be affected by a decision shall have the opportunity to participate or have input into decision making.

Appropriate areas for broad participation by Jefferson County Public School District employees shall include, but not be limited to, policy development, development of administrative rules, budget planning, curriculum development, and textbook and materials selection.

Reviewed: November 13, 1995, Motion #27339

Adopted: October 1, 1979, Motion #12983

Revised: March 24, 1986, Motion #18410

Revised: January 28, 1991, Motion #22623

STAFF ETHICS

Each employee of the Jefferson County Public School District shall carry out the duties and responsibilities under such standards as will assure ethical performance of duty.

Reviewed: November 13, 1995, Motion #27339
History: Policy G36.000
Adopted: December 16, 1974, Motion #9067
Adopted: October 1, 1979, Motion #12983
Revised: January 28, 1991, Motion #22623

STAFF CONFLICTS OF INTEREST

No employee of the Jefferson County Public School District shall (1) violate any of the standards of ethical conduct stated in the Procurement Regulations issued by the Jefferson County Board of Education, or (2) have a financial interest, directly or indirectly, in an amount exceeding \$25.00 per year, in supplying to or purchasing from the school district any books, stationery or any other property, perishables, materials, supplies, equipment or services for which school funds are or were expended, except (a) personal services that are in addition to those required by contract for employment, or (b) goods or merchandise sold by competitive bid or at public auction. In complying with this policy, employees shall strictly adhere to the provisions of KRS 45A.455, Conflicts of Interest – Gratuities and Kickbacks – Use of Confidential Information, and KRS 156.480(2), Employees of School District with Decision-Making Authority Prohibited from Supplying Goods or Services for Which School Funds are Expended.

Revised: July 10, 2006, Motion # 39221
Reviewed: November 13, 1995, Motion #27339
History: Policies G4.000 and DNA
Adopted: December 16, 1974, Motion #9067
Adopted: October 1, 1979, Motion #12983
Revised: January 28, 1991, Motion #22623
Reference: KRS 45A.455, KRS 56.480

NEPOTISM

No employee may use his/her employment status to influence the employment in the Jefferson County Public School District of a relative which is defined as the employee's father, mother, brother, sister, husband, wife, son, daughter, grandparent, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, mother-in-law, father-in-law, sister-in-law, or brother-in-law. Employees shall not be assigned to a school, office, or unit where an employee must be directly or indirectly supervised or evaluated by a relative.

The superintendent shall develop procedures to implement this policy for all personnel assignments.

Any violation of this policy shall result in disciplinary action.

Revised: November 26, 2007, Motion #43706
Reviewed: November 13, 1995, Motion #27339
History: Policy G5.000
Adopted: December 16, 1974, Motion #9067
Revised: March 24, 1986, Motion #18410
Revised: January 28, 1991, Motion #22623
Reference: KRS 160.180, KRS 160.380

STAFF CONDUCT

As public employees working for the Jefferson County Public School District, all employees are expected, to the best of their ability, to perform their duties honestly and faithfully. Employees shall refrain from outside activities that interfere with the proper discharge of their duties to the school district. Employees shall not place themselves in positions that will cause them to act in any manner other than in the best interest of the public and the school district.

Firearms/Deadly Weapons

Employees are prohibited from the possession and/or use of firearms or other deadly weapons of any kind, in the workplace, or on district property at any time, unless authorized by the superintendent/designee.

Failure to comply with this prohibition is grounds for disciplinary action up to and including termination.

Drug-Free Workplace

The Jefferson County Public School District is committed to maintaining a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of alcohol, intoxicants, inhalants, narcotics, non-narcotics that do not have a legitimate medical use, or any other controlled substance, as defined in schedule I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) or Kentucky Revised Statutes Chapter 218A, is prohibited in the workplace. Failure to comply with this prohibition is grounds for disciplinary action up to and including termination.

The Superintendent shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the district's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Employees shall be subject to disciplinary action up to and including termination if convicted of offenses related to sexual misconduct or drugs, as defined in Board Policy GCDB, alcohol, violent crime or felony offenses committed on or off school district property. Each employee shall notify his or her supervisor of any criminal conviction for these offenses no later than five

days after the conviction. Failure to provide notice of a criminal conviction for these offenses may result in disciplinary action up to and including termination.

For purposes of this policy, “workplace” includes any site where school district work is performed, including school buildings, school premises, property owned, leased or used by the district for educational or business purposes, school-owned vehicles, or other school-approved vehicles used for school business or to transport staff members or students to and from school or school activities. “Workplace” also includes any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students or staff members are under the jurisdiction of the district.

Revised: November 26, 2007, Motion #43706
Reviewed: November 13, 1995, Motion #27339
History: "Standard of Conduct"
Adopted: November 29, 1976, Motion #13064
Rules and Regulations
Revised: October, 1977
Adopted: October 1, 1979, Motion #12983
Revised: March 24, 1986, Motion #18410
Revised: January 28, 1991, Motion #22623
Revised: June 20, 1994, Motion #25823
Reference: KRS 156.480
Drug-Free Workplace Act of 1988, 41 U.S.C. 701 et seq.
34 CFR Part 85
KRS 527.070

STAFF ATTENDANCE

Good attendance is necessary and expected in order to maintain an efficient school system; therefore, the Jefferson County Public School District encourages its employees to develop satisfactory attendance performance in pursuit of that goal. All employees shall be apprised of this goal and a plan for improving staff attendance shall be developed. Every reasonable effort shall be made to obtain and examine pre-employment job attendance data of potential employees. Attendance data shall be considered in the promotion of employees.

Reviewed: November 13, 1995, Motion #27339

Adopted: October 11, 1982, Motion #15772

Revised: January 28, 1991, Motion #22623

BOARD-STAFF COMMUNICATIONS

All employees of the Jefferson County Public School District shall be informed of approved lines of communication. All employees shall make every reasonable effort to follow these lines of communication in carrying out their duties.

Reviewed: November 13, 1995, Motion #27339

Adopted: October 1, 1979, Motion #12932

Revised: March 24, 1986, Motion #18410

Revised: January 28, 1991, Motion #22623

STAFF HEALTH AND SAFETY

The Jefferson County Public School District shall provide every employee with working conditions and tools which adhere to standards and regulations set by the Occupational Safety and Health Act, Kentucky Occupational Safety and Health Act, and Environmental Protection Agency requirements. Where safety and health requirements of a particular job mandate specific action on the part of the employee (e.g., annual health examinations), procedures to ensure that such action takes place shall be developed under the direction of the superintendent.

Revised: November 13, 1995, Motion #27339

Adopted: October 1, 1979, Motion #12932

Revised: January 28, 1991, Motion #22623

STAFF PARTICIPATION IN COMMUNITY ACTIVITIES

The Jefferson County Public School District shall encourage staff to participate in community activities and to maintain membership in community organizations when such participation and/or membership does not interfere with the duties and performance responsibilities of the employee.

Reviewed: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12932
Revised: January 28, 1991, Motion #22623

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

Employees of the Jefferson County Public School District shall not engage in political activities on Jefferson County Public School property during school/office hours. At no time shall school equipment be used for political purposes by employees. Employees shall not be prohibited from renting school property for use at appropriate times for political purposes. Any employee engaging in political activity during school/office hours shall be subject to disciplinary action which could result in discharge.

Upon the recommendation of the Superintendent the board of education may grant any employee, upon written request, an unpaid leave for the purpose of engaging in political activities.

Reviewed: November 13, 1995, Motion #27339
History: Policy G25.000
Adopted: December 16, 1974, Motion #9067
Revised: August 23, 1976, Motion #10174
Adopted: October 1, 1979, Motion #12932
Revised: March 24, 1986, Motion #18410
Revised: January 28, 1991, Motion #22623
Reference: KRS 161.164, KRS 161.990

STAFF GIFTS AND SOLICITATIONS

No employee of the Jefferson County Public School District shall receive, directly or indirectly, any gift, reward, or promise of reward in exchange for influence in recommending or procuring the use of any goods, services, property, or merchandise of any kind for which school funds are expended.

Appeals by community organizations for support shall be authorized by the superintendent/designee prior to collection of funds. All donations/contributions will be voluntary.

Reviewed: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12932
Revised: January 28, 1991, Motion #22623

USE OF TOBACCO PRODUCTS BY STAFF MEMBERS

The use of tobacco products is prohibited in any building owned or operated by the Board, including any central office building and in any Board owned vehicle.

Staff members of the Jefferson County Public Schools may be permitted to use tobacco products on school grounds or central office grounds only in outside areas so designated by the superintendent or the principal, subject to the limits set by law. When on duty away from school premises, including field trips, staff members are prohibited from using tobacco products in the presence of students.

Revised: August 8, 2005, Motion #38326
Adopted: October 1, 1979, Motion #12932
Revised: January 28, 1991, Motion #22623
Reviewed: November 13, 1995, Motion #27339
Reference: KRS 438.050, OAG 81-295, OAG 91-137, KRS 160.290, KRS 160.340
P.L. 107-110 (No Child Left Behind Act of 2001)

PERSONNEL RECORDS

The Jefferson County Public School District shall maintain files on individual employees and shall permit employees to examine the contents of the personnel files, in the presence of appropriate district personnel.

The district shall grant reasonable requests from the employee for copies of the contents of his/her personnel file, for which a reasonable charge may be established. Recommendations and references obtained prior to employment and references obtained for promotions shall remain confidential and may not be examined by the employee. The confidential section shall be removed from the file prior to employee's examination of said contents.

The employee shall be notified when any material is added to the personnel file. No anonymous material shall be placed in personnel files. All material placed in the file shall be job-related.

The employee shall have the right to furnish a written response to any material filed, and that document shall be reviewed by the appropriate administrator and entered into the employee's record. The employee shall have the right to request an amendment to records maintained by the district, subject to procedures established by the superintendent.

Revised: November 13, 1995, Motion #27339

History: Policy G19.000

Adopted: December 16, 1974, Motion #9067

Adopted: October 1, 1979, Motion #12932

Revised: March 24, 1986, Motion #12932

Revised: January 28, 1991, Motion #22623

STAFF COMPLAINTS AND GRIEVANCES

The Jefferson County Public School District shall guarantee due process to employees for complaints and grievances concerning employment.

Reviewed: November 13, 1995, Motion #27339
History: Policy G32.000
Adopted: December 16, 1974, Motion #9067
Adopted: October 1, 1979, Motion #12932
Revised: January 28, 1991, Motion #22623

WORK STOPPAGE

An individual may not accept or hold employment with the Jefferson County Public School District if the individual participates in a strike or other work stoppage against the district.

Reviewed: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12932
Revised: January 28, 1991, Motion #22623

SUPERINTENDENT'S AUTHORITY DURING WORK STOPPAGE

In the event that schools are closed as a result of a strike or other work stoppage or when schools are open and personnel fail to render services, the superintendent shall have the authority, subject to approval of the board of education, to waive or suspend any and all board policies until such time as the board determines the strike or work stoppage has ended.

Reviewed: November 13, 1995, Motion #27339

Adopted: October 1, 1979, Motion #12932

ACTION AGAINST PERSONNEL DURING WORK STOPPAGE

In the event that schools are closed as a result of a strike or other work stoppage or when schools are open and personnel fail to render services, the superintendent shall have the authority to take appropriate administrative action against individual personnel.

1. The superintendent may cancel or suspend payment for emergency leave as granted under KRS 161.152 for any employee.
2. The superintendent may cancel or suspend personal leave days as granted under KRS 161.154 and the Board Policy GCBDC.
3. The superintendent may require of an employee a certificate signed by a physician in order to approve payment for sick leave granted under KRS 161.155 in the event there is information indicating the employee was able to work.
4. The superintendent may administratively cancel, suspend and/or withhold payment for any group insurance, benefit, or deduction from salary for any individual employee as granted under KRS 161.158.
5. The superintendent may cancel or suspend all approved requests for vacation until such time as the strike or other work stoppage has ended.
6. The superintendent may cancel or suspend all leave without pay until such time as the strike or other work stoppage has ended.

ASSISTANCE TO PERSONNEL DURING WORK STOPPAGE

In the event that schools are closed as a result of a strike or other work stoppage or when schools are open and personnel fail to render services, the superintendent shall have the authority to take appropriate administrative action to assist individual personnel who make every effort to fulfill the duties of their employment.

1. The superintendent may authorize legal counsel to assist employees in taking whatever legal action is necessary to ensure that their individual rights and economic well-being are protected as a result of any injury sustained from a work stoppage.
2. The superintendent shall turn over to the county attorney, commonwealth attorney, attorney general, or chief state school officer, as appropriate, any and all documents concerning potential violations of civil or criminal statutes.
3. The superintendent shall be authorized to provide transportation of school employees to schools as the superintendent deems necessary.

Revised: November 13, 1995, Motion #27339

Adopted: October 1, 1979, Motion #12932

RECOGNIZED ORGANIZATIONS AND WORK STOPPAGE

Any organization recognized for any purpose by the board of education that participates in a strike or other work stoppage against the Jefferson County Public School District shall lose recognition. All contracts, agreements, or memorandums of understanding developed pursuant to that recognition between the organization and the board of education shall be canceled and be declared null and void.

Reviewed: November 13, 1995, Motion #27339

Adopted: October 1, 1979, Motion #12932

STAFF POSITIONS AND WORKLOAD

The board of education shall establish such positions as necessary for the efficient and orderly operation of the school system.

The board of education shall prescribe the duties for all employees by establishing job descriptions, organizational charts, and shall approve classifications of employees for compensation purposes.

There shall be written job descriptions for all employees of the Jefferson County Public School District. Job descriptions shall include qualifications, performance responsibilities, salary schedule, and physical demands.

The ratio of teachers to students shall be flexible depending upon grade levels, course offerings, accrediting standards, other applicable state laws and regulations and provisions of negotiated agreements.

Revised: November 13, 1995, Motion #27339

History: Policies C6.200 and C6.210

Adopted: August 26, 1974, Motion #8923

Adopted: October 1, 1979, Motion #12923

Revised: January 28, 1991, Motion #22623

INSTRUCTIONAL ASSISTANTS

Instructional assistants, and other paraprofessionals shall be assigned to work under the direction of certified staff in specific instructional and non-instructional areas within the limits set by law.

These tasks shall include, but not be limited to, the following:

- (1) Performing clerical duties
- (2) Tutoring individual pupils
- (3) Directing recreational activities
- (4) Assisting in classroom instruction
- (5) Preparing and organizing instructional materials and equipment
- (6) Assisting in the media centers
- (7) Conducting pupils from place to place and
- (8) Assisting with self-help skills.

Revised: November 13, 1995, Motion #27339
History: G37.100
Adopted: December 16, 1974, Motion #9067
Adopted: October 1, 1979, Motion #12932
Revised: March 24, 1986, Motion #18410
Revised: January 28, 1991, Motion #22623
Reference: KRS 161.010, KRS 161.044, KRS 161.180

STAFF CONTRACTS

The Jefferson County Public School District shall enter into written contracts, either limited or continuing, for the employment of certified personnel as deemed necessary.

The Jefferson County Public School District shall enter into written contracts with classified staff.

Revised: November 13, 1995, Motion #27339
History: Policies G13.210, G13.211, G13.212
Adopted: August 26, 1974, Motion #8923
Adopted: October 1, 1979, Motion #12932
Revised: January 28, 1991, Motion #22623
Reference: KRS 161.011, 161.720-161.810

STAFF SALARY SCHEDULES

The board of education shall establish salary schedules for all employees based on job qualifications, duties, and responsibilities for each position.

Compensation for all certified employees shall be regulated by the single salary schedule and/or any relevant addendums as adopted annually by the board of education.

Revised: November 13, 1995, Motion #27339
History: Policy C6.100
Adopted: August 26, 1974, Motion #8923
Policy G17.000
Adopted: December 16, 1974, Motion #9067
Adopted: October 1, 1979, Motion #12932
Reference: KRS 157.350, KRS 160.340(e)

TEACHER PLACEMENT ON SALARY SCHEDULE

Teachers newly employed by the Jefferson County Public School District shall be placed on the salary schedule in accordance with applicable state statutes, regulations of the state board of education, other applicable state and federal regulations and procedures established by the superintendent.

Newly employed teachers may receive credit for a maximum of ten (10) years teaching experience recognized by the state board of education including up to two (2) years for active pre-employment military experience. Credit may be given for a maximum of four (4) years of teaching/work experience prior to ten (10) years immediately preceding employment. Up to four (4) years experience credit will be deducted from the total years of experience of T & I teachers not holding a Bachelor's Degree.

The district shall recognize Rank III + 15 hours and Rank II + 15 hours for advancement on the salary schedule.

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

A minimum of 140 days of employment and the equivalent of at least seventy (70) full school days of performing teaching duties in any one school year shall be required for one year's experience credit.

Part time experience will be credited for a year of experience when a teacher is employed for at least one hundred forty (140) days of a school year and performs teaching duties for the equivalent of at least seventy (70) full school days during that school year or is employed at least one hundred forty (140) days during each of two (2) school years and performs teaching duties for the equivalent of at least (70) full school days during those years.

Experience credit shall not be given for the following:

- Substitute teaching

- Summer school teaching

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

- Student or cadet teaching

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

Revised: November 26, 2007, Motion #43706
Revised: November 13, 1995, Motion #27339
History: Policies G17.100, G17.200, G17.400
Adopted: December 16, 1974, Motion #9067
Policy: G11.200
Adopted: May 9, 1977, Motion #10666
Adopted: October 1, 1979, Motion #12932
Revised: March 24, 1986, Motion #18410
Revised: January 28, 1991, Motion #22623
Reference: KRS 157.320, KRS 157.390

STAFF SUPPLEMENTARY PAY PLANS

The board of education shall provide supplementary pay plans for positions where justified for added responsibilities. In such cases the job descriptions must reflect added responsibilities and must have prior approval of the board of education.

Approved overtime for hourly employees over forty (40) hours shall be paid at one and one-half times the normal hourly rate of pay as authorized.

Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12932

STAFF FRINGE BENEFITS

Insurance and other fringe benefits shall be provided to employees of the Jefferson County Public School District as recommended by the superintendent. This may include state and district paid fringe and insurance plans as well as optional employee-paid programs.

Revised: November 13, 1995, Motion #27339

Adopted: October 1, 1979, Motion #12932

Revised: June 14, 1982, Motion #15490

Revised: January 28, 1991, Motion #22623

**STAFF TAX SHELTERED ANNUITY AND DEFERRED COMPENSATION
PROGRAMS**

The Jefferson County Public School District shall make available, to its employees, the means whereby tax sheltered annuities may be purchased and compensation may be deferred through payroll deductions.

The payroll deductions for tax sheltered annuities shall comply with the Internal Revenue code of 1954, as amended, and as provided in KRS 161.158.

The payroll deductions for deferred compensation plans shall comply with the Internal Revenue code of 1954, as amended, and as provided for in KRS 161.158 (2) and (3) and KRS 18A.230 through 18A.350.

Tax sheltered annuity plans shall be approved by the superintendent and the board.

Revised: November 13, 1995, Motion #27339
Adopted: September 11, 1979, Motion #12837
Revised: March 24, 1986, Motion #18410
Revised: September 28, 1987, Motion #19582
Revised: January 28, 1991, Motion #22623
Reference: KRS 18A.230-18A.350, KRS 161.158

STAFF LEAVES AND ABSENCES

The superintendent shall establish procedures for granting leaves of absence authorized by law/board policy. An absence from duty not associated with an approved leave shall be treated as job abandonment regardless of intent to return to work and may result in termination.

Revised: November 26, 2007, Motion #43706
Revised: November 13, 1995, Motion #27339
History: Policy C6.270
Revised: September 25, 1972, Motion #8012
Adopted: October 1, 1979, Motion #12932
Adopted: June 14, 1982, Motion #15490
Revised: March 24, 1986, Motion #18410
Revised: January 28, 1991, Motion #22623
Reference: KRS 161.770, KRS 161.790, KRS 161.011

STAFF SICK LEAVE

Sick leave shall be granted to employees in accordance with the limits and restrictions set by law provided the employee has not exhausted the current and accumulated sick leave credit. Employees must be in active pay status or on an approved leave during their scheduled work year in order to utilize sick leave.

Sick leave may be granted to an employee upon presentation of a personal affidavit or a certificate of a physician stating that the employee or member of employee's immediate family was ill on the day or days absent from duty and providing the employee has not exhausted the current and accumulated sick leave credit.

A new classified employee or a former employee rehired in a classified position shall not be paid for sick leave while serving in the ninety (90) day probationary period. In the event the employee becomes a permanent employee, the employee will be considered to have earned one (1) day sick leave for each full month of employment retroactive to the date of employment. A permanent employee placed on probation for disciplinary reasons, shall be paid for any accumulated sick leave in the event of illness during this probationary period.

Part-time classified, temporary, seasonal and substitute employees and student workers shall be excluded from paid sick leave.

Revised: November 13, 1995, Motion #27339
History: Policy G29.000
Adopted: December 16, 1974, Motion #9067
Adopted: October 1, 1979, Motion #12932
Revised: June 14, 1982, Motion #15490
Revised: March 24, 1986, Motion #18410
Reference: KRS 161.155

STAFF MEDICAL LEAVE

An employee of the Jefferson County Public School District may be granted a medical leave upon written request whenever an employee has been advised by a physician that, for medical reasons, the employee will not be able to work. The written request shall include the "Certification of Health Care Provider" form completed by the attending physician.

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

An employee who qualifies for workers compensation payment while on medical leave directly resulting from an accident sustained in the course of fulfilling job responsibilities may receive service credit for the purpose of salary step placement.

Initial probationary, part-time classified, temporary, seasonal, and substitute employees and student workers shall not be eligible for medical leave except for those qualifying for workers compensation payments directly resulting from accidents sustained in the course of fulfilling job responsibilities.

Revised: November 26, 2007, Motion #43706

Revised: November 13, 1995, Motion #27339

Adopted: October 1, 1979, Motion #12932

Revised: January 28, 1991, Motion #22623

Reference: KRS 161.770

STAFF PERSONAL LEAVE

Jefferson County Public School District employees may be credited with paid personal leave which may be used at the employee's discretion as per procedures established by the superintendent and any applicable negotiated agreement. Unused personal leave days may be converted to sick leave at the end of each fiscal year.

Personal leave shall be approved by the employee's immediate supervisor or the appropriate administrator if the employee's absence will not interrupt or impede the work program or violate any applicable negotiated labor agreement.

Except as expressly provided in negotiated labor agreements, part-time, temporary, seasonal, probationary and substitute employees and student workers are excluded from paid personal leave.

Revised: November 26, 2007, Motion #43706
Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12932
Revised: June 14, 1982, Motion #15490
Revised: March 24, 1986, Motion #18410
Reference: KRS 161.154

STAFF EMERGENCY LEAVE

Emergency leave, not to exceed two (2) days per year, may be granted to employees as per procedures established by the superintendent. Emergency days may not be accumulated from year to year.

Reasons for granting emergency leave may include the death or funeral of a relative by blood or marriage; emergency situations resulting from natural disasters, such as flood, tornado, or primary dwelling fire; and such other reasons of emergency as approved by the superintendent/designee.

Part-time, initial probationary, temporary, seasonal and substitute employees and student workers are excluded from emergency leave.

Revised: November 13, 1995, Motion #27339
History: Policy G9.000
Adopted: December 21, 1970, Motion #7167
Revised: August 26, 1974, Motion #8913
Revised: November 14, 1977, Motion #11107
Adopted: October 1, 1979, Motion #12932
Revised: June 14, 1982, Motion #15490
Revised: March 24, 1986, Motion #18410
Reference: KRS 161.152

STAFF DEVELOPMENT LEAVE

Long-term staff development leave may be granted to employees of the Jefferson County Public School District for educational or professional purposes for a period of not more than two consecutive years. The employee may request a renewal. Such a renewal is subject to approval by the board upon recommendation of the superintendent. When the leave is requested, the intended educational and/or professional accomplishment of the leave shall be included with the request. Evidence of such educational/professional work must be presented upon return from leave. Time spent on professional leave shall not count toward continuing contract status.

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

Revised: November 13, 1995, Motion #27339
History: Policy G26.000
Adopted: December 16, 1974, Motion #9067
Adopted: October 1, 1979, Motion #12932
Revised: March 24, 1986, Motion #18410
Revised: January 28, 1991, Motion #22623
Reference: KRS 161.770

STAFF CHILD REARING/ADOPTION LEAVE

An employee of the Jefferson County Public School District may be granted upon written request an unpaid leave of absence for the purpose of fulfilling adoption requirements or for rearing the employee's pre-school child(ren).

A single child rearing/adoption leave may be granted for a period of no less than thirty (30) days and no more than two (2) consecutive school years or a major portion thereof.

Part-time, initial probationary, temporary, seasonal and substitute employees and student workers are not eligible for child rearing/adoption leave, except as provided by federal law.

Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12932
Revised: June 14, 1982, Motion #15490
Revised: March 24, 1986, Motion #18410

FAMILY AND MEDICAL LEAVE

In compliance with the Family and Medical Leave Act of 1993, as amended (FMLA), eligible employees may take up to 12 workweeks of unpaid family and medical leave each rolling 12 month period for the following reasons:

1. Birth of an employee's child or care of the child, within 12 months of the birth;
2. Placement of a child with the employee for adoption or foster care, within 12 months of the placement;
3. Care of a spouse, son, daughter or parent with a serious health condition;
4. The employee's serious health condition that makes the employee unable to perform the functions of his/her job;
5. A qualifying exigency arising from the active duty or call to active duty of a spouse, child or parent in support of an Armed Forces contingency operation.

If both husband and wife are District employees, they may take a combined total of up to 12 workweeks of leave under paragraphs 1, 2 and 3 above.

An employee may take up to 26 workweeks of unpaid leave during a single 12 month period to care for the employee's spouse, child, parent or next of kin who incurred a serious injury or illness while on active duty in the Armed Forces. If both husband and wife are District employees, they may take a combined total of up to 26 workweeks of leave.

Leave that is taken by an eligible employee for any of the above reasons shall be counted as FMLA leave, even if the employee does not request leave under the FMLA. If an employee is entitled to paid leave under any Kentucky statute, other District policy, or collective bargaining agreement, the employee may elect to substitute the paid leave for unpaid FMLA leave, and the paid leave shall run concurrently with the FMLA leave.

Eligibility

Employees are eligible for FMLA leave if they have been employed for 12 months and worked at least 1,250 hours during the 12 months preceding the leave. Full-time teachers are deemed to meet the 1,250 hour test.

Notice

Employees shall provide 30 days advance notice when the need for leave is foreseeable; otherwise, employees shall provide notice as soon as practicable. When leave is needed for planned medical treatment, the employee must consult with the District about the leave schedule. The District may require that a request for leave be supported by a health care provider's certification, when such a request is permitted by federal regulations.

Continuation of Benefits

While on leave, employees shall be entitled to all employment benefits accrued before the leave began. Health insurance shall continue to be provided on the same terms as before the leave. Employees on leave shall pay their portion of health insurance premiums unless they choose to terminate health insurance. If an employee substitutes paid leave for FMLA leave, the employee's portion of health insurance premiums will be paid by payroll deduction during the period of paid leave.

Return to Work

Upon return to work, the employee shall be returned to his/her same position or a position with equivalent pay, benefits and working conditions, as determined by established District policies, practices and collective bargaining agreements. However, the employee has no greater right to reinstatement or benefits than if the employee had not taken any leave. When leave is taken for an employee's own serious health condition, the District may require a fitness-for-duty certification before the employee returns to work.

Intermittent Leave or Reduced Leave Schedule

Leave may be taken intermittently or on a reduced leave schedule when medically necessary for a serious health condition of the employee or a family member. Intermittent leave or a reduced leave schedule may be taken for other reasons only at the District's discretion. The District may temporarily transfer an employee to an available alternative position or may alter an existing job to better accommodate intermittent or reduced schedule leave.

Special Limitations on Family and Medical Leave for Instructional Employees

When leave is taken near the end of a semester, the District may require an instructional employee to continue the leave to the end of the semester in accordance with federal regulations. If intermittent leave or reduced schedule leave is requested for planned medical treatment, and if the leave would cover more than 20 percent of the working days in the period of leave, the District may require the employee either to take leave for a period or periods not greater than the duration of the treatment, or to transfer temporarily to an alternative equivalent position which better accommodates such leave.

Miscellaneous

Except as set forth in this policy, the District reserves the right to exercise all discretion afforded to it under the FMLA and the federal regulations. This policy shall not expand eligibility for leave beyond what is required by federal law. To the extent that this policy fails to state any limitations or requirements set forth in the FMLA and federal regulations, such limitations or requirements shall apply. If greater rights are provided under any collective bargaining agreement, such rights shall apply.

Adopted: August 24, 2009, Motion #45280

Family and Medical Leave Act of 1993, as amended, Public Law 103-3, as amended by Section 585 of National Defense Authorization Act for FY 2008, Public Law 110-181; Code of Federal Regulations, Title 29, Part 825.

**STAFF ABSENCES FOR SUBPOENAS AND/OR SCHOOL-RELATED LEGAL
BUSINESS AND JURY DUTY**

Employees of the Jefferson County Public School District who are legally required to appear in court or to be away from regular school duties for school-related legal obligations and who are not covered under any other leave policy shall be granted paid leave when such appearance is properly certified. The district may provide legal counsel to employees in any legal action taken against them in connection with the discharge of their duties when sanctioned by the superintendent. The employee must, however, promptly deliver the original or copy of a summons, complaint, or other legal paper to the immediate supervisor. Such leave shall not be granted when the employee is a plaintiff or witness against the board or its agents, or when the employee is a plaintiff in cases without the sanction of the superintendent.

Any employee of the Jefferson County Public School District who serves on a jury shall be granted jury duty leave with regular pay, less any compensation received as jury pay. Any reimbursement for expenses may be retained by the employee.

Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12932
Revised: June 14, 1982, Motion #15490
Revised: January 28, 1991, Motion #22623

STAFF MILITARY LEAVE

Military leave shall be granted to any employee of the Jefferson County Public School District pursuant to KRS 61.371-61.379 and 61.394.

Revised: November 13, 1995, Motion #27339
History: Policy G28.000
Adopted: December 16, 1974, Motion #9067
Adopted: October 1, 1979, Motion #12932
Revised: June 14, 1982, Motion #15490
Revised: March 24, 1986, Motion #18410
Revised: January 28, 1991, Motion #22623
Reference: KRS 61.371-61.379, KRS 61.394

STAFF VACATIONS AND HOLIDAYS

Any permanent, full-time 12-month employee of the Jefferson County Public School District shall be granted paid vacation leave pursuant to the approved vacation leave procedures. Holidays will be designated annually by the superintendent and approved by the board of education in the annual school calendar.

Revised: November 13, 1995, Motion #27339
History: Rule G39.000
Adopted: March 22, 1976, Motion #9865
Adopted: October 1, 1979, Motion #12932
Revised: March 24, 1986, Motion #18410
Revised: January 28, 1991, Motion #22623
Reference: KRS 160.340(e)

POSTING OF STAFF VACANCIES

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

A job register shall be posted on the district's website and shall be available in hard copy as needed. The job register shall list all current staff vacancies as they occur and shall include qualifications for the position, a description of job duties, and district employment policies.

Employment openings shall be posted in each school building on a timely basis with reference to the central office job register for additional information.

Vacancies may also be posted and advertised outside the district.

Revised: November 26, 2007, Motion #43706
Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12932
Revised: September 25, 1989, Motion #21394
Revised: January 28, 1991, Motion #22623
Reference: KRS 160.380

STAFF HIRING

Staff employed by the Jefferson County Public School District shall be properly certified as required by law and regulation at the time of employment. Staff employed by the Jefferson County Public School District shall meet additional qualifications for each position. To implement this policy, the Superintendent shall develop objective criteria to screen applicants for vacant positions.

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

All applications shall require response concerning the relationship (as defined in KRS 160.180 and KRS 160.380) of each applicant to the superintendent, other district employees, a board member, or other elected public official. The hiring of relatives of the superintendent, board members and principals of the Jefferson County Public School District is subject to the restrictions provided in KRS 160.180 and KRS 160.380.

Applicants for positions shall be employed by the superintendent subject to the notification of the board of education.

No person shall be eligible to hold the position of superintendent, principal, teacher, director of pupil personnel, or other public school position for which certificates may be issued, or receive salary for services rendered in such position, unless the person holds a certificate of legal qualifications for such position.

No person shall enter upon the duties of a position requiring certification qualifications until the certificate has been filed or credentials registered with the district.

The validity and terms for the renewal of any certificate shall be determined by the laws and regulations in effect at the time the certificate was issued.

References are required on applicants for all positions which will be carefully reviewed as a part of making the decision to employ or re-employ.

Revised: September 22, 1997, motion #29485
History: Policies G11.000 and G33.000
Adopted: December 16, 1974, Motion #9067
Adopted: October 1, 1979, Motion #12932
Revised: March 24, 1986, Motion #18410
Revised: September 25, 1989, Motion #21394
Revised: January 28, 1991, Motion #22623
Revised: November 13, 1995, Motion #27339
Reference: KRS 161.010-161.120

STAFF HEALTH EXAMINATIONS

Each employee of the Jefferson County Public School District shall be required to have a TB examination upon initial employment. Evidence of such tests shall be kept on file.

The district may require an employee to submit to additional medical examinations.

Revised: November 13, 1995, Motion #27339
History: Policy G13.110
Adopted: December 16, 1974, Motion #9067
Revised: June 28, 1976, Motion #10097
Adopted: October 1, 1979, Motion #12932
Revised: March 24, 1986, Motion #18410
Revised: January 28, 1991, Motion #22623
Reference: KRS 161.175, 704 KAR 4:020

STAFF PRE-EMPLOYMENT INQUIRIES

Pre-employment inquiries include, but are not limited to, requests for licensure/certification, conviction and criminal history records, references, job attendance data, traffic/accident records, and physical examinations, where applicable. Information obtained from pre-employment inquiries concerning an applicant's conviction and criminal history record, toxicology screens, results of job-related competency/skills assessments and other pre-employment inquiry information shall be kept in strict confidence but shall be considered in determining employment status. Applicants convicted of or pleading guilty to sexual or drug offenses or any felony offense shall not be employed. Any costs of requesting and obtaining records checks will be paid by the applicant.

Sexual offenses include a violation or attempted violation of Rape (1st, 2nd and 3rd degree), Sodomy (1st, 2nd, 3rd and 4th degree), Sexual Abuse (1st, 2nd and 3rd degree), Sexual Misconduct, Indecent Exposure, Prostitution, Promoting Prostitution (1st, 2nd and 3rd degree), Incest, Use of a Minor in a Sexual Performance, Promoting a Sexual Performance by a Minor, Promoting Sale of Material Portraying a Sexual Performance by a Minor, Advertising Material Portraying a Sexual Performance by a Minor, Using Minors to Distribute Material Portraying a Sexual Performance by a Minor, and such other sex crimes as defined by Kentucky Revised Statutes 17.160 and 17.165.

Drug offenses include a violation of Unlawful Trafficking and/or Unlawful Possession of Narcotics and Non-narcotics included in the Kentucky Controlled Substances Act, Kentucky Revised Statutes Chapter 218A and Kentucky Administrative Regulations, Title 902.

Revised: November 26, 2007, Motion #43706
Revised: November 13, 1995, Motion #27339
History: Policy GI.600
Adopted: June 13, 1977, Motion #10800
Adopted: October 1, 1979, Motion #12932
Revised: October 11, 1982, Motion #15772
Revised: April 11, 1983, Motion #16152
Revised: March 24, 1986, Motion #18410
Revised: September 28, 1987, Motion #19582
Revised: January 28, 1991, Motion #22623
Reference: Title VII of the Civil Rights Act
 of 1964
 KRS Chapter 17, KRS Chapter 218A
 KAR Title 902

PART-TIME AND SUBSTITUTE STAFF EMPLOYMENT

Part-time, temporary, seasonal, and substitute staff may be employed in board-approved positions as determined by the superintendent.

The Jefferson County Public School District may use substitute teachers in accordance with state law and Kentucky Administrative Regulations. Substitute teachers shall have the same authority as the teacher while engaged for services in the place of the regularly assigned teacher. Retired teachers and administrators may substitute teach in accordance with the applicable state law and the Kentucky Administrative Regulations.

Teachers on leave of absence may not substitute teach in the Jefferson County Public School District, except for those who qualify for professional or adoption/child rearing leave.

Paid leaves of absence and other benefits reserved for full-time regular employees are not applicable to part-time classified, temporary, seasonal and substitute employees.

Seniority and rights to reassignment and/or re-employment shall not accrue as a result of service in any part-time classified, temporary, seasonal or substitute staff assignment.

References are required which will be carefully reviewed as part of the decision to employ or re-employ. References will include former and current supervisors.

Revised: November 13, 1995, Motion #27339
History: Policy G34.100
Adopted: July 28, 1975, Motion #9526
Adopted: September 15, 1975, Motion #9574
 Policies G35.000 and G35.100
Adopted: October 1, 1979, Motion #12932
Revised: January 28, 1991, Motion #22623
Reference: KRS 160.290, KRS 161.100, KRS 161.545, KRS 161.605

STAFF ORIENTATION

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

Revised: November 13, 1995, Motion #27339
History: Policy C6.250
Adopted: August 26, 1974, Motion #8923
Adopted: October 1, 1979, Motion #12932
Revised: January 28, 1991, Motion #22623

CERTIFIED STAFF TENURE

Certified staff shall gain tenure as teachers in accordance with the provisions of KRS 161.740, and tenure as administrators in accordance with the provisions of KRS 161.765. Continuing service contracts, issuance of four (4) limited contracts in a six (6) year period, shall remain in effect until the teacher resigns or retires. Teachers who have attained continuing contract status in another Kentucky school district and are employed in the Jefferson County Public Schools District shall serve a one-year probationary period of service before continuing contract status is granted. This applies only when continuing contract status is transferred within seven (7) months from the time employment in the other school district is terminated.

Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12932
Revised: March 24, 1986, Motion #18410
Revised: January 28, 1991, Motion #22623
Reference: KRS 161.720, KRS 161.740

STAFF PROBATION

New classified employees, and former employees re-employed in classified positions, shall serve an initial ninety (90) day probationary period as specified in the appropriate bargaining agreement or district procedures. The purpose of the initial probationary period is to determine the employee's suitability for the position.

Classified employees reassigned from one job classification to another shall serve a reassignment probationary period of ninety (90) working days. The purpose of the reassignment probation is to determine the employee's capability of performance in the new assignment.

Present classified employees whose work or conduct is unsatisfactory may be placed in disciplinary probation status. The purpose of the disciplinary probation is to determine the employee's capability of continued employment.

Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12932
Revised: May 10, 1982, Motion #15402
Revised: March 24, 1986, Motion #18410
Revised: January 28, 1991, Motion #22623

STAFF SENIORITY

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

Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12932
Revised: March 24, 1986
Revised: January 28, 1991, Motion #22623

STAFF ASSIGNMENTS

All employees of the Jefferson County Public School District shall be assigned by the superintendent subject to the notification of the board of education. The superintendent may designate Personnel Services to provide notice of assignment. All assignments of employees shall be made in accordance with state law, Kentucky Administrative Regulations, and/or other legal agreements.

Revised: November 13, 1995, Motion #27339
History: Policy C6.230
Adopted: August 26, 1974, Motion #8923
Policy G13.200
Adopted: December 16, 1974, Motion #9067
Adopted: October 1, 1979, Motion #12932
Revised: June 14, 1982, Motion #15490
Revised: March 24, 1986, Motion #18410
Revised: January 28, 1991, Motion #22623
Reference: KRS 160.340, KRS 160.380, KRS 161.760

STAFF ASSIGNMENTS TO SCHOOLS/PROGRAMS

The curriculum of the Jefferson County Public School District shall include regular programs, special education programs, and optional schools/programs. The special characteristics and requirements of these programs shall be used to develop criteria for assigning teachers to programs/options within schools and program/schools within the district.

Revised: November 13, 1995, Motion #27339
History: G13.300
Adopted: February 26, 1979, Motion #12258
Adopted: October 1, 1979, Motion #12932
Revised: January 28, 1991, Motion #22623

STAFF ASSIGNMENT AND TRANSFER

The superintendent shall establish assignment and transfer procedures for effecting voluntary and involuntary transfer/reassignments which may be applied at the request of the employee or which may be initiated by the school district.

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

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

All voluntary and involuntary transfers/reassignments shall be approved by the superintendent.

Revised: July 17, 2000, Motion #32951
Adopted: October 1, 1979, Motion #12932
Revised: June 14, 1982, Motion #15490
Revised: March 24, 1986, Motion #18410
Revised: January 28, 1991, Motion #22623
Revised: November 13, 1995, Motion #27339
Reference: KRS 160.345

STAFF ASSIGNMENT TO TEMPORARY DUTY

Any employee may be temporarily appointed or assigned by the superintendent to duties other than the employee's regular duties subject to the notification of the board of education.

There shall be no change in compensation or benefits during the temporary appointment or assignment unless authorized by the superintendent.

Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12932
Revised: June 14, 1982, Motion #15490
Revised: January 28, 1991, Motion #22623
Reference: JCPS Policy: CI
 KRS 160.340, KRS 160.370-160.390, KRS 161.760

STAFF JOB SHARING

Jefferson County Public School District employees may be permitted to participate in a job sharing program in accordance with procedures established by the superintendent.

Initial probationary, temporary, seasonal and substitute employees and student workers are not eligible for job sharing.

Revised: November 13, 1995, Motion #27339
Adopted: June 14, 1982, Motion #15490

STAFF TIME SCHEDULES

Jefferson County Public School District employees shall adhere and conform to time schedules for duty hours applicable to their job classification, and to appropriate procedures for accounting for time and attendance as set by the superintendent.

Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12932
Revised: June 14, 1982, Motion #15490

NON-INSTRUCTIONAL DUTIES

School employees, within the limitations of training and competency, may be assigned by the immediate supervisor/principal to such non-classroom duties as deemed necessary for the proper functioning of the schools by the Jefferson County Public School District or its administrative staff. These duties shall include, but not be limited to, the following:

- (1) bus duty
- (2) playground duty
- (3) cafeteria duty
- (4) chaperoning field trips
- (5) hall monitoring

Revised: November 13, 1995, Motion #27339

Adopted: October 1, 1979, Motion #12932

Revised: January 28, 1991, Motion #22623

Reference: KRS 161.180, KRS 161.185

STAFF MEETINGS AND DEVELOPMENT OPPORTUNITIES

The Jefferson County Public School District expects all employees to participate in meetings or activities which are designed to increase their skills and competencies or to contribute to their professional growth or to provide information.

The Jefferson County Public School District shall provide development opportunities for its employees to develop their skills and to receive training necessary for performance of duties as required.

In-service shall be provided for the specific purpose of involving local school staffs, individually or in cooperation with other schools, in planning and executing professional growth activities. Development opportunities shall be provided for all staff members.

Revised: November 13, 1995, Motion #27339

Adopted: October 1, 1979, Motion #12932

Revised: January 28, 1991, Motion #22623

STAFF VISITATIONS AND CONFERENCES

Jefferson County Public School District employees may apply for and be granted a leave of absence for the purpose of attending professional meetings, conferences and workshops outside the district which are adjudged to be in the interest of the district. Administrative procedures may cover assignment, payment of expenses, waiving of salary deductions and/or other board-adopted pertinent matters.

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

Part-time classified, temporary, seasonal and substitute employees are not eligible for conference/workshop leave unless approved by the superintendent/designee.

Revised: November 26, 2007, Motion #43706
Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12932
Revised: June 14, 1982, Motion #15490
Reference: KRS 160.410

SUPERVISION AND EVALUATION OF STAFF

The superintendent shall delegate the responsibility of supervision for improvement of instruction to those persons who have been identified for the task within the organizational structure. All staff shall be informed of the name of their immediate supervisor. The goal of supervision shall be to maximize employee capabilities in the pursuit of educational excellence.

The performance of teachers who have attained continuing contract status shall be evaluated at least once every three (3) years. Non-tenured teachers and all administrators shall be evaluated annually. All classified staff shall be evaluated annually during the initial four (4) years of employment and at least once every three (3) years thereafter. Evaluations shall recognize the individual contributions of employees and shall address the need for accountability within the district.

The purposes of the evaluation system shall be to: improve instruction, provide a measure of performance accountability to citizens, provide encouragement and incentive for employees to improve performance, and support individual personnel decisions.

The procedures for such evaluations shall be established and implemented by the superintendent in accordance with state statute/regulations. Evaluations, along with any response materials an individual employee wishes to submit, will become a part of the employee's personnel record.

Revised: November 26, 2007, Motion #43706
Revised: November 13, 1995, Motion #27339
History: Policy G3.200
Adopted: September 18, 1978, Motion #11945
Adopted: October 1, 1979, Motion #12932
Revised: March 24, 1986, Motion #18410
Revised: January 28, 1991, Motion #22623

STAFF PROMOTIONS

Positions established by the board of education which require administrative or supervisory certification may be deemed as promotional opportunities. Promotional opportunities shall also include administrative positions/job classifications which are paid at a higher salary range than the one to which currently assigned. After all administrative personnel in active status are deployed, vacancies shall be advertised and staffed, in accordance with affirmative action, equal employment opportunity, and state and federal laws. All qualifications being equal, preference for filling such vacancies shall be given to personnel currently employed by the board of education.

References and job attendance data are required of all applicants and these will be carefully considered in making decisions on promotions.

Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12932
Revised: April 11, 1983, Motion #16152
Revised: March 24, 1986, Motion #18410

STAFF TERMINATION OR NON-RENEWAL OF EMPLOYMENT

The Superintendent shall exercise his/her power and authority to terminate or non-renew any employment contract in accordance with the limits set by law. The termination of certified staff employment contracts shall be governed by the provisions of KRS 161.790. The non-renewal of certified staff on limited contracts shall be governed by the provisions of KRS 161.750.

The superintendent may non-renew a classified employment contract pursuant to the provisions of KRS 161.011. The superintendent may terminate a classified employment contract pursuant to the provisions of KRS 161.011.

The superintendent shall develop procedures to afford employees due process as required by law.

Revised: November 26, 2007, Motion #43706
Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12932
Revised: January 28, 1991, Motion #22623
Reference: KRS 161.790, KRS 161.765, KRS 161.750, KRS 161.011

REDUCTION IN WORK FORCE

The superintendent shall reduce the work force as necessary in accordance with the Kentucky Revised Statutes.

When it becomes necessary to reduce the work force, the Jefferson County Public School District shall make such reductions in the following order:

- (1) Those on temporary status having least seniority within the job category affected.
- (2) Those on probationary status having the least seniority within the job category affected.
- (3) Those on permanent status having the least seniority within the job category affected.

Before vacant positions are filled by new applicants within job category, employees who were terminated shall have the restoration for staffing vacancies within the job category in the following order:

- (1) Those on permanent status having greater seniority within the job category affected.
- (2) Those on probationary status having greater seniority within the job category affected.
- (3) Those on temporary status having greater seniority within the job category affected.

For purposes of effecting reduction in force, seniority shall be computed from an employee's first compensable day as a probationary, or permanent full-time employee whichever is applicable within the job category affected. In the event that more than one employee subject to reduction in staff are affected by employees having the same seniority date, tie breakers will be utilized.

While the employee is subject to reduction in force, the employee will have the option at his/her expense to remain an active participant in all board and state paid fringe benefit programs to the extent they are available to the employee from the carriers.

Revised: November 13, 1995, Motion #27339

Adopted: October 1, 1979, Motion #12932

Revised: June 14, 1982, Motion #15490

Revised: January 28, 1991, Motion #22623

Reference: KRS 160.290, KRS 160.340, KRS 161.750-161.765, KRS 161.800

RESIGNATION OF STAFF MEMBERS

The superintendent may accept resignations submitted to the Jefferson County Public School District by its employees. This action by the superintendent shall be subject only to notification of the board of education.

Revised: November 13, 1995, Motion #27339
History: Policy A3.001
Adopted: August 23, 1976, Motion #10173
Adopted: October 1, 1979, Motion #12932
Revised: January 28, 1991, Motion #22623
Reference: KRS 160.290, KRS 160.370

SUSPENSION OF STAFF MEMBERS

The superintendent may suspend any certified employee in accordance with the Kentucky Revised Statutes.

For cause, a classified employee may be suspended. The superintendent may suspend a classified employee without pay subject to the notification of the board of education.

Such action shall be taken when necessary for the interest of the efficient operation of the Jefferson County Public School District.

Revised: November 13, 1995, Motion #27339

Adopted: October 1, 1979, Motion #12932

Revised: January 28, 1991, Motion #22623

Reference: KRS 156.132, KRS 161.790

REINSTATEMENT OF STAFF MEMBERS

The superintendent may immediately reinstate personnel upon receipt of information which the superintendent believes justifies reinstatement.

The superintendent shall notify the board of education at the next meeting following the reinstatement.

Revised: November 13, 1995, Motion #27339

Adopted: October 1, 1979, Motion #12932

Revised: January 28, 1991, Motion #22623

NONSCHOOL EMPLOYMENT BY STAFF MEMBERS

Jefferson County Public School District employees shall be expected to give priority to all school/work related duties before engaging in any non-school employment. Such duties shall include daily job responsibility and/or any other related meetings.

Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12932
Reference: KRS 161.180, KRS 161.185

STAFF CONSULTING ACTIVITIES

Employees of the Jefferson County Public School District may not serve as consultants to outside agencies, public and/or private on school district time. Paid consultant work shall be on the employee's own time or on vacation or personal leave days. Programs and/or materials developed by the Jefferson County Public Schools or on Jefferson County Public Schools work time shall not be used in a consulting capacity unless approved by the superintendent. Violation of this policy may result in disciplinary action, up to and including termination.

Revised: November 13, 1995, Motion #27339
History: Policy G24.000
Adopted: December 16, 1974, Motion #9067
Adopted: October 1, 1979, Motion #12932
Revised: January 28, 1991, Motion #22623

TUTORING FOR PAY

No teacher shall receive compensation for tutoring a student currently enrolled in that teacher's class, unless as a part of a program approved by the Jefferson County Board of Education.

No teacher shall tutor a student for pay on school property and/or no teacher shall utilize school materials in tutoring a student for pay, unless as a part of a program approved by the Jefferson County Board of Education.

Reviewed: November 13, 1995, Motion #27339
History: Policy G23.000
Adopted: December 16, 1974, Motion #9067
Adopted: October 1, 1979, Motion #12932
Revised: January 28, 1991, Motion #22623

PROFESSIONAL RESEARCH AND PUBLISHING

Professional research and publication by employees that involve local school information about students and staff and other reserved data shall be done with permission of the superintendent/designee and shall reflect the confidentiality of records, school research, and/or other such pertinent information.

An employee must receive authorization from the superintendent/designee to have access to or to utilize any school related information, school system records, or data from the school system.

Reviewed: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12932
Revised: January 28, 1991, Motion #22623

EXCHANGE TEACHING

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

Reviewed: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12932
Revised: March 24, 1986, Motion #18410
Revised: January 28, 1991, Motion #22623

PROFESSIONAL ORGANIZATIONS

The board of education and the superintendent shall encourage membership of personnel in organizations conducive to professional growth and development of the individual and the system.

The board of education and the superintendent shall work with professional organizations in a cooperative manner in order to ensure the best interests of the students.

Revised: November 13, 1995, Motion #27339

Adopted: October 1, 1979, Motion #12932

Revised: January 28, 1991, Motion #22623

HEADSTART PERSONNEL ADMINISTRATION

The superintendent shall delegate appropriate staff to administer and supervise the Headstart program.

The Headstart Policy Council shall approve or disapprove all hiring and termination of staff assigned to the Head Start program by the superintendent.

HA NEGOTIATIONS GOALS

It is the goal of the board of education that employees participate, to the extent practicable, in the making of decisions affecting their wages, hours, and terms and conditions of employment through the processes of negotiations and/or meet-and-confer.

The board, superintendent, and designated representatives shall in good faith deal fairly and openly with the district's employees, endeavoring to reach agreement on matters which are the subject of negotiations and meet-and-confer sessions, while not intentionally abridging the legal powers and duties of the board and superintendent nor the constitutional and statutory rights and privileges of any employee.

Reviewed: November 13, 1995, Motion #27339
Adopted: January 7, 1980, Motion #13191
Revised: January 28, 1991, Motion #22623

HAA NEGOTIATIONS PRIORITY OBJECTIVE

The negotiations priority objective of the board of education is that good faith negotiations and/or meet-and-confer activities with employees support the primary function of the Jefferson County Public School District which is the education of children.

Reviewed: November 13, 1995, Motion #27339
Adopted: January 7, 1980, Motion #13191
Revised: January 28, 1991, Motion #22623

HB NEGOTIATIONS LEGAL STATUS

The board of education, in the absence of enabling state negotiations statutes, acting within its general powers and duties to manage the Jefferson County Public School District, may exercise its sole discretion to recognize officially an employee organization for the purposes of negotiations and/or meet-and-confer. Such recognition shall be subject to the limitations imposed by court decisions prohibiting the recognition of any organization as exclusive representative.

The board may enter into and/or authorize the superintendent to enter into agreements and to issue memorandums of understanding.

HC SCOPE OF NEGOTIATIONS

The board of education and the superintendent shall authorize their representatives to negotiate and/or meet-and-confer with recognized employee organizations on matters considered by the board to be the most appropriate for purposes such as wages, hours, and terms and conditions of employment.

The board, superintendent, and designated representatives shall retain unto the board, superintendent, and their agents the powers and duties conferred upon them by law which are necessary for the effective operation of the school district and the educational programs for children.

When decisions and issues not directly relating to employee wages, hours, and terms and conditions of employment appropriately lend themselves to input of advice, expertise, information, and opinion from affected employees, the superintendent or designated representatives shall provide them opportunity for reasonable participation.

Reviewed: November 13, 1995, Motion #27339

Adopted: January 7, 1980, Motion #13191

Revised: January 28, 1991, Motion #22623

Reference: KRS 160.290

Board of Trustees of the University
of Kentucky, et al. v. Public
Employees, et al.

571 SW 616, KY., (1978)

Reviewed: November 13, 1995, Motion #27339

Adopted: January 7, 1980, Motion #13191

HD SCHOOL BOARD NEGOTIATING POWERS AND DUTIES

The board of education shall retain solely unto itself the discretionary power to approve or reject the superintendent's recommendations on negotiations proposals, parameters, and tentative agreements.

The board shall continually assess the status of negotiations and provide guidance and general direction to the superintendent.

HE BOARD NEGOTIATING AGENTS

The chief negotiator and other negotiation team members appointed by the superintendent from among appropriate administrative staff shall represent the board of education and the superintendent in negotiations with recognized employee organizations.

The chief negotiator shall serve as spokesperson for the board, superintendent, and negotiation team; be authorized to initiate and obtain research necessary for negotiations; plan, organize, prepare, and develop negotiation strategy; secure and use such legal and special counsel as is appropriate; recommend other members of the negotiation team; and inservice, train, and assist the staff appointed to the team.

The superintendent and/or designee shall meet with representatives of employee organizations recognized by the board on a meet-and-confer basis and may develop memorandums of understanding between the organizations and the superintendent covering those matters on which they are agreed.

Reviewed: November 13, 1995, Motion #27339

Adopted: January 7, 1980, Motion #13191

Reference: KRS 160.290

Board of Trustees of the University
of Kentucky, et al. v. Public

Employees, et al.

571 SW2d 616, Ky., (1978)

Reviewed: November 13, 1995, Motion #27339

Adopted: January 7, 1980, Motion #13191

**HF SUPERINTENDENT'S ROLE IN
NEGOTIATIONS**

The superintendent shall appoint the chief negotiator and such other negotiation team members as may be advisable and necessary, recommend to the board negotiation positions on issues such as finance, management, personnel, contract language, and other similar issues, and determine communication and public information needs.

The superintendent shall advise the negotiation team and have the authority to approve proposals and counterproposals which are within the parameters established by the board and to recommend ratification or rejection of tentative negotiated agreements subject to final approval by the board.

The superintendent may delegate the responsibility for general administrative oversight of negotiations planning, organizing, and preparing; strategy developing; and monitoring of negotiations progress.

Reviewed: November 13, 1995, Motion #27339
Adopted: January 7, 1980, Motion #13191
Revised: January 28, 1991, Motion #22623

**HG METHOD OF DETERMINING STAFF
NEGOTIATING ORGANIZATIONS**

The board of education may approve requests for recognition of employee organizations which present satisfactory evidence during an administrative staff study that they represent a substantial number of employees. The superintendent shall establish a procedure for considering such requests. The procedure shall contain a provision for certification of the evidence of representation by a neutral third party.

The board may approve an employee representation election following the administrative staff study and recommendations.

Reviewed: November 13, 1995, Motion #27339
Adopted: January 7, 1980, Motion #13191

HH PRIVILEGES AND OBLIGATIONS OF STAFF NEGOTIATING ORGANIZATIONS

Employee organizations with which representatives of the board of education and/or the superintendent engage in the process of negotiations and meet-and-confer shall select the teams that represent them.

Representatives of the board and superintendent shall honor reasonable requests of recognized employee organizations as to time and place of meetings. Negotiations and meet-and-confer sessions during school/employee work hours may be scheduled at the discretion of representatives of the board and superintendent.

All preparation, discussion, and contacts by employees relating to negotiations and meet-and-confer shall take place so as not to interfere with the regular work assignments of employees nor interfere with the school district's educational program for children. Negotiations and meet-and-confer issues, positions and strategies, or conflicts between the board or superintendent and employees or employee organizations shall not be discussed by the board, its agents, or district employees in the presence of pupils during school hours or during school-sponsored activities. Employee organizations and their members and agents shall abide by and be subject to all board policies

and rules including, but not limited to, the following: the use of school facilities, the distribution and posting of information and material, the use of the courier service, and the procedures governing visitors to school centers and/or work locations.

Reviewed: November 13, 1995, Motion #27339

Adopted: January 7, 1980, Motion #13191

Revised: January 28, 1991, Motion #22623

HI PAYMENT OF NEGOTIATIONS COSTS

The board of education shall pay only the costs of its own negotiations and meet-and-confer representatives, its own legal costs, and its own costs of preparation and consultation services.

The board shall not pay the costs of substitutes required for employee representatives for negotiations and meet-and-confer sessions during school/work hours.

HJ NEGOTIATIONS MEETINGS PROCEDURES

Negotiations and meet-and-confer meetings between representatives of the board of education and/or the superintendent and representatives of employee organizations shall be conducted in accordance with the rules established by the representatives of the parties.

Reviewed: November 13, 1995, Motion #27339

Adopted: January 7, 1980, Motion #13191

Revised: January 28, 1991, Motion #22623

Reviewed: November 13, 1995, Motion #27339

Adopted: January 7, 1980, Motion #13191

HK RELEASE OF NEGOTIATIONS INFORMATION

The board of education authorized information related to negotiations and meet-and-confer activities to be released through appropriate news media when such information is in the best interests of the Jefferson County Public School District. Such releases shall be subject to approval of the superintendent.

Copies of negotiated agreements and memorandums of understanding shall be placed in the central administrative office for inspection.

Reviewed: November 13, 1995, Motion #27339
Adopted: January 7, 1980, Motion #13191
Revised: January 28, 1991, Motion #22623

HL PRELIMINARY NEGOTIATED AGREEMENTS AND UNDERSTANDINGS DISPOSITION

Any tentative agreement or understanding reached between designated representatives of the board of education and/or the superintendent and representatives of recognized employee organizations is subject to approval by the board in the case of negotiated agreements and approval by the superintendent in the case of memorandums of understanding as well as being presented by employee representatives to their groups for acceptance or rejection. The board's and/or superintendent's designated representatives and the employee representatives are expected to present tentative agreements and understandings to their respective parties and in good faith urge acceptance.

Reviewed: November 13, 1995, Motion #27339
Adopted: January 7, 1980, Motion #13191

HM DISPOSITION OF FINAL NEGOTIATED AGREEMENTS AND MEMORANDUMS OF UNDERSTANDING

The board of education and the superintendent shall cause to occur in a timely manner such action as is necessary to modify those policies, rules, and procedures essential for complying in good faith with negotiated agreements and memorandums of understanding, including the handling of employee grievances which may arise therefrom.

HN IMPASSE PROCEDURES

The board of education shall authorize the superintendent to approve the use of negotiation impasse resolution processes such as mediation and advisory fact-finding offered through the Federal Mediation and Conciliation Service, the Kentucky Department of Labor, the Louisville Labor/Management Committee, and the private sector provided the impasse resolution procedures in negotiated agreements are observed.

Reviewed: November 13, 1995, Motion #27339
Adopted: January 7, 1980, Motion #13191

Reviewed: November 13, 1995, Motion #27339
Adopted: January 7, 1980, Motion #13191

HO STAFF JOB ACTIONS

The board of education recognizes any employee job action as an illegal act and a breach of good faith and shall exert every reasonable effort to keep schools open and operating for the purpose for which they exist, the education of children.

The superintendent shall develop and maintain an Administrative Plan for Work Stoppage which shall be designed to keep the schools open and operating and which shall provide for appropriate action with respect to any employee organization or any employee participating in a job action.

Reviewed: November 13, 1995, Motion #27339

Adopted: January 7, 1980, Motion #13191

Reference: KRS 160.290

Jefferson County Teachers

Association vs. Board of

Education of Jefferson

County

436 SW2d 627, Ky., (1971)

JCPS Policies: GBN, GBNA, GNBA

GBNAP, GBNB

HP NEGOTIATED AMENDMENTS AND RENEGOTIATIONS PROCEDURES

The board of education reserves unto itself the option to authorize any reopening of any provisions of negotiated agreements not subject to automatic renegotiation. The board assumes that negotiated agreements constitute a complete agreement on issues brought to the table and that they will be observed by the parties for the duration.

Grievance procedures brought before the board may only involve contract interpretation.

Reviewed: November 13, 1995, Motion #27339

Adopted: January 7, 1980, Motion #13191

Revised: January 28, 1991, Motion #22623

IA INSTRUCTIONAL GOALS

The board of education adopts the following six Learning Goals and recognizes that they form the basis for curriculum, instruction and assessment of student learning:

1. Students are able to use basic communication and mathematics skills for purposes and situations they will encounter throughout their lives.
2. Students shall develop their abilities to apply core concepts and principles from mathematics, the sciences, the arts, the humanities, social studies, practical living studies, and vocational studies to what they will encounter throughout their lives.
3. Students shall develop their abilities to become self-sufficient individuals.
4. Students shall develop their abilities to become responsible members of a family, work group, or community, including demonstrating effectiveness in community service.
5. Students shall develop their abilities to think and solve problems in school situations and in a variety of situations they will encounter in life.
6. Students shall develop their abilities to connect and integrate experiences and new knowledge from all subject matter fields with what they have previously learned and build on past learning experiences to acquire new information through various media sources.

Revised: November 13, 1995, Motion #27339

Adopted: October 22, 1979, Motion #12983

IB ACADEMIC FREEDOM

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

ICA SCHOOL CALENDAR

The superintendent shall develop the school calendar in cooperation with a representative group from the school community. The superintendent shall appoint the committee, which shall include a member of the board of education, no later than October 1 of the preceding year. The calendar shall be presented for board consideration and approval before the previous school year ends and shall include provision for a reasonable number of make-up days. The superintendent/designee shall develop procedures for requests to the board by schools desiring to deviate from the district school calendar.

Reviewed: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983

Revised: November 13, 1995, Motion #27339
History: Policy A6.100
Adopted: August 26, 1974, Motion #8923
Adopted: October 22, 1979, Motion #12983
Reference: KRS 158.070
702 KAR 7:010
702 KAR 7:020

ID SCHOOL DAY

A school day consists of six (6) hours of instructional time. An exception may be made for pupils attending kindergarten, preschool classes, and classes for students with disabilities, or alternatives approved by the board and Kentucky Department of Education.

IE ORGANIZATION OF INSTRUCTION

The Jefferson County Public Schools shall maintain a district pattern of primary and intermediate grades for elementary schools, grades 6-8 for middle schools, grades 9-12 for high school organization, and preschool programs required by state law. Special programs and special school centers deviating from this pattern shall require approval by the board of education.

Revised: November 13, 1995, Motion #27339

History: Policy A7.000

Adopted: August 26, 1974, Motion #8923

Adopted: October 22, 1979, Motion #12983

Reference: KRS 158.060, 702 KAR 7:010,
702 KAR 7:020, 704 KAR 3:410

Revised: November 13, 1995, Motion #27339

Adopted: October 22, 1979, Motion #12983

Reference: KRS 158.010

IF CURRICULUM ADOPTION

The superintendent/designee shall develop a district program of studies that establishes course descriptions and requirements consistent with state regulations. This program of studies shall be the district curriculum and shall be submitted to the board of education for approval.

IFD CURRICULUM DEVELOPMENT AND IMPLEMENTATION

The board of education shall have final authority to adopt or revise any component of the district curriculum.

The superintendent shall develop curriculum frameworks and make them available to schools. The frameworks shall translate state learning goals and academic expectations into a curriculum useful to teachers and accessible to parents. The frameworks, program of studies, content guides, ancillary materials and textbooks shall support the curriculum to be used by schools, as well as, school-based decision making councils in the development of local school curriculum policy.

Adopted: November 13, 1995, Motion #27339

Revised: November 13, 1995, Motion #27339
History: Policy I22.000
Adopted: August 26, 1974, Motion #8923
Adopted: October 22, 1979, Motion #12983
Revised: March 24, 1986, Motion #18410
Reference: KRS 160.290

IG CURRICULUM DESIGN

Schools are responsible for local curriculum design, as provided for in the Kentucky Education Reform Act. The superintendent shall provide the schools with curriculum frameworks and model curriculum, and support through professional development, to ensure that all students receive a challenging curriculum in language arts, mathematics, science, social studies, arts and humanities, practical living and vocational studies.

Revised: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983

IGA BASIC INSTRUCTIONAL PROGRAM

A basic instructional program shall be designed and implemented to meet the needs of students in P1-12 and preschool as required by law. This program shall include, but not be limited to, instruction in the foundation skills of language arts, mathematics, science, social studies, arts and humanities, practical living and vocational studies. Deviation from this basic instructional program shall have the approval of the superintendent/designee or school-based decision making council.

Revised: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983
Reference: KRS 158.100

IGAB HUMAN RELATIONS EDUCATION

Recognizing the diversity represented by students enrolled in Jefferson County Public Schools, the Jefferson County Public Schools shall make a consistent and sincere effort to improve relations between and among people who participate in any way in programs and activities of the Jefferson County Public Schools.

Revised: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983

IGAC TEACHING ABOUT RELIGION

The instructional program may include the study of religious writings for their relevant literary and historic value. No particular creed or denominational religious belief shall be stressed.

Revised: November 13, 1995, Motion #27339
History: Policy I17.000
Adopted: September 23, 1963, Motion #3952
Adopted: October 22, 1979, Motion #12983
Reference: KRS 158.177

IGADA WORK EXPERIENCE OPPORTUNITIES

The board of education may provide work experience opportunities for students in the schools and in the community as an expansion and enrichment of the instructional program.

The superintendent shall review and recommend for approval by the board of education all work experience opportunities.

IGAG TEACHING ABOUT ALCOHOL, TOBACCO, AND OTHER DRUGS

The superintendent/designee shall develop and cause to be implemented a prevention/intervention program in the area of alcohol, tobacco, and other drug education that shall comply with state and federal law. This program shall include:

- curriculum materials which are age-appropriate;
- a clear, concise "no use" philosophy;
- inservice education;
- assistance to teachers and other personnel in the identification, counseling, assessment and referral of pupils; and
- coordination with local, city, county, state, and federal agencies.

Reviewed: November 13, 1995, Motion #27339

Adopted: May 9, 1977, Motion #10667

Adopted: October 22, 1979, Motion #12983

Revised: March 24, 1986, Motion #18410

Reference: 705 KAR 4:051
JCPS Policy: JK

Revised: November 13, 1995, Motion #27339

Adopted: October 22, 1979, Motion #12983

Revised: March 24, 1986, Motion #18410

IGAI FAMILY LIFE EDUCATION

Family Life Education shall be included in appropriate areas of the curriculum in grades P1–12. Instruction shall include developing an understanding of the physical, emotional and psychological development of the individual with emphasis on the traditional family structure.

Students at the elementary and middle school levels (P1-8) must have parental permission to participate in special programs, assemblies, viewing of films or filmstrips, and lectures pertaining to the human reproduction system. High school students (9-12) may be exempted from participating in instruction programs relating to the human reproduction system by notifying the principal in writing three (3) weeks prior to the beginning of the course. An alternate health unit will be provided for those students.

Revised: November 13, 1995, Motion #27339
History: Policy 115.000
Adopted: August 26, 1974, Motion #8923
Adopted: October 22, 1979, Motion #12983
Adopted: May 9, 1983, Motion #16235

IGAP COMPREHENSIVE ARTS EDUCATION

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

Reviewed: November 13, 1995, Motion #27339
Adopted: March 8, 1982, Motion #15260
Reference: KRS 160.290

IGBA PROGRAMS FOR STUDENTS WITH DISABILITIES

The Jefferson County Public Schools shall provide, as a part of the total educational program, specially designed instruction and necessary related services that will provide a free, appropriate public education in the least restrictive environment for all students with disabilities residing within the Jefferson County School district.

Procedures that comply with federal and state laws and regulations shall be developed by the superintendent/designee.

IGBB PROGRAM AND SERVICES FOR GIFTED AND TALENTED STUDENTS

The board of education shall provide a program of instruction with multiple service options for academically gifted and talented students in grades P1-12 to meet the interests, needs, abilities and talents of students. Students shall be admitted to this program and receive services according to procedures developed by the superintendent/designee.

Revised: October 9, 2000, Motion # 33248
History: Policy I7.004
Adopted: January 28, 1978, Motion #11235
Adopted: November 12, 1979, Motion #13030
Revised: November 12, 1990, Motion #22294
Revised: November 13, 1995, Motion #27339
Reference: KRS 157.200-KRS 157.290
20 USCS Section 1400 et seq.
29 USCS Section 794
Kentucky Association for Retarded Children, et al. v. Kentucky State Board of Education
707 KAR 1:015, 707 KAR 1:180

Reviewed: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983
Revised: March 24, 1986, Motion #18410
Revised: May 9, 1994, Motion #25721

IGBD PROGRAMS FOR PREGNANT STUDENTS

The board of education shall provide opportunities for the uninterrupted academic progression of pregnant students. A pregnant student may continue her formal education through an appropriate educational program designed to meet her needs.

IGBG HOME/HOSPITAL INSTRUCTION

The board of education shall offer home/hospital instruction for pupils whose school attendance is interrupted by illness or accident and who expect to be confined to their homes or to a hospital or treatment center.

Reviewed: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983

Revised: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983
Reference: KRS 160.290
704 KAR 7:120

IGBH ALTERNATIVE SCHOOL PROGRAMS

The board of education shall develop and establish alternative school programs which shall reflect the goals and philosophy of the Jefferson County Public Schools.

Alternative school/program curriculum expectations shall not be less than curriculum expectations in non-alternative programs in core content subjects (math, science, language arts and social studies).

Revised: November 13, 1995, Motion #27339
History: Policy I2.100
Adopted: July 26, 1976, Motion #10130
Adopted: October 22, 1979, Motion #12983
Reference: KRS 160.290

IGBHA OPTIONAL/MAGNET PROGRAMS AND MAGNET SCHOOLS

The board of education shall develop and establish optional/magnet programs and magnet schools which shall reflect the goals and philosophy of the Jefferson County Public Schools.

Revised: November 13, 1995, Motion #27339
History: Policy I2.100
Adopted: July 26, 1976, Motion #10130
Adopted: October 22, 1979, Motion #12983
Reference: KRS 160.290

IGBI ENGLISH AS A SECOND LANGUAGE

A program in English as a second language shall be offered to all students in grades P1-12. The program shall be for those students who lack proficiency in the English language and whose primary language is a language other than English.

IGC EXTENDED INSTRUCTIONAL PROGRAMS

The instructional programs shall be extended as needed to provide an appropriate education to all students, within the confines of state regulations.

Revised: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12980
Reference: Civil Rights Act of 1964
Section 601
Lau vs. Nichols, 1974

Reviewed: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983

IGCA SUMMER SCHOOLS

The board of education may provide a summer school program on a tuition basis to meet the needs and interests of students who wish to enroll.

IGCF EARLY CHILDHOOD PROGRAM

The board of education may provide an early childhood education program for children ages zero through four years of age as funding is available. The board will make space as available in district-owned facilities for the early childhood program. The program shall have a developmentally appropriate curriculum that prepares children for successful entry into the primary school. Parent education and involvement shall be components of the early childhood program.

The early childhood education program shall be funded by tuition and/or by grants and awards through private, local, state, or federal agencies.

Revised: November 13, 1995, Motion #27339
History: Policy A6.300
Adopted: August 26, 1974, Motion #8923
Adopted: October 22, 1979, Motion #12983
KRS 160.290

Adopted: November 13, 1995, Motion #27339

IGDA STUDENT ORGANIZATIONS

The board of education shall approve the establishment of student organizations in which membership is open to all students. Election of officers shall conform to accepted democratic practices. Such groups as honor clubs or athletic clubs where membership is determined by scholarship, special interests, or other such qualifications are not prohibited. Only those groups directly related to the instructional program may hold meetings or activities during the school day.

Reviewed: November 13, 1995, Motion #27339
History: Policy J17.000
Adopted: August 26, 1974, Motion #8923
Adopted: October 22, 1979, Motion #12983
Revised: March 24, 1986, Motion #18410
Reference: KRS 160.290

IGDB STUDENT MEDIA

The superintendent/designee shall develop guidelines for school sponsored student media such as newspapers, yearbooks, magazines, television, radio, video production and electronically-generated media, in which students express their views and opinions within the bounds of accepted practices. Student media shall be under the supervision of the local school administration.

Revised: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983

IGDC STUDENT SOCIAL EVENTS

Student social events shall be planned and conducted under the supervision of the local school administration and shall be open to eligible students at the appropriate grade level.

IGDD STUDENT PERFORMANCES

Any school sponsored performance involving students shall be under the supervision of the local school administration. Student organizations may perform before local groups with approval of parents and the local school principal and with proper supervision.

Reviewed: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983

Reviewed: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983

IGDF STUDENT FUND RAISING ACTIVITIES

All schools may promote or engage in one school-wide fund raising project during a school year. Additional school-wide fund raising projects shall require approval of the board.

This policy does not prohibit the employment or use of students for selling of athletic or other school sponsored activity tickets, as well as other items at school events.

No student shall be compelled to participate, solicit, or meet any kind of quota in any school-wide fund raising activity.

Any fund raising activities conducted after school hours by an organization ostensibly serving the Jefferson County Public Schools need not be approved by the board. Students are permitted to take home flyers, announcements, and information concerning fund raising activities by organizations that ostensibly serve the Jefferson County Public Schools.

Gaming Activities License

No school or student class/organization may obtain a charitable gaming license and/or sponsor charitable gaming activities. School-related booster/support organizations planning to conduct charitable gaming activities, as defined by law, shall obtain and display the appropriate license.

Revised: April 14, 1997, Motion #28924
Adopted: October 1, 1979, Motion #12934
Reviewed: November 13, 1995, Motion #27339
References: KRS 158.290

IGDH CONTESTS FOR STUDENTS

Students may participate in contests and exhibitions sponsored by outside groups when approved by the superintendent/designee.

Revised: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983
Revised: March 24, 1986, Motion #18410

**IGDK JUNIOR RESERVE OFFICERS
TRAINING CORPS PROGRAM**

The board of education may establish and operate a high school Junior Reserve Officers Training Corps program in accordance with federal requirements.

IGE ADULT EDUCATION PROGRAMS

The board of education through the district's Adult Education Department shall provide programs and classes including basic education and occupational education for adults of this community and authorizes use of its facilities for this purpose. Programs and classes shall be offered to provide for special interests and to meet the needs of adults in the community using tuition and funds from grants and awards to cover the cost. The classes shall be offered at appropriate times and locations to meet the needs of the adult population of Jefferson County.

Reviewed: November 13, 1995, Motion #27339
History: Policy L7.900
Adopted: August 26, 1974, Motion #8923
Adopted: October 22, 1979, Motion #12983
Reference: U.S. Code, Section 2031, Title 10
Army Regulation No. 145-10

Revised: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983

IHB CLASS SIZE

Class size shall be consistent with standards established by the state board of education and/or negotiated agreements.

II INSTRUCTIONAL RESOURCES

The annual school budget adopted by the board of education shall provide human and material resources required to support and implement a curriculum designed to meet the needs and interests of students enrolled in the Jefferson County Public Schools.

Reviewed: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983
Revised: March 24, 1986, Motion #18410
Reference: KRS 157.360

Reviewed: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983
Reference: KRS 160.290

IIAA TEXTBOOK SELECTION AND ADOPTION

No textbook or program shall be used in the Jefferson County Public Schools as a basal title unless it has been recommended and listed on the state multiple list by the State Textbook Commission or unless the school has followed the process set out below.

A school council, or if none exists, the principal, may notify, through the superintendent, the State Textbook Commission that it plans to adopt a basal textbook or program that is not on the recommended list, by submitting evidence that the title it has chosen meets the selection criteria of the State Textbook Commission, the subject specific criteria of the textbook reviewers, and complies with the required publishers specifications.

Revised: July 17, 2000, Motion #32951
History: Policy I23.000
Adopted: August 26, 1974, Motion #8923
Adopted: October 22, 1979, Motion #12983
Revised: March 24, 1986, Motion #18410
Revised: November 13, 1995, Motion #27339
Reference: KRS 156.400, KRS 156.440
KRS 160.340 (2)(g)

IIAB SUPPLEMENTARY OR COMMERCIAL OR SPECIAL INTERESTS MATERIALS, SPEAKERS, AND MEDIA SELECTION AND ADOPTION

Supplementary or commercial or special interests materials, speakers, electronically-accessed resources (e.g. the Internet), and media used in the Jefferson County Public Schools shall be selected by using procedures developed by the superintendent/designee. Selection criteria shall include:

- a. age appropriateness;
- b. literary value;
- c. important themes;
- d. accuracy of information;
- e. broad spectrum of knowledge;
- f. sensitivity to multiple perspectives;
- g. respectful of differences related to ethnicity, culture, gender, socioeconomic status, religion, or disabilities;
- h. interest to students;
- i. format;
- j. multiple teaching strategies and technologies for all students, including those with special needs.

If materials are questioned, they shall be submitted for review prior to use. Procedures for the review process shall be developed by the superintendent/designee.

Revised: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983
Revised: March 24, 1986, Motion #18410
Reference: KRS 424.260

**IIAC LIBRARY MATERIALS SELECTION
AND ADOPTION**

Materials selected for school library and media centers shall reflect the needs of the individual school and shall support and reflect the curriculum.

**IIAE REEVALUATION OF MATERIALS,
BOOKS, MEDIA, AND SPEAKERS**

The superintendent/designee shall establish procedures to reevaluate materials, books, media, speakers, and electronically-accessed resources questioned or criticized by the public. Reevaluation will occur when these procedures are followed by the person or group objecting.

Reviewed: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983
Revised: March 24, 1986, Motion #18410

Revised: November 13, 1995, Motion #27339
History: Policy 21.200
Adopted: August 26, 1974, Motion #8923
Adopted: October 22, 1979, Motion #12983
Revised: March 24, 1986, Motion #18410

**IIBC INSTRUCTIONAL MATERIALS
CENTERS AND PROFESSIONAL
LIBRARIES**

The board of education shall provide the instructional materials centers as a means of enriching and supporting the curriculum.

The board of education may approve the establishment of central and individual school professional libraries for use by members of the staff.

**IIBE USE OF INSTRUCTIONAL
TECHNOLOGY**

The use of appropriate instructional technology can have a positive impact on student learning. The board of education approves of the use of technology which supports instructional goals and objectives of the Jefferson County Public Schools under plans and procedures approved by the superintendent. These technologies include, but are not limited to, computers, electronic access to information, and instructional television which is a supplementary resource to the classroom teacher.

Revised: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983

Revised: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12981
Reference: KRS Chapter 168

FIELD TRIPS

The board of education recognizes field trips as being a legitimate part of the educational program. Field trips shall be relevant to the curriculum and shall be properly planned and conducted according to procedures approved by the superintendent.

The board of education sanctions trips by student organizations when such trips are directly related to the school program. Parental approval, acceptable means of transportation, and proper insurance coverage of students are required, and the trip shall be properly supervised. A certified or classified staff member who is at least twenty-one (21) years of age shall accompany students on all trips. Specific procedures for planning and evaluating overnight trips shall be approved by the superintendent/designee.

Use of certificated common carrier service shall be authorized by the board on a case-by-case basis, and the reasons to justify such use shall be cited in the board minutes.

In cases involving extenuating circumstances which prevent obtaining prior board approval, the superintendent is authorized to give approval for the use of common carrier transportation, provided full details are made available to the board at the regular board meeting following such trips.

Revised: May 23, 2011, Order #2011-085
Revised: August 8, 2005, Motion #38327
Revised: May 13, 1996, Motion #27865
Reviewed: November 13, 1995, Motion #27339
Revised: October 11, 1993, Motion #25256
Revised: March 24, 1986, Motion #18410
Adopted: October 22, 1979, Motion #12983
Adopted: August 26, 1974, Motion #8923
History: Policy I16.000
Reference: KRS 158.060, KRS 161.185

GUIDANCE PROGRAM

The board of education shall staff all schools with certified counselors necessary to provide a guidance program for students.

Revised: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12982

**IKA UNIFORM STUDENT PROGRESSION,
PROMOTION AND GRADING**

All schools shall implement the uniform student progression, promotion, and grading procedures for that level which has been developed by a broad-based committee and approved by the administrative staff and the board of education. Written reports shall be sent to parents at established intervals.

Parents/guardians shall be notified annually of the procedures used to evaluate the academic performance of students. If a student is exhibiting unsatisfactory performance or is experiencing changes in performance, parents/guardians must be notified in a timely manner prior to the distribution of the progress report or report card.

Revised: November 13, 1995, Motion #27339
Adopted: September 14, 1981, Motion #14954

IKAC STUDENT CONFERENCES

Teachers shall be available for conferences requested by students. Teachers may initiate such conferences without a student request when the need is evident.

Reviewed: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983

IKAD PARENT CONFERENCES

Teachers shall be available for conferences requested by parents. Reports to parents shall include provision for a parent or teacher request for a conference. Such conferences shall be scheduled at a mutually agreeable time. The board of education shall encourage that parent-teacher conferences be provided within the school calendar.

IKB HOMEWORK

The board of education shall approve the assignment of homework as an aid to the program of instruction when such assignments are clear and definite and originate in classroom activities. Homework assignments shall be evaluated by the teacher.

Revised: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983

Reviewed: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983
Reference: KRS 160.290

IKF GRADUATION REQUIREMENTS

Graduation requirements specified by state regulations and by the board of education shall be completed before a student is awarded a high school diploma/certificate of achievement for qualifying students with disabilities and participates in graduation exercises. The superintendent/designee shall develop procedures to give reasonable prior notification of graduation requirements to all students.

Revised: November 13, 1995, Motion #27339
History: Policy JII.000
Revised: May 8, 1978, Motion #11571
Adopted: October 22, 1979, Motion #12983
Revised: March 24, 1986, Motion #18410
Reference: KRS 156.160
704 KAR 3:305

IKFA EARLY GRADUATION

The board of education shall encourage students to obtain a diploma/certificate through a four (4) year program. Students wishing to complete all state and local graduation requirements prior to the four (4) year program, may declare their intent before the end of the tenth year.

The local requirement for the fourth year of language arts may be satisfied by successful completion of a freshman English course in an accredited college or university provided prior approval is obtained.

Revised: May 13, 1996, Motion #27866
Revised: May 11, 1981, Motion #14614
Adopted: October 22, 1979, Motion #12983
Revised: November 13, 1995, Motion #27339

IKFB GRADUATION EXERCISES

Students shall complete all requirements for graduation before taking part in graduation exercises. Summer graduation exercises may be provided for pupils completing requirements in summer school. Students are not required to participate in graduation exercises. Schools shall comply with state regulations regarding participation of students with disabilities in graduation exercises.

IL TESTING PROGRAMS

Testing programs shall be administered in order to support and improve the program of instruction and in accordance with state regulations.

Testing programs shall include, but not be limited to, achievement tests, diagnostic tests, and those tests required by state or federal regulation.

Revised: November 13, 1995, Motion #27339
History: Policy Jll.100
Adopted: August 26, 1974, Motion #8923
Adopted: October 22, 1979, Motion #12983

Revised: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983

ILC USE AND DISSEMINATION OF TEST RESULTS

Test results shall be used to determine progress and/or need and shall be disseminated in compliance with local, state, and federal regulations.

District achievement tests results shall be disseminated in a timely manner. When possible, data shall be disaggregated on the basis of race, gender and socio-economic status.

Individual student test results shall be disseminated to parents in a timely manner (within sixty days after testing if tests are scored within the district, and no more than twenty (20) school days from the receipt of test results if scored outside the district).

A copy of overall district test results by schools will be placed in the JCPS public library files within the same time frame, and the community shall be informed of such.

Revised: August 23, 1999, Motion #31800
Adopted: October 22, 1979, Motion #12983
Revised: March 24, 1986, Motion #18410
Revised: November 13, 1995, Motion #27339

IM EVALUATION OF INSTRUCTIONAL PROGRAMS

The superintendent/designee shall develop procedures to evaluate instructional programs annually, as they relate to board of education goals. The results of the evaluation shall be presented to the board of education.

All eligible schools shall participate in the Southern Association of Colleges and Schools and other regional accrediting programs.

Revised: November 13, 1995, Motion #27339
History: Policy I4.000
Adopted: August 26, 1974, Motion #8923
Adopted: October 22, 1979, Motion #12983
Revised: March 24, 1986, Motion #18410

INDA PATRIOTIC EXERCISES

All pupils enrolled in Jefferson County Public Schools shall be afforded an opportunity to participate in the pledge of allegiance to the flag of the United States at the beginning of each school day. Pupils who do not wish to participate shall be excused. Instruction concerning the proper display of and respect for the flag of the United States and the flag of Kentucky will be provided in each Jefferson County Public Schools Social Studies classroom.

Reviewed: November 13, 1995, Motion #27339
Adopted: July 14, 1980, Motion #13778
Revised: September 28, 1987 Motion #19582
Reference: KRS 158.175

INH CLASS INTERRUPTIONS

The board of education expects the school day to be free from unnecessary and trivial interruptions. All persons must have the principal's permission to enter a classroom.

Reviewed: November 13, 1995, Motion #27339
Adopted: October 22, 1979, Motion #12983

EQUAL EDUCATIONAL OPPORTUNITIES

No student shall be denied equal educational opportunity by the board of education because of his or her age, color, disability, marital or parental status, national origin, race, sex, sexual orientation, political opinion or affiliation or religion.

Revised: June 8, 2009, Motion #45076
Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12934
Adopted: August 26, 1974, Motion #8923
History: Policy J2.000
Reference: [KRS 157.350](#), [KRS 160.295](#)
Age Discrimination Act of 1975
Individuals with Disabilities Education Act
Section 504 of Rehabilitation Act of 1973
Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972
Equal Education Opportunities Act of 1974
Americans with Disabilities Act of 1990

HARASSMENT/DISCRIMINATION

Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

Harassment/Discrimination due to an individual's age, color, disability, marital or parental status, national origin, race, sex, sexual orientation, political opinion or affiliation or religion is prohibited.

Students who engage in harassment/discrimination of an employee or another student on the basis of age, color, disability, marital or parental status, national origin, race, sex, sexual orientation, political opinion or affiliation or religion shall be subject to disciplinary action including, but not limited to suspension or expulsion.

The Superintendent shall develop grievance/complaint procedures providing for:

1. Investigation of allegations of harassment/discrimination; to include the submission of a written report of all findings of an investigation;
2. Establishment of measures to provide confidentiality in the complaint process;
3. A process to identify and employ methods to correct and prevent recurrence of the harassment/discrimination;
4. A process where the provisions of this policy are disseminated in writing annually to all staff and students; and
5. Age-appropriate training explaining prohibited behaviors.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic advancement or participation in school programs or activities; or
2. submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
3. such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive learning environment.

(continued)

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by an employee, immediate supervisor, Principal, and/or Superintendent to initiate an investigation of alleged harassment/discrimination, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.

No one shall retaliate against an employee or student because she/he files a written grievance which she/he believes to be true, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because she or he has opposed language or conduct that violates this policy.

Revised: June 8, 2009, Motion #45076
Reviewed: November 13, 1995, Motion #27339
Adopted: September 26, 1994, Motion #26066
Reference 42 USC 2000e

SCHOOL CENSUS

A complete, accurate, permanent, and continuous census of all children between the ages of five and twenty-one residing in the Jefferson County School District shall be maintained. The census information shall include all data required by statute and regulation.

Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12934
Adopted: August 26, 1974, Motion #8923
History: Policy A5.100
Reference: KRS 159.250

COMPULSORY ATTENDANCE

Except as provided in Kentucky Revised Statute 159.030, each parent, guardian, or other person residing in the district and having custody or charge of any child subject to the compulsory attendance law shall send the child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or to the public school that the board of education of the district makes provision for the child to attend. Every child actually residing in this district is subject to the laws relating to compulsory attendance and neither he/she nor the person in charge of him/her shall be excused from the operation of those laws or penalties under them on the grounds that the child's residence is seasonable or that his/her parent is a resident of another state.

Any child who is six (6) years of age, or who may become six (6) years of age by October 1, shall attend school or qualify for an exemption as provided by KRS 159.030. Any child who is five (5) years of age, or who may become five (5) years of age by October 1, may enter a primary school program.

A birth certificate or other documentary evidence of age shall be required. Once enrolled in school, a pupil shall be expected to be in regular attendance.

Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12934
Adopted: August 26, 1974, Motion #8923
History: Policy J6.000
Reference: KRS 159.010, KRS 159.030

ADMISSION OF RESIDENT STUDENTS OVER AGE 21

Resident students over age 21 may be admitted on a tuition basis.

A student currently enrolled in the Jefferson County Public Schools who reaches his/her twenty-first birthday after the school year begins shall be eligible to complete that school year tuition free. Any student who reaches his/her twenty-first birthday on or before the day school begins shall be subject to a tuition charge as determined by the Jefferson County Board of Education. This policy does not apply to those war veterans covered by KRS 158.105, and individuals enrolled in an experimental program approved by the board.

Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12934
Adopted: September 15, 1975, Motion #9575
History: Policy J8.110
Reference: KRS 158.100, KRS 158.105

ADMISSION OF NONRESIDENT STUDENTS

Tuition shall be charged for nonresident children who attend the Jefferson County Public Schools. Enrollment shall be permitted on a space available basis.

Reviewed: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12934
Revised: September 25, 1972, Motion #8012
History: Policy J8.100
Reference: KRS 158.120

ASSIGNMENT OF STUDENTS TO SCHOOLS

Each pupil of the Jefferson County School District shall be required to attend the school assigned to her/him by the board of education. Requests for transfer to another Jefferson County Public School shall be considered pursuant to procedures developed by the Superintendent. All decisions by the Superintendent regarding transfer shall be final.

Reviewed: November 13, 1995, Motion #27339
Revised: January 10, 1994, Motion #25461
Adopted: October 1, 1979, Motion #12934
Revised: September 25, 1972, Motion #8012
Revised: December 15, 1969, Motion #6752
History: Policy C3.100; Court Order,
Western Kentucky Federal District Court, July 30, 1975
Reference: KRS 159.010

ASSIGNMENT OF STUDENTS TO CLASSES

Assignment to classes in the elementary and middle school shall be made based on the judgment and decision of the principal and counselor prior to the opening of school or upon the enrollment of a new student.

Assignment to classes in high school shall be accomplished by course selection by the student and parent and the approval of the principal or designee.

Reviewed: November 13, 1995, Motion #27339

Adopted: October 1, 1979, Motion #12934

Adopted: August 26, 1974, Motion #8923

History: Policy J9.000

PREVENTATIVE HEALTH CARE EXAMINATION AND IMMUNIZATION

As required by Kentucky Administrative Regulation, all pupils shall undergo preventative health care examinations within one year prior to the child's initial admission to school and again upon entry into sixth grade. The results shall be submitted to the school within two months of enrollment. Additionally, an eye examination shall be performed by an optometrist or ophthalmologist and submitted to the school no later than January 1 of the first year that the child is enrolled in public school, public preschool, or Head Start. Results of these examinations shall be reported on the state-required forms.

Immunizations

A valid immunization certificate shall be on file within two (2) weeks of a student's enrollment in school. Forms relating to exemptions from immunization requirements shall be available at each school. Immunization certificates shall be kept current.

Revised: July 17, 2000, Motion #32951
Reviewed: November 13, 1995, Motion #27339
Revised: March 24, 1986, Motion #18410
Adopted: October 1, 1979, Motion #12934
Adopted: August 26, 1974, Motion #8923
History: Policy J5.000
Reference: KRS 158.035, KRS 214.034, KRS 214.036,
902 KAR 2:060, 704 KAR 4:020

STUDENT ABSENCES AND EXCUSES

Pupils are required to regularly and punctually attend the school in which they are enrolled.

TRUANCY DEFINED

Any pupil who has been absent from school without valid excuse for three (3) days or more, or who has been tardy without valid excuse on three (3) days or more, is a truant. A pupil who has been reported as a truant two (2) or more times is a habitual truant. A tardy shall be recorded for a pupil who is absent sixty (60) minutes or less of the regularly scheduled school day; the actual percentage of the school day shall be recorded for attendance of a pupil absent for more than sixty (60) minutes of the regularly scheduled day; and a full day absence shall be recorded for a pupil who is absent 100 percent of the regularly scheduled day.

EXCUSED ABSENCES

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Religious holidays and practices,
4. One (1) day for attendance at the Kentucky State Fair, or
5. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Provided the date(s) requested do not conflict with the State or District testing periods, a student shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

A principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board.

A student receiving an excused absence to pursue an educational enhancement opportunity shall be considered present in school during the excused absence for the purposes of calculating average daily attendance as defined by KRS 157.320.

(continued)

MAKE-UP OPPORTUNITIES

A student receiving an excused absence shall have the opportunity to make up missed schoolwork and shall not have his or her class grades adversely affected for lack of class attendance or class participation due to the excused absence. A student returning to school after an excused absence or suspension may request make-up work within three (3) school days of his/her return to each class. The student shall have the number of school days of absence or suspension plus one (1) school day from the time he or she receives the make-up work to turn it in to the teacher.

The local School-based Decision Making Council, or if none exists, the principal, with input from teachers and parents, shall establish rules regarding make-up work for unexcused absences other than suspensions.

Revised: February 27, 2006, Motion #38815

Adopted: June 14, 2004, Motion #37192

Reference: KRS 159.035

STUDENT RIGHTS

The Jefferson County Public Schools shall acknowledge that students retain those rights to which all citizens are entitled by the Constitution of the United States and the Constitution of the Commonwealth of Kentucky, as interpreted by the courts, when they are in membership in the school system.

This policy shall be implemented by a Student Bill of Rights, developed cooperatively by a committee that includes students, administrators, teachers, parents, a board of education member, the director of pupil personnel, the general counsel and such other members as determined by the board.

The committee shall be chaired by the director of pupil personnel. The proposed revised Student Bill of Rights shall be recommended by the superintendent to the board of education for approval.

Revised: May 6, 2002, Motion #34994
Revised: March 8, 1999, Motion #31186
Revised: November 13, 1995, Motion #27339
Adopted: November 12, 1979, Motion #13032
Reference: KRS 160.295

STUDENT DUE PROCESS RIGHTS

Due process shall be followed as required by federal and state laws and regulations, and board policy, for all children.

Revised: November 13, 1995, Motion #27339

Adopted: October 1, 1979, Motion #12934

Reference: KRS 157.200-157.305

KRS 156.070, KRS 156.160, KRS 160.295

Uniform Code of Student Conduct

Individuals with Disabilities Education Act

JCPS Policy: JFC

STUDENTS

JFB

STUDENT INVOLVEMENT IN DECISION MAKING

The Jefferson County Board of Education acknowledges the need for students to be actively involved in the decision-making procedures which affect the educational programs of the school district. Such involvement shall be obtained in a manner which will ensure representation from varied segments of the student population.

Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12934

STUDENT CONDUCT

A code of acceptable behavior and discipline approved by the board of education shall be the governing guidelines for students, parents, teachers, and school administrators. Each school shall implement the code of acceptable behavior and discipline. School-based decision making councils shall have the authority to adopt policy to select and implement school-based discipline and classroom management techniques necessary to carry out the code.

The code of acceptable behavior and discipline adopted by the board of education shall govern the enforcement of district administered disciplinary action. These guidelines will include procedures to be followed by administrators in the execution of their responsibilities related to discipline.

The code of acceptable behavior and discipline shall be reviewed by a committee that includes students, administrators, teachers, parents, community members, a board of education member, the director of pupil personnel, the general counsel, and such other members as determined by the board.

The committee shall be chaired by the director of pupil personnel. The proposed revised code of acceptable behavior and discipline shall be recommended by the superintendent to the board of education for approval.

This code shall be published, made available to all students, parents and/or guardians and school employees and posted in conspicuous places throughout all schools. The superintendent shall develop a plan to include additional efforts to communicate the code to students, staff, parents and the community.

Revised: May 6, 2002, Motion #34994
Revised: March 8, 1999, Motion #31186
Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12934
Revised: August 13, 1979, Motion #12731
Revised: January 28, 1979, Motion #11233
History: Policy J15.000
Reference: KRS 158.150, KRS 160.295

STUDENT DRESS CODE

A student has the right to choose his or her manner of dress and otherwise to arrange his or her own personal appearance subject to the school rules and regulations regarding dress or appearance. However, any such rules must relate to a specific educational purpose such as health, safety, full participation in classes or school activities, and/or disruption of the educational process.

Revised: November 13, 1995, Motion #27339

Adopted: October 1, 1979, Motion #12934

Adopted: November 23, 1970, Motion #7137
Student Rights and Responsibilities,
June 24, 1974, Motion #8855

History: Policy J15.500

Reference: Student Bill of Rights

SECRET SOCIETIES

All secret societies or organizations are prohibited from operating within the public schools of Jefferson County. A secret society or organization as used under this policy is one that is not recognized officially by the local school administration, one in which members take secret initiation oaths, share secret passwords and rites, and are bound to assist one another.

Reviewed: November 13, 1995, Motion #27339

Adopted: May 11, 1981, Motion #14614

POLICE INTERROGATIONS AND INVESTIGATIONS

It shall be the policy of the Jefferson County Public Schools that a reasonably cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The school district's administrators shall at all times act in a manner which protects and guarantees the rights of students and parents.

Although cooperation with law enforcement officers will be maintained, it should not normally be necessary for law enforcement officials to initiate and conduct any investigation and questioning on the school premises during school hours pertaining to criminal activities unrelated to the operation of the school. Only in demonstrated emergency situations, when law enforcement officers find it absolutely necessary, will they be voluntarily permitted to conduct such an investigation during school hours. These circumstances should ordinarily be limited to those investigations in which delay might result in danger to any person reasonably suspected of a crime, or destruction of evidence. In such cases, the officers shall be requested to obtain prior approval of the principal or other designated person before beginning such an investigation on school premises. The administrator shall document the circumstances of such investigations as soon as practicable.

Reviewed: November 13, 1995, Motion #27339

Adopted: October 1, 1979, Motion #12934

Adopted: August 26, 1974, Motion #8923

History: Policy J15.700

ADMINISTERING MEDICATION TO STUDENTS

School employees who have completed the appropriate annual (by school year) health services training in accordance with state law may store a student's medication and call the student to take the medication if the *Authorization to Give Prescription Medication* form and/or the *Authorization to Give Over the Counter Medication* form has been completed. The *Authorization to Give Prescription Medication* form must be notarized, the medication must be in its original container and written instructions from the health care provider (physician, nurse practitioner, etc.) must be on the container. The *Authorization to Give Over the Counter Medication* form must include the health care provider's instructions and signature for administering the medication and the medication must be in its original container.

In accordance with state law, every school shall have personnel trained each school year to administer emergency medication to students for seizures (Diasat), diabetes (Glucagon), life threatening allergic reactions (EpiPen) and asthma (Nebulizer, inhaler, etc.) as directed on the appropriate *Primary Care Provider Authorization* form.

When JCPS medically licensed personnel are available and are acting within their scope of practice, the medically licensed personnel may administer any medication and/or treatment with the parent/guardian's written authorization.

Revised: July 14, 2008, Motion #44256
Reviewed: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12934
Reference: JCBE/JCTA Agreement, Article 11, Section I

STUDENT AUTOMOBILE USE

Students may have the privilege of operating automobiles on school property but shall be subject to regulations of the school and of the Jefferson County Board of Education. Driving in a reckless or careless manner or infraction of other established regulations will result in denial of the privilege of driving on school property. Students who drive automobiles and park them on school property do so with the understanding that for good cause a search of the automobile may be made.

Reviewed: November 13, 1995, Motion #27339

Adopted: October 1, 1979, Motion #12934

Revised: December 15, 1969, Motion #6752
Student Rights and Responsibilities,
June 24, 1974, Motion #8855

History: Policy J15.300

REPORTS OF CRIMINAL ACTIVITY

To promote the safety and well-being of students, employees shall report criminal activity as required by state law.

School district personnel who know or have reasonable cause to believe that a child is dependent, neglected or abused shall immediately make a report to the appropriate state agency as required by KRS 620.030.

School personnel who know or have reasonable cause to believe that a violation of state law involving the carrying, possession or use of a deadly weapon; the use, possession or sale of a controlled substance; or any felony offense, has occurred on school premises or within one thousand (1,000) feet of school premises, on a school bus or at a school-sponsored event, shall promptly make a report to the appropriate law enforcement agency as required by KRS 158.155.

School personnel who know or have reasonable cause to believe that a student has been the victim of a felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation or at a school-sponsored event, shall immediately make a report to the victim's principal as required by KRS 158.156. The Principal shall file a written report with the board of education and the appropriate law enforcement agency within forty-eight (48) hours of the original report. The Principal shall also notify the parents/guardians of the students involved.

Principals who have a reasonable belief that an act has occurred on school property, on a school bus or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law or damage to the property shall immediately report the act to the appropriate law enforcement agency as required by KRS 158.154.

Revised: November 10, 2008, Motion #44530
Revised: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12934
Adopted: January 31, 1977, Motion #10460
History: Policy J23.000
Reference: KRS 620.030, KRS 620.050, KRS 620.990,
KRS 158.154, KRS 158.155, KRS 158.156, KRS Chapter 508
KRS 525.070, KRS 525.080, KRS 527.070, KRS 527.080

STUDENT WELLNESS

The Jefferson County Board of Education is committed to providing a school environment that enhances learning and assists students in developing lifelong wellness practices.

To accomplish these goals:

1. The District shall engage students, parents, teachers, administrators, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring and reviewing this policy and in reviewing district-wide nutrition and physical education opportunities, plans and initiatives.
2. Child Nutrition Programs shall comply with federal, state and local requirements.
3. Child Nutrition Programs shall be accessible to all students
4. All students shall have opportunities, support and encouragement to be physically active on a regular basis as provided in school policy.
5. Sequential and interdisciplinary nutrition education shall be provided and promoted.
6. Patterns of meaningful physical activity shall connect to students' lives outside of physical education.
7. All school-based activities shall be consistent with district wellness policy goals.
8. All foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte, snack lines, vending machines, and student stores—other than after-school concession sales) during and after the school day, shall meet the nutrition guidelines established in KRS 158.854 (1) and 702 KAR 6:090.
9. The school environment shall be safe, comfortable and pleasing and shall permit ample time and space for eating meals.
10. The superintendent/designee shall monitor compliance with this policy. At the school level, the principal/designee shall monitor compliance with the wellness policies in his/her school and shall report on the school's compliance as directed by the superintendent/designee.
11. The Wellness Committee shall continue to meet at least quarterly and make reports and recommendations to the Board of Education from time to time. The board does hereby thank the committee members for their service on the committee.

Adopted: August 14, 2006, Motion #30305
Reference: Public Law 108-265, Section 204
KRS 158.854, KRS 158.856

EMPLOYMENT OF STUDENTS

It shall be the policy of the Jefferson County Board of Education that secondary school students may be employed by the schools in accordance with appropriate personnel procedures.

Reviewed: November 13, 1995, Motion #27339
Adopted: October 1, 1979, Motion #12934
Adopted: May 9, 1977, Motion #10668
Policy J25.000
Adopted: May 9, 1977, Motion #10667
History: Policy J24.000
Reference: KRS 337.010, 803 KAR 1:100,
705 KAR 4:041, 705 KAR 4:051
JCPS Policy: IGADA

STUDENT RECORDS

Data and information about students shall be gathered to provide a sound basis for effective and efficient school operations, individual educational planning, program planning, and building use; establishment of attendance boundary lines; and preparation of necessary reports, including budgets.

The following records shall be maintained for students who are, or have been, enrolled in the Jefferson County Public School System.

Health record

Census data

Permanent academic/attendance/personal record

Cumulative instructional folder

Student records shall not be limited to the records specified above but may include any other records needed to operate an efficient system of student records and/or to provide data required for reports.

Student records shall be developed, maintained, stored, used, released, disseminated, and destroyed in compliance with applicable state and federal laws and regulations.

State and federal laws and regulations assuring parent/student rights to review and access student records, and to provide for the privacy and confidentiality of student records shall be followed.

The superintendent/designee is authorized to release student directory information to organizations or individuals with a legitimate educational interest and purpose upon written request. A student's name, address, grade level and major field of study shall constitute directory information. The superintendent/designee shall develop a form to permit parents and eligible students to opt-out of the release of directory information.

(continued)

The Superintendent/designee shall develop procedures for the development, maintenance, use, storage, dissemination, and destruction of student records.

Revised: April 23, 2007, Motion #39880
Reviewed: November 13, 1995, Motion #27339
Revised: March 24, 1986, Motion #18410
Adopted: October 1, 1979, Motion #12932
Adopted: October 24, 1977, Motion #11078
Adopted: January 27, 1975, Motion #9111
Policy I5.201
Adopted: Policy I5.300
Adopted: August 26, 1974, Motion #8923
Policy I3.300
Adopted: August 26, 1974, Motion #8923
Policy J10.100
Adopted: August 26, 1974, Motion #8923
Policy J22.100 and Policy J22.200
Revised: September 25, 1972, Motion #8012
Policy J22.000
Revised: December 15, 1969, Motion #6752
Policy J5.100
History: Policy A5.100
Reference: KRS 156.160, KRS 159.160,
KRS 159.240, KRS 159.250,
KRS 160.295, KRS 161.200,
KRS 161.210, KRS 160.700-160.730
Family Educational Rights and Privacy Act of 1974
Individuals with Disabilities Education Act

SCHOOL-COMMUNITY RELATIONS

It is the goal of the board of education to create and maintain schools that reflect the community's needs; to provide channels of open communications between the school system and the citizens of Jefferson County; to keep the community informed of the activities and progress of the school system; and to involve the community in decision-making processes at all levels. Accurate information will be furnished to the public on a timely basis. The board of education agenda for all meetings shall be placed in the JCPS public library file.

Under Kentucky's open records law [KRS 61.876](#) et seq., the public has the right to inspect all public records not exempted by law during regular office hours. The superintendent as official custodian of board of education public records shall administratively adopt rules and regulations to provide implementation of this policy.

Revised: November 13, 1995, Motion #27339
Adopted: November 26, 1979, Motion #13084
Adopted: August 26, 1974, Motion #8923
History: Policy K1.000

SCHOOL-SPONSORED INFORMATION MEDIA

The superintendent is authorized to establish programs which will assist the school system in developing effective communications both internally with staff and externally with the community, state, and nation. This will include open and impartial relations with all news media.

As executive agent of the board of education, the superintendent is authorized to release through all available media, information relating to the plans, programs, and operations of the school system, and is authorized to conduct news conferences and interviews as the need arises.

All news media representatives will be encouraged to attend the board of education meetings. Prior to each board meeting, the superintendent shall notify the media as to the major business to be conducted and the time and place of the meeting. News media coverage, including but not limited to recording and broadcasting, shall be permitted and encouraged at all regular and special board meetings. In accordance with Kentucky open meetings laws, news media shall not be permitted to attend executive sessions of the board.

Revised: November 13, 1995, Motion #27339
Adopted: August 26, 1974, Motion #8923
Adopted: November 26, 1979, Motion #13084
History: Policy K6.000

PARENT INVOLVEMENT

The Jefferson County Board of Education believes that families are children's first teachers and that together we have a shared obligation to educate our District's students to meet high academic expectations.

Our goal is for all family members who are involved in children's lives to share the school's commitment to the educational success of their children. Jefferson County Public Schools, in collaboration with family members, is committed to establishing and developing programs and practices that respond to the specific needs of students and families, and that enhance meaningful family involvement (for example, PTA, school-based decision making, preschool, elementary, middle and high school programs, family resource and youth services centers).

To this end, the board is supporting the development and implementation of parent involvement programs. These parent involvement programs are comprehensive and coordinated in nature. They reflect, but are not limited to, the following characteristics:

The Jefferson County Public Schools will

- Support parents* and families as advocates for lifelong learning and as full partners in decision making for school issues and programs;
- Strongly encourage parents to have meaningful roles and participation in their School-Based Decision Making Council and SBDM committees;
- Promote clear, two-way communications between schools and families about school programs and students' progress;
- Encourage parents to attend two parent/teacher conferences annually;
- Assist parents and families in acquiring techniques to support their children's learning;
- Wherever appropriate, involve parents and family members in a variety of instructional and support roles both within and outside the school;

(continued)

- Enlist parents' and families' involvement to play an integral role in assisting student achievement;
- Provide access to and coordinate community and support services for children and families;
- Create welcoming atmospheres for parents and families;
- Identify and reduce barriers to parent/family involvement;
- Provide professional development for teachers, administrators, and staff on ways to work effectively with parents and families;
- Post this policy in the school on a parent announcement bulletin board and include this policy in handbooks developed by schools for parents.

When parents and family members participate in their children's education and their lives, the profound and comprehensive benefits for students, families, and schools are achieved.

* "Parent" or "Parents" may be interpreted broadly to include grandparents, aunts, uncles, step-parents, guardians or other adults who carry the primary responsibility for a child's education, development and well-being.

Revised: June 26, 2000, Motion #32884
Revised: September 28, 1998, Motion #30664
Revised: July 10, 1997, Motion #29248
Adopted: November 13, 1995, Motion #27339

TITLE 1 AND HEADSTART-PARENT INVOLVEMENT

The Jefferson County Public School District shall provide the parents of Title 1 and Headstart students the opportunity to participate in the design and implementation of the district's Title 1 and Headstart projects. Opportunities may include, but are not limited to, the following:

- Notifying parents that their child has been selected to participate in the Title 1 and Headstart programs.
- Informing parents of the specific instructional objectives for their child.
- Providing reports to parents regarding their child's progress in the program.
- Establishing conferences between individual parents and teachers.
- Providing materials and suggestions to parents to help them promote the education of their children at home.
- Responding to suggestions offered by parents in a timely manner.
- Inviting parents to make suggestions concerning the planning, development, and operation of the Title 1 and Headstart projects.

Revised: November 13, 1995, Motion #27339

Adopted: November 9, 1987, Motion #19694

COMMUNITY USE OF SCHOOL FACILITIES

The board of education shall encourage the use of school buildings by school-related groups, Parent-Teacher-Student Associations, or other parent groups whose purpose is to serve or benefit the school program. Regular rental fees shall not be charged to school-related groups. Such groups shall reimburse the school district for any additional personnel costs.

Other non-profit organizations, governmental agencies and individuals may use school buildings or facilities for lawful public assemblies. For-profit organizations may use school buildings or facilities for the purpose of providing before or after school enrichment and other educational programs for the benefit of students in attendance at the school. Use of facilities shall not interfere with school functions and operations. Groups shall obtain necessary approvals and pay appropriate fees and costs prior to the usage.

The superintendent shall establish procedures for the use of school facilities. Such procedures shall include the provision that the use of tobacco products in board-owned buildings is prohibited.

Revised: June 27, 2011, Order #2011-113
Revised: April 26, 2010, Order #2010-71
Revised: September 14, 2009, Motion #45333
Revised: August 8, 2005, Motion #38326
Revised: November 13, 1995, Motion #27339
Revised: March 24, 1986, Motion #18410
Adopted: November 26, 1979, Motion #13084
Adopted: September 25, 1972, Motion #8012
History: Policy K8.000
Reference: [KRS 160.290](#), [KRS 160.340](#)
[KRS 162.050](#), OAG 91-137
P.L. 107-110 (No Child Left Behind Act
of 2001)

**INVOLVEMENT OF COMMERCIAL ESTABLISHMENTS WITH ATHLETIC
AND EXTRACURRICULAR ACTIVITIES**

The board of education shall permit commercial establishments to cooperate with schools to support athletics and extracurricular activities. Procedures shall be established by the superintendent.

Reviewed: November 13, 1995, Motion #27339
Adopted: November 26, 1979, Motion #13084
Adopted: January 31, 1977, Motion #10459
History: Policy I9.300

ADVERTISING AND PUBLIC SOLICITATIONS IN THE SCHOOLS

There shall be no commercial advertising in the schools or on school property, unless the material in the advertisement contributes to the educational program or is approved by the superintendent/designee. This policy does not prohibit schools from soliciting and selling commercial advertisements in school publications or other forms of advertising at school events open to the public.

The following solicitations for charitable contributions are authorized by the board of education. The board has approved participation for employees and students in the following community campaigns:

- Metro United Way
- Fund for the Arts
- Crusade for Children
- United Negro College Fund

Each school may select one other organization or campaign which has been prescreened by the district's fundraising committee to which contributions may be solicited on a local school basis.

SCHOOL VISITORS AND VOLUNTEERS

Visitors

Parents and others in the community are urged to visit the schools in order to participate in activities and gain a greater understanding of the operation of the schools and the school system. Visitors to schools shall adhere to procedures established by the superintendent.

Volunteers

The board of education shall encourage assistance from parents and other community resource persons as volunteers to enrich and reinforce the instructional program. Volunteers are defined as adults who assist teachers, administrators, or other staff in public school classrooms, schools, or school district programs, and who do not receive compensation for their work.

The District shall conduct, at district expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis or who have supervisory responsibility for children at a school site or on school-sponsored trips. Such information shall be considered in determining volunteer status. Persons convicted of or pleading guilty to sexual or drug offenses or any felony offense shall not be utilized as volunteers.

The superintendent/designee shall develop orientation materials to be provided volunteers, as well as, procedures for the encouragement and use of volunteers in the district. The orientation materials shall include appropriate school policies, safety and emergency procedures.

Use of Tobacco Products Prohibited

The use of tobacco products is prohibited in any building owned or operated by the board. Smoking on school grounds is permitted only in outside areas so designated by the superintendent or principal, subject to the limits set by law.

Revised: August 8, 2005, Motion #38326
Revised: July 17, 2000, Motion #32951
Revised: November 13, 1995, Motion #27339
Adopted: November 26, 1979, Motion #13084
References: OAG 91-137
P.L. 103-227
(No Child Left Behind Act) of 2001)

PUBLIC COMPLAINTS

The board recognizes the right of individuals and groups to present complaints concerning school personnel, the curriculum, instructional materials, school services and school facilities. The board of education acknowledges citizens' rights to request and receive explanations regarding their concerns. The superintendent/designee shall establish procedures to handle all complaints fairly and expeditiously.

Revised: November 13, 1995, Motion #27339
Revised: March 24, 1986, Motion #18410
Adopted: November 26, 1979, Motion #13084
Adopted: February 23, 1976, Motion #9880
History: Policy B3.150

RELATIONS WITH COMMUNITY ORGANIZATIONS

The board of education, the superintendent, and employees of the board shall make every effort to cooperate with community organizations. While the board of education shall maintain complete autonomy at all times, it shall work cooperatively with the agencies in the community in cases where the board deems it in the best interest of the youth and taxpayers of the district.

Reviewed: November 13, 1995, Motion #27339
Adopted: November 26, 1979, Motion #13084
Adopted: August 26, 1974, Motion #8923
History: Policy L5.000

RELATIONS WITH GOVERNMENTAL AUTHORITIES

The board of education, the superintendent, and employees of the board shall make every effort to cooperate with other governmental authorities. While the board of education shall maintain complete autonomy at all times, it shall work cooperatively with the agencies in the community in cases where the board deems it in the best interest of the youth and taxpayers of the district.

Reviewed: November 13, 1995, Motion #27339

Adopted: November 26, 1979, Motion #13084

Adopted: August 26, 1974, Motion #8923

History: Policy L5.000

RELATIONS WITH ELECTION AUTHORITIES

The principal of each high school shall be responsible for informing students and school personnel of the availability of voter registration forms, for assisting them in registering with the party of their choice, and for returning the completed forms to the county clerk.

The county clerk shall provide the principal with voter registration forms.

Revised: November 13, 1995, Motion #27339

Adopted: July 14, 1980, Motion #13778

Reference: [KRS 116.045](#)

**RELATIONS WITH HEALTH AUTHORITIES
(COMMUNICABLE DISEASE CONTROL)**

The superintendent/designee in cooperation with the Louisville and Jefferson County Board of Health, will develop procedures for the control of communicable disease in the district. All procedures will conform to the regulations for communicable disease control issued by state agencies.

Reviewed: November 13, 1995, Motion #27339

Adopted: March 24, 1986, Motion #18410

Reference: [KRS 159.0-30](#), [KRS 214.034](#)
[KRS 214.185](#)