



# 2025-26

## Jefferson County Board of Education Policies and Administrative Procedures

September 2025

### Accessing Board Policies and Procedures

The Jefferson County Board of Education (JCBE) Policy & Procedures Manual is available online at <https://www.jefferson.kyschools.us/about/policies> and is maintained by the Kentucky School Boards Association (KSBA). The manual is updated shortly after Board approval of a new or amended policy or Board review of a new or amended procedure.

### Board Policy Changes for 2025-26

Each year, JCPS updates Board policies based on bills that have passed the Kentucky General Assembly, changes to state administrative regulations, and changes to federal law. KSBA provides draft policies with new or amended language. In addition, JCPS conducts regular policy reviews of existing policies to ensure they remain current. These draft policies are then reviewed by staff and the JCPS Board Policy Committee. Final versions are then submitted to the Board for approval. This newsletter provides information regarding policy changes that JCPS staff need to know about.

### Questions Regarding Policies and Procedures

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### Electronic Communications and Technology

#### Traceable Communications Between Employees/Volunteers and Students

- Requires the Board to approve one or more traceable communications applications for staff and volunteer communication with students.
- Requires staff and volunteers to use only those traceable electronic communications systems unless they are the students relative or the parent/guardian has submitted written consent.
- Creates parameters reporting of violations and for school, district, and EPSB investigations of unauthorized electronic communications.
- Provides for exceptions for emergencies.

#### Legislation **SB 181**

##### Board Policies

- 08.2323 Access to Electronic Media (Acceptable Use Policy)
- 08.2324 Traceable Communications

##### Procedures

- 08.2324 AP.2 Consent for Outside Traceable Communication
- 09.4261 AP.3 Consent for Outside Traceable Communications

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## Cell Phone Use by Students Prohibited During the School Day

1. Prohibits a student’s use of a cell phone during the entirety of the school day, except:
  - o During an emergency; and
  - o By students needing accommodations due to disability or medical condition.
2. Establishes the process to be used by a school to develop the school-based cell phone policy.

### Legislation **HB 208**

#### Board Policy

- 09.4261 *Telecommunications Devices*

#### Procedure

- 09.4261 AP.3 *School-Based Cell Phone Policies*

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## Acceptable Use Policy for Students and Employees

- Amends the District Acceptable Use of Technology Policy for employees and students to incorporate recommendations from the Kentucky Department of Education and the JCPS Information Technology Division.
- Prohibits access to social media by students through school technology unless authorized by a teacher for instructional purposes.

### Legislation **HB 208**

#### Board Policy

- 08.2323 *Access to Electronic Media (Acceptable Use Policy)*

#### Procedures

- 08.2323 AP.1 *Access to Electronic Media*
- 05.51 AP.21 *Employee Acceptable Use Agreement*

# Students

## Driving Instruction Permits for Fifteen-Year-Olds

- Adjusts “No Pass, No Drive” policy to reflect a change in statute permitting 15-year-olds to apply for an instructional driving permit, with continuation of the current 17-year-old age requirement for an unrestricted operator’s license.

### Legislation **HB 15**

#### Board Policy

- 09.4294 *Driver’s License Revocation*

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## Home and Hospital Instruction

- Allows a student to be provided home and hospital services on the day of admittance to an inpatient facility
- Requires a school district to be paid through the SEEK formula for those services.

### Legislation **HB 132**

#### Board Policy

- 08.1312 *Home/Hospital Instruction*

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## Student Athletes and NIL

- Prohibits student-athletes under the purview of the KHSAA from using school property for the purposes of earning compensation based on their name, image, and likeness (NIL).

### Legislation **SB 3**

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## Student Behavior on the Bus

- Revises District Transportation Services Policy required under KRS 158.100 regarding student behavior when riding on school buses to better align with guidance from the KDE.

### Legislation **HB 446 (2024 RS)**

#### Board Policy

- 09.2261 *Transportation Services Policy*

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## Homeless Children and Unaccompanied Youth

- Establishes processes for sending and receiving transfer records and evaluating incoming transcripts for homeless children and unaccompanied youth who change schools.
- Provides a detailed process for the placement of homeless and unaccompanied youth and for the granting of credit for coursework completed prior to enrollment at the new school.
- Sets forth strategies to remove barriers to graduation and provide support for credit recovery for homeless children and unaccompanied youth.
- Requires that homeless and unaccompanied youth have equal opportunity to participate in nonacademic and extracurricular services and activities.

#### Regulation

- 704 KAR 7:090 *Homeless Children & Youth Education Program*

#### Procedure

- 09.12 *Homeless Children and Unaccompanied Youth*

## Pregnant and Parenting Students

- Establishes the obligation of the District under Title IX to protect pregnant and parenting students from harassment and discrimination and to provide them with equitable access to full participation and benefits of educational programs and activities.
- Sets forth accommodations for pregnant, parenting, and breastfeeding, and students.

### Procedure

- 09.41 AP.1 *Protections & Supports for Pregnant/Parenting Students*



## Teachers

### Teacher Evaluation, Contracts, Induction, and Regulatory Changes

- Changes the period between required teachers' summative evaluations from three to five years.
- Requires teachers to be provided access to a copy of their employment contract.
- Directs the Kentucky Department of Education to create a four-year recurring schedule for state-mandated professional development trainings.
- Makes the new teacher induction program permissive, rather than mandatory, and directs KDE to annually identify districts that have not implemented such a program.
- Prohibits the Kentucky Board of Education from imposing new reporting requirements on school districts not already authorized by statute or regulation.
- Requires EPSB to report to the Legislative Research Commission the school districts that have not implemented an induction program for first-year teachers

## Legislation **HB 48**

### Board Policies

- 03.18 *Evaluation (Certified)*
- 03.19 *Staff Meetings and Professional Development (Certified)*
- 03.114 *Contract (Certified)*
- 09.22 *Student Health and Safety*

### Procedure

- 03.19 AP.1 *Professional Development (Certified)*

### Required Notification of Certification Suspension by EPSB

- Requires an employee on a certified salary schedule to immediately notify their supervisor and Human Resources if the employee:
  - Has their certification temporarily suspended by EPSB; or
  - Enters in an Agreed Order of temporary suspension with EPSB.

### Board Policy

- 03.112 *Certification and Records (Certified)*

## Academics

### Advanced Educational Opportunities

- Requires local school boards of education to adopt a policy, with prescribed parameters, regarding the promotion of advanced coursework or accelerated learning in grades 4-12, which must be posted to the district's website.

## Legislation **HB 190**

### Board Policies

- 02.4241 *School Council Policies (SBDM)*
- 08.1122 *Advanced Coursework*
- 08.113 *Graduation Requirements*

### Retention of Kindergarten and First Grade Students Based on Reading Ability

- Requires schools to administer a universal reading screener to all kindergartners and first graders within the last fourteen instructional days of the school year.
- Beginning with the 2025-26 school year:
  - Allows districts to retain rather than promote a kindergartner who had a reading improvement plan but did not meet prescribed reading benchmarks or master reading academic standards.

- Requires districts to retain rather than promote a first grader who had a reading improvement plan but did not meet prescribed reading benchmarks or master reading academic standards.

**Legislation**    **HB 240**

*Board Policy*

- 02.4241      *School Council Policies (SBDM)*
- 08.22        *Promotion and Retention*

*Procedure*

- *Elementary Student Promotion & Progression Handbook*

**High School Graduation Requirements**

- Beginning with 2025-26 high school freshman class, requires a one-credit course in financial literacy as a graduation requirement.
- Beginning with 2025-26 high school freshman class, requires for high school graduation either:
  - A 1/2-credit course in civic literacy; or
  - A score of 70% on a 100 question civics test (previously 60%).
    - o JCPS has chosen to implement the civics test.

**Legislation**    **HB 342; HB 535 (2024 RS)**

*Board Policy*

- 08.113      *Graduation Requirements High School Student Progression, Promotion, & Graduation Handbook*

*Procedure*

- 08.113      *High School Student Progression, Promotion, & Graduation Handbook*

**Kentucky Student Learning Capacities**

- Updates the learning capacities expected of Kentucky students, increasing the emphasis on literacy, civic education, and career and technical education.
- Requires school districts to publish their budget on their website.

**Legislation**    **SB 68**

**Age-Appropriate Instruction Regarding Child Sexual Abuse**

- Permits schools to provide age-appropriate instruction to protect student from sexual abuse.

**Legislation**    **SB 181**

*Board Policy*

- 08.13531    *Human Sexuality*

**Purchase of Instructional Materials**

- Revises the process for the purchase of instructional materials beginning July 1, 2026.
- Revises language relating to conflict of interest in the purchase of instructional materials.

**Legislation**    **SB 207**

*Board Policies*

- 02.4242      *School Budget and Purchasing*
- 03.1721      *Conflict of Interest (Certified)*
- 03.2721      *Conflict of Interest (Classified)*
- 08.1          *Curriculum*
- 08.232      *Instructional Materials*

**Moral Instruction for Students**

- Revises the process for districts to permit one hour of moral instruction per week led by an external organization.

**Legislation**    **SB 19**

*Board Policy*

- 09.122      *Attendance Requirements*

**Performance-Based and Standards-Based Credits**

- Amends the performance-based and standards-based credit requirements.

*Regulation*

- 704 KAR 3:305    *Minimum Requirements for High School Graduation*

*Board Policy*

- 08.1131      *Alternative Credit Options.*

**Early Graduation Programs**

- Amends the requirements for the Early Graduation Program.

*Regulation*

- 704 KAR 3:305    *Minimum Requirements for High School Graduation*

*Board Policy*

- 08.11311      *Early Graduation Program*

*Procedure*

- 02.4242      *High School Student Progression, Promotion, & Graduation Handbook*

# Exceptional Child Education

## Home/Hospital Instruction

- Permits a student admitted to an inpatient facility to receive home/hospital instruction on the day of admittance.

**Legislation** *HB 132*

**Board Policy**

- 08.1213 *Home/Hospital Instruction*

# Schools

## Comprehensive Support and Improvement (CSI) Schools

- Requires schools to be identified for Comprehensive Support and Improvement(CSI) status annually rather than every three years.
- Requires the mandated audit of CSI schools to include an assessment of the principal's capacity to lead the school's turnaround.
- Requires KDE to serve as a CSI school's turnaround support team, eliminating the option for outside turnaround vendors.

**Legislation** *HB 298*

## Supreme Court Ruling Allows Parent Opt-Out of Instruction Based on Religious Objections

- *Mahmoud v. Taylor*, decided June 26, 2025.
- Requires schools to allow a parent/guardian to opt their child out of classes based on objections to instruction and materials due on religious beliefs.
  - The court held that the lack of an opt-out for parents/guardians places an unconstitutional burden on the family's right to religious freedom.
  - Case was related to elementary school books with LGBTQ characters, but the decision impacts all content areas, and all religious objections.
  - A Board Policy and an Opt-Out Form will be developed and provided to schools.
  - In the meantime, if a parent/guardian requests an opt-out:
    - o Ask them to submit the request in writing;
    - o Immediately excuse the student from the instruction; and
    - o Provide an alternative assignment aligned with standards of the content area.

## Moment of Silence or Reflection at the Start of the School Day; Moral Instruction

- Requires schools to provide 1-2 minutes of silence at the beginning of each day. Previously, this was permissive.

**Legislation** *SB 19*

**Board Policy**

- 08.1351 *Pledge of Allegiance & Moment of Silence or Reflection*

**Procedure**

- 08.1351 AP.1 *Notice of Moment of Silence or Reflection*

## Interscholastic Athletics

- Requires KHSAA participation consent forms, as well as its annual coaches' and administrators' trainings, to include information on mandated reporting of child dependency, neglect, and abuse.
- Designates boys and coed lacrosse to be "contact sports," in which middle school students may not participate at the high school level.

**Legislation** *SB 120*

**Board Policy**

- 09.313 *Eligibility (Athletics)*

## Sexual Extortion

- Creates a new crime of "sexual extortion."
- Requires schools to post age-appropriate information for grades 6-12 on the newly-created crime of sexual extortion.
- Requires schools to provide age-appropriate notification of the definition of sexual extortion to all students in grades 4-12 and parents/guardians within ten days of the start of the school year.

**Legislation** *SB 73*

**Board Policy**

- 09.4221 *Sexual Extortion*

## Teacher Representative on SBDM Council

- Prohibits the involuntary transfer of a teacher representative on an SBDM council during their term in office, except in instances of alleged misconduct.

**Legislation** *SB 68*

**Board Policy**

- 02.421 *Election of School Council Members (SBDM)*

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## Posting of Prohibited or Limited Occupations and Permitted Working Hours for Minors

- Requires a school to display in a prominent location, in English and Spanish, a printed abstract of KRS 339.210 to 339.450, a list of the limited or prohibited occupations for minors, and a notice stating the working hours per day for each day of the week permissible for minors to work.

### Legislation **SB 120**

#### Board Policy

- 01.11 *General Powers and Duties of the Board*

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## Posting of Designated Safe Haven Baby Boxes Crisis Line Information

- Requires the Safe Haven Baby Boxes Crisis Line Number to be posted in schools.

### Legislation **HB 48**

#### Board Policy

- 09.227 *Child Abuse*

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## Administration of Medications in Schools

- Incorporates recommendations from the Kentucky Department of Education for changes to school and district procedures for medication administration in schools.
  - JCPS Department of Health Services will provide update documents to schools.
- *KDE Guidance* *KDE Medication Administration Manual*

#### Board Policies

- 09.224 *Emergency Medical Treatment*
- 09.2241 *Student Medication Procedures*
  - 09.2241 AP.1 *Student Medication Guidelines*
  - 09.2241 AP.21 *Permission Form for Prescribed or Over-the-Counter Drugs*
- 09.224 AP.1 *Emergency Medical Care Procedures*
- 09.224 AP.21 *Nurse Office Consent for Treatment/ Emergency Information*

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## Enrollment of Nonresident Students

- ▣ Establishes parameters for the enrollment of nonresident students in virtual programs run by a school district.

### Legislation **HB 241**

#### Board Policies

- 09.1222 *Nonresident Students*
- 09.1224 *Online, Virtual, and Remote Learning Procedure*
  - 09.1224 AP.1 *Online, Virtual, and Remote Learning Students*

# Administration

## Requests for Waivers of Kentucky Board of Education Regulations and Statutes

- Revises the process for districts to submit a request to the Kentucky Board of Education for a waiver of a Kentucky administrative regulation or statute relating to education.

### Legislation **SB 207**

#### Board Policies

- 01.11 *General Powers and Duties of the Board*
- 01.5 *School Board Policies*
- 02.4241 *School Council Policies (SBDM)*
- 02.413 *Exemption (SBDM)*

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## Electronic Signatures Accepted

- Defines “electronic signature” and stipulates that an electronic signature that may be accepted by government agencies, including the District and the Board.

### Statute **KRS 369.102**

#### Board Policy

- 01.0 *Definitions*

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## Trauma-Informed Approach Plan and the Comprehensive District Improvement Plan (CDIP)

- Removes the requirement that the District’s Trauma-Informed Approach Plan be included in the District’s CDIP.

### Legislation **HB 48**

#### Board Policy

- 01.111 *District Planning*

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## School Resource Officer on Each School Campus

- Extends the timeframe for a school district to have a school resource officer on each school campus to the 2026-27 school year.

### Legislation **SB 68**

#### Board Policy

- 02.31 *School Resource Officers*

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## Publication of the District’s Budget on District’s Website

- Requires the District’s annual budget to be published on the District’s website.

### Legislation **SB 68**

#### Board Policy

- 04.1 *Budget Planning and Adoption*

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## Reporting Requirements Relating to School Nutrition and Physical Activity

- Deletes reporting requirements relating to participation in nutrition programs and physical activity.
- Requires the District to create a District Wellness policy in compliance with federal regulation.

### Legislation **SB 68**

Regulation 7 C.F.R. 210.31

#### Board Policy

- 07.1 Food/School Nutrition Services
- 09.2 Student Welfare and Wellness Procedure
- 07.1 AP.1 School and Community Nutrition Program

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## Schools Permitted to Be Open on an Election Day

Permits the District to allow schools used as voting locations to remain open on election days.

### Legislation **SB 68**

#### Board Policy

- 08.3 School Calendar

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## Student Directory Information Notification and Opt-Out Forms

- Makes technical revisions to the definition of Student Directory Information that may be provided to external entities without written consent.
- Makes technical revisions to the Opt-Out Form for the Release of Student Directory Information to military recruiters

#### Procedure

- 09.14 AP.12 Student Directory Information Notification & Opt-Out Forms

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## Internal Audits & Organizational and Program Reviews and Audits by External Entities

- Establishes the process to be used for Internal Audits.
- Grants the Superintendent and the Board the authority to request an internal audit.
- Establishes parameters for an annual internal audit plan; management responses; report distribution; and the Superintendent's and Board's respective roles and responsibilities.

- Establishes a process for external entities to conduct organizational or program reviews and audits.
  - Grants the Superintendent and the Board the authority to request a review or audit by external entities.
  - Establishes parameters for contract award and approval; management responses; report distribution; and the Superintendent's and Board's respective roles and responsibilities.

#### Board Policy

- 04.9 Audits

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## Student Records

- Permits a parent/guardian or a student age 18 or older who has previously requested a name change to be used in student records to request that the student's preferred name as shown in the District Student Data System be used on the student's diploma.

Procedure 09.14 AP.21

# Human Resources

## Sick Leave for Teachers' Retirement System (TRS) Members

- Requires the District to make specified reports to TRS concerning sick leave of TRS members.
- Requires the District to pay TRS the actuarial cost of sick leave for future sick leave accruals in excess of 13 days each year.

### Legislation **SB 9**

#### Board Policies

- 03.1232 Sick Leave (Certified)
- 03.175 Retirement (Certified)

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## Medical Leave

- Permits unpaid medical leave for not more than two consecutive years, upon written request to be completed by the employee's attending physician.
- Requires medical leave to be granted in accordance with the Family and Medical Leave Act (FMLA).
- Entitles an employee to be placed in a comparable position for which they are qualified, upon return, but placement in the same position at the same school can not be guaranteed after 90 days of medical leave.

#### Board Policies

- 03.1234 Medical Leave (Certified)
- 03.2234 Medical Leave (Classified)

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## Evaluation of the Superintendent

- Incorporates Student Outcomes-Focused Governance (SOFG) Goals and Guardrails as a component of the Instructional Leadership Standard within the Superintendent Evaluation Framework.

### Procedure

- 02.14 AP.2 *Evaluation of the Superintendent*

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## Professional References for Certified Applicants

- Changes the number of required professional references for certified job applicants from four to two.

### Procedure

- 03.11 AP.23 *Interview Evaluation*

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## Unpaid Child Rearing Leave

- Clarifies language regarding the process to apply for and be granted unpaid child rearing leave for an employee with a child who does not meet minimum age for mandatory school attendance.
- Requires child-rearing leave to be granted in accordance with the Family and Medical Leave Act (FMLA) and run concurrently with FMLA leave.

### Board Policies

- 03.1233 *Unpaid Child Rearing Leave Options (Certified)*
- 03.2233 *Unpaid Child Rearing Leave Options (Classified)*

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## Unpaid Adoption Leave

- Clarifies language regarding the process to apply for and be granted unpaid adoption leave.
- Requires child-rearing leave to be granted in accordance with the Family and Medical Leave Act (FMLA) and run concurrently with FMLA leave.
- Requires an employee returning from unpaid adoption leave to be placed in accordance with federal and state law and collective bargaining agreements, if applicable.

### Board Policies

- 03.12332 *Unpaid Adoption Leave (Certified)*
- 03.2233 *Unpaid Adoption Leave (Classified)*



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N7382 Communications Policy Newsletter 9.25rj

# Operations

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## Non-Bus Vehicles Used to Transport Students

- Requires the Kentucky Board of Education to regulate the operation of school buses and other vehicles leased or contracted by a local school district in addition to those owned by the district.
- Requires anyone operating a vehicle owned, leased, or contracted by a local school district to have a Class D license.
- Requires non-school bus vehicles that are not used for daily use to be inspected at least every three months, rather than the previous 30 days.

### Regulation

- 702 KAR 5:130 *Non-school bus passenger vehicles*

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## Transportation of Preschool Students

- Clarifies that transportation for preschool students is provided exclusively for students who qualify under mandated categories (e.g. special needs, McKinney-Vento, foster care).

### Board Policy

- 08.1114 *Preschool Education*

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## Disposal of District Property

- Revises the process for the disposal of District property.

### Regulation

- 702 KAR 4:090 *Property Disposal*

### Board Policy

- 04.8 *Disposal of School Property Procedure*
- 04.8 AP.1 *Disposal of School Property*

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## Requirements for Construction Contractors

- Removes requirement for criminal background checks and drug screenings for employees of contractors or subcontractors working on District facilities, since those are not required by law, and construction work is done when students are not present.

### Board Policy

- 05.1 *Facilities Development and Construction*

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## Inventories of District Property

- Revises the list of things for which an inventory is to be maintained by the District to treat computers and other technology in the same manner as other property,
- Requires an inventory to be maintained for all fixed assets with an acquisition value of \$1,000 or more with a useful life of more than one year.

### Board Policy

- 04.7 *Inventories*