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| **Administrative Policy/Procedure**  **Policy/Procedure Title** | **Executive Staff** | | | | **Board** | | | | | **Posted W/KSBA** | **Communicated To Staff** |
| **Pages** | **Research Team Assigned** | **Discussion** | **Complete** | **Prepped** | | **Awaiting**  **Action** | | **Approved** |
| 01.0 Definitions | 1-2 |  | Defines parent/guardian; Replaces “instructional day” with “student attendance day”/ Defines health care provider and health care practitioner as meaning the same |  | |  | |  | |  |  |
| 01.42 Regular Meetings | 3 |  | Requires Board to set regular meeting schedule in January. Rescheduled regular meetings become special meetings except in emergencies, such as unexpected overflow crowds, unavailability of site or weather related events. |  | |  | |  | |  |  |
| 01.53 Code of Ethics | 4-5 |  | Code of Ethics developed by KSBA for school board members. |  | |  | |  | |  |  |
| 01.61 Records Management | 6-7 |  | Legal – HB 5 requires method to address safety and security of personal information and processes for dealing with information breaches. |  | |  | |  | |  |  |
| 01.83 In-Service Training | 8-9 |  | Legal – HB 154 amended/revised/added the annual training requirements for board members starting January 2015. |  | |  | |  | |  |  |
| 03.19 Professional Development | 10-11 |  | Legal – Reflects revisions to 704 KAR 3:035 addressing PD requirements. |  | |  | |  | |  |  |
| 04.32 Bidding | 12-13 |  | Legal – Employees accountable for complying with the ethical standards in KRS 45A.455. |  | |  | |  | |  |  |
| 04.91 Financial Statements | 14 |  | Legal – HB 154 requires finance officer to present detailed financial reports to board and that they be posted on district website. |  | |  | |  | |  |  |
| 05.1 Construction | 15-16 |  | Legal – 702 KAR 4:160 has been revised to detail the capital construction process. |  | |  | |  | |  |  |
| 07.11 Meal Pricing | 17 |  | Clarifies confidentiality for community eligibility provision (CEP) or free/reduced meal program. |  | |  | |  | |  |  |
| 07.111 Competitive Foods | 18-19 |  | Legal – Redefines competitive food, school day, school campus, and school-day approved beverage. |  | |  | |  | |  |  |
| 07.12 Vending Machines | 20-21 |  | Legal – outlines what is allowed in vending machines. Also, competitive foods/beverages shall not be sold from the midnight before until 30 minutes after the end of the school day. |  | |  | |  | |  |  |
| 08.113 Graduation Requirements | 22-24 |  | Legal – For Early Graduation certificate, a letter of intent must be completed and in IC by Oct 1. Student must also notify principal no later than 30 days into year of graduation. |  | |  | |  | |  |  |
| 08.133 ESS | 25-26 |  | Legal – outlines changes regarding ESS attendance. |  | |  | |  | |  |  |
| 08.3 School Calendar | 27-28 |  | Legal – revises how Boards may amend calendars and lengthen/shorten days when an emergency occurs. |  | |  | |  | |  |  |
| 08.4 Adult/Community Education | 29 |  | Legal – GED program is no longer an option through the District. |  | |  | |  | |  |  |
| 09.11 School Attendance Areas | 30-31 |  | Guidelines allowing students to transfer to different schools within the district. |  | |  | |  | |  |  |
| 09.12 Admissions and Attendance | 32-34 |  | Legal – Gives Districts the option of providing a high school program to a student refugee/legal alien until graduation or age 21. |  | |  | |  | |  |  |
| 09.121 Entrance Age | 35-36 |  | Legal – Amends Pre-school entrance age to August 1 instead of October 1. |  | |  | |  | |  |  |
| 09.1223 Persons Over Compulsory Attendance Age | 37 |  | Legal – Allows option of providing high school program until age 21 for refugee/legal alien. |  | |  | |  | |  |  |
| 09.14 Student Records | 38-41 |  | Legal – FERPA compliant language enables the District to release student info to KY Juvenile Justice System when a complaint is filed. |  | |  | |  | |  |  |
| 09.15 Student Fees | 42 |  | Fee waiver process permitted for qualifying students. |  | |  | |  | |  |  |
| 09.224 Emergency Medical Treatment | 43 |  | Legal – District shall have trained employees to administer emergency medications. |  | |  | |  | |  |  |
| 09.2241 Student Medication | 44-45 |  | Legal – Requires specific training for personnel authorized to administer meds. Allows students with parent and doctor permission to carry and self-administer meds for diabetes. Matches changes in ADA to meet new criteria to include serious health problems. |  | |  | |  | |  |  |
| 09.31 Athletics and Sport Activities | 46-47 |  | Legal – Coaches must be at least 21. |  | |  | |  | |  |  |
| 09.4232 Tobacco | 48 |  | Legal – Prohibits persons under age 18 from possessing alternative nicotine products or vapor product. |  | |  | |  | |  |  |
| 09.43 Student Disciplinary Processes | 49-50 |  | Legal – Requires report to KDE in IC on assessment of incidents relating to disruptive behaviors resulting in criminal or DJJ offense or public complaint. |  | |  | |  | |  |  |
| 09.438 Student Discipline Code | 51-52 |  | Legal – Code book must include information on consequences of violating the code. |  | |  | |  | |  |  |
| 03.124 Insurance  03.224 | 53-54 |  | Limits the number of days that substitutes/coaches can work in the district to prevent qualifying for group health insurance. (certified and classified) |  | |  | |  | |  |  |
| 03.4 Substitute Teachers | 55-56 |  | Also limits number of days that substitutes can work. |  | |  | |  | |  |  |
| 07.1 Food/School Nutrition Services | 57-58 |  | Provides a clearer definition of limit on food service charges. |  | |  | |  | |  |  |
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| Procedures |  |  |  |  |  |  |  |  |
| 01.61 AP.11 Notice of Security Breach | 59-61 |  | HB5 defines personal information and sets notification requirements to address a security breach |  |  |  |  |  |
| 03.19 AP.1 Professional Development | 62-64 |  | Changes to 704 KAR 3:035 addressing professional development requirements |  |  |  |  |  |
| 07.1 AP.1 School and Community Nutrition Program | 65-66 |  | These changes clarify reports by both the USDA and KDE are required by schools. Household income forms are to be used by districts/schools that participate in the community eligibility provision. This meets requirements of both the free and reduced lunch program and community eligibility provisions |  |  |  |  |  |
| 07.11 AP.1 Free and Reduced-Price Meals | 67-68 | FS | Officials enabled to process and act on free and reduced applications are not strictly dictated by Title in Law and regulation must have a “Need to Know.” |  |  |  |  |  |
| 07.111 AP.1 Competitive Foods | 69 | FS | Federal competitive foods regulations now restrict sale of all competitive foods from midnight until 30 minutes after the end of the school day. |  |  |  |  |  |
| 08.133 AP.1 Extended School/Supplemental Education Services | 70-71 |  | Revisions to 704 KAR 3:390 no longer include benchmark assessments |  |  |  |  |  |
| 09.11 AP.23 NCLB Transfer Notification Options | 72-76 |  | No decision has been made as to whether the state’s request for an NCLB waiver extension will be granted. If the waiver request is not renewed all provisions in this procedure must be followed. |  |  |  |  |  |
| 09.14 AP.11 Family Educational Rights and Privacy Act | 77-78 |  | Clarification that per KRS 160.730, a challenge to a student record may take the form of an informal discussion if documented in writing |  |  |  |  |  |
| 09.14 AP.111 Notification of FERPA Rights | 79-80 |  | Clarification that FERPA rights apply to students 18 or older or students attending a postsecondary institution |  |  |  |  |  |
| 09.14 AP.2 Juvenile Justice Agency Certification Form | 81 |  | A new form is needed for the authorities to which student data is released to certify that any educational records obtained shall be released only to persons authorized by statute and shall not be released to any other person without the written consent of the parent of the child. |  |  |  |  |  |
| 09.15 AP.1 Students Fees | 82 |  | Revision to apply to both districts/schools that participate in free and reduced meals program and districts/schools that participate in the community eligibility provision. |  |  |  |  |  |
| 09.224 AP.1 Emergency Medical Care Procedures | 83-84 |  | HB 98 Amended KRS 158.838 to allow trained non-licensed personnel to administer or assist with self-administration of insulin when a written authorization is in place. |  |  |  |  |  |
| 09.2241 AP.1 Students Medication Guidelines | 85-87 |  | HB 98 amended KRS 158.838 to allow students to carry and self-administer medication for diabetes if the parent makes a request and a written authorization. |  |  |  |  |  |
| 09.4281 AP.1 Grievance Procedures | 88-89 |  | Federal regulations require a specific form be used for filing complaints about delivery of school nutrition services. |  |  |  |  |  |
| AA07.1 AP.21 Meal Charges | 90 | FS | Revision to meal charges |  |  |  |  |  |