

KSBA Procedure Service

2016 Procedure Update (#20) Checklist

District: Spencer County Schools

To enable KSBA to track and store your District's administrative procedures in our procedure database, please indicate below what decision you have made on the proposed new/revised procedures enclosed for your review. We will forward printed or reproducible copies of the procedures when we receive this form and update your online manual if you belong to that service.

Procedure Number	Adopt as Written	Adopt with Modification*	Date of District/ Board Review	Keep Current Procedure	Delete Procedure
01.61 AP.11	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.112 AP.22	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.5 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.6 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
05.11 AP.11	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
05.11 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08.133 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.11 AP.23	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.1231 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.14 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.14 AP.11	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.14 AP.111	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.14 AP.12	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.14 AP.24	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.221 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.4361 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.438 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
10.5 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
05.31 AP.21	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
06.34 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.224 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.2241 AP.22	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

<u>04.31 AP.1</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>05.3 AP.1</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Please attach a copy of the modified policy. DO NOT RETYPE A DRAFT - simply indicate the district-initiated changes by writing in colored ink, circling, highlighting, etc.

Superintendent's Signature

Date

**Please return this completed form to KSBA at your earliest opportunity.
Please contact your KSBA Consultant IF you need KSBA to completely reprint all policy pages or to order additional new manuals, instead of just getting copies of the updated policies.**

EXPLANATION: HB 5 IN THE 2014 GENERAL ASSEMBLY ESTABLISHED REQUIREMENTS FOR NOTIFICATION OF SECURITY BREACHES. FORMS TO PROVIDE NOTICE HAVE BEEN DEVELOPED AND ARE LOCATED ON THE KENTUCKY FINANCE & ADMINISTRATION CABINET WEBSITE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: RECENTLY ENACTED 702 KAR 1:170 INCORPORATES THE KDE "DATA SECURITY AND BREACH NOTIFICATION BEST PRACTICE GUIDE." THIS PROCEDURE HAS BEEN UPDATED TO PROVIDE SUGGESTED INVESTIGATIVE STEPS.

FINANCIAL IMPLICATIONS: POSSIBLE COST OF INVESTIGATION

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.61 AP.11

Notice of Security Breach & Investigation Procedures

PROTECTION AND PREVENTION

The District will take reasonable security measures in accordance with KRS 61.931 - KRS 61.933, to guard against the foreseeable loss or exposure of personal information that it maintains or possesses.

"Personal information" is defined as an individual's first and last name or first initial and last name; personal mark; or unique biometric or genetic print or image, along with any data element listed below:

- Account number, credit or debit card number, that, in combination with any required security code, access code, or password would permit access to an account;
- Social Security number;
- Taxpayer identification number that incorporates a Social Security number;
- Driver's license number, state identification card number, or other individual identification number issued by any agency;
- Passport number or other identification number issued by the United States government; or
- Individually identifiable health information as defined in 45 C.F.R. sec. 160.103 except for education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. sec. 1232g.

Personal information does not include information that is lawfully made available to the general public pursuant to state or federal law or regulation.

A "security breach" refers to:

- an unauthorized acquisition, distribution, disclosure, destruction, manipulation, or release of unencrypted or unredacted records or data that compromises or is reasonably believed to compromise the security, confidentiality, or integrity of personal information and results in the likelihood of harm to one (1) or more individuals; or
- an unauthorized acquisition, distribution, disclosure, destruction, manipulation, or release of encrypted records or data containing personal information along with the confidential process or key to unencrypt the records or data that compromises or is reasonably believed to compromise the security, confidentiality, or integrity of personal information and results in the likelihood of harm to one (1) or more individuals.

Notice of Security Breach & Investigation Procedures**PROTECTION AND PREVENTION (CONTINUED)**

A security breach does not include the good-faith acquisition of personal information by an employee, agent, or nonaffiliated third party of the agency for the purposes of the agency if the personal information is used for a purpose related to the agency and is not disclosed to others without authorization.

INITIAL ASSESSMENT/INVESTIGATION OF SECURITY INCIDENT AND NOTICE

When the District receives information or notice prompting a reasonable belief that an event compromising the security of personal information maintained by the District or nonaffiliated third party on behalf of the District may have occurred, the District shall conduct a reasonable initial assessment or investigation to determine whether the event constitutes a "security breach" under the above definition.

Once it is determined that a security breach relating to personal information has occurred, the District shall within seventy-two (72) hours: 1) notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Kentucky Attorney General and the Education Commissioner and 2) begin a reasonable and prompt investigation to determine whether the security breach has resulted or is likely to result in the misuse of personal information.

FOLLOW-UP INVESTIGATION/ASSESSMENT IF SECURITY BREACH CONFIRMED

If it is determined after initial investigation that a security breach has occurred, the District shall complete an investigation and assessment of the incident to determine whether the security breach has resulted or is likely to result in the misuse of personal information, which may include the following:

- Depending on the nature of the breach and sensitivity of information, take reasonable near-term steps to mitigate further unauthorized disclosure of personal information and risk of harm.
- Consider designating a lead investigator and investigative team with expertise keyed to the event (e.g. utilization of available District IT professionals if breach involves electronically maintained information, internet, or web resources).
- Interview relevant individuals to learn about the circumstances surrounding the incident and review logs, tapes or other resources.
- Identify individual(s) affected by the breach.
- Determine what personal information has been compromised and how disclosed.
- If applicable, identify affected machines, devices, and IT resources and preserve backups, images and hardware where possible.
- Estimate the likely impact of the compromised data's exposure.
- Utilize professional assistance and consultation as necessary, analyze the likely cause of the breach.

Notice of Security Breach & Investigation Procedures

FOLLOW-UP INVESTIGATION/ASSESSMENT IF SECURITY BREACH CONFIRMED (CONTINUED)

- Coordinate internal and external communications related to the incident. Emphasize maintaining confidentiality during investigative stages of response activities.
- Seek involvement of law enforcement if there is reason to believe criminal activity has occurred.

SECURITY PROCEDURES AND PRACTICES

~~The District shall implement, maintain, and update security procedures and practices, including taking any appropriate corrective action, to protect and safeguard against security breaches.~~

~~Once it is determined by the District or the District is notified of a security breach relating to personal information the following shall take place as soon as possible, but within seventy-two (72) hours of the determination:~~

- ~~1. Notify the Commissioner of the Kentucky State Police, Auditor of Public Accounts, Attorney General and the Commissioner of Education; and~~
- ~~1. Begin conducting a reasonable and prompt investigation in accordance with the security and breach investigation and practices in accordance with state law.~~

NOTIFICATION OF BREACH

Upon conclusion of the investigation, if it is determined that a security breach has occurred and that misuse of personal information has occurred or is likely to occur, the District shall within forty-eight (48) hours notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, the Commissioner of Education, and the Commissioner of the Department of Libraries and Archives. Within thirty-five (35) days of providing these notices, the District shall notify all individuals impacted by the security breach as provided by law.¹

Formatted: ksba normal

These notices shall be delayed upon written request of a law enforcement agency that the notices would impede an investigation. Security Breach Forms are located on the Kentucky Finance & Administration Cabinet website:

Formatted: ksba normal

<http://finance.ky.gov/SERVICES/FORMS/Pages/default.aspx>.

Formatted: Font: Bold

If the investigation determines that misuse of personal information has not occurred or is not likely to occur, the above agency contacts shall be provided notice of the determination. In this case, notice to affected individuals is not required, but the District should maintain records reflecting and supporting the determination.

Formatted: Font: Bold

CONTRACTS WITH NONAFFILIATED THIRD PARTIES - INFORMATION SECURITY

On or after January 1, 2015, agreements calling for the disclosure of "personal information" to nonaffiliated third parties shall require the third party contracting with the District to follow information breach and security standards at least as stringent as those applicable to the District.

Contracts with such third parties shall specify how costs of data breach investigations and notices are to be apportioned.

Notice of Security Breach & Investigation Procedures**OTHER PRIVATE INFORMATION**

In the case of breach of information made private by law that does not fall within the definition of "personal information", the District may engage in similar investigative, response, or notification activities as provided above. Alternatively, the District may, after reasonable investigation, provide notice to the individual whose restricted personal information has been acquired by an unauthorized person. Notification will be made in the most expedient time frame possible and without unreasonable delay, except when a law enforcement agency advises the District that notification will impede criminal investigation. Notification should be provided to the individual within three (3) working days of discovery of the breach but no later than thirty (30) working days.

Depending on the number of people to be contacted, notification may be in the form of a face-to-face meeting, phone call, posting on a Web site or sending a written notice to each affected person's home. Notice should include the specific information involved and, when known, an estimate of how long it has been exposed, to whom the information has been released and how the breach occurred. In addition, the individual should be advised whether the information remains in the physical possession of an unauthorized person, if it has been downloaded or copied, and/or, if known, whether it was used by an unauthorized person for identify theft or fraud purposes.

REFERENCES:

¹KRS 61.933

KRS 61.931; KRS 61.932

702 KAR 1:170

Data Security and Breach Notification Best Practice Guide

Formatted: ksba normal

EXPLANATION: UNDER THE "EVERY STUDENT SUCCEEDS ACT OF 2015 (P. L. 114-95)" PARENTS CONTINUE TO HAVE THE RIGHT TO REQUEST INFORMATION ON QUALIFICATIONS OF THEIR CHILD'S TEACHER(S) AND PARAPROFESSIONAL(S). THIS CHANGE COMPORTS WITH THOSE REQUIREMENTS. IN ADDITION, ESSA DOES NOT CURRENTLY REQUIRE PARENT NOTIFICATION WHEN A CHILD IS NOT BEING TAUGHT BY A "HIGHLY QUALIFIED" TEACHER.
FINANCIAL IMPLICATIONS: COST OF REPRINTING FORMS

PERSONNEL

03.112 AP.22

- CERTIFIED PERSONNEL -

NCLB Qualification Notification

NOTIFICATION RE HIGHLY QUALIFIED TEACHERS

THIS FORM IS A MODEL TO BE CUSTOMIZED TO MEET THE NEEDS OF SPENCER COUNTY

TO: _____	FROM: _____
Parent's Name	School Name
DATE: _____	RE: _____
	Student's Name
GRADE: _____	

Dear Parent/Guardian,

Formatted: Font: Bold

Our school is dedicated to providing the best instructional staff we can to teach our students. However, because our school receives Title I federal funds, the federal No Child Left Behind Act (NCLB) requires us to inform you that your child has been assigned to a teacher not considered "highly qualified" under NCLB to teach the subject at your child's grade level. Your child

☐ has been assigned to _____ for _____ for this
Name of Teacher Core Subject
school year.

☐ has been assigned to _____ for _____ for the past four
Name of Teacher Core Subject
(4) weeks (twenty instructional days).

Please let me know if you have questions about this information (_____).
Telephone #

Sincerely, _____
Principal/designee

PERSONNEL

03.112 AP.22
(CONTINUED)

NCLBESSA Qualification Notification

ANNUAL NOTIFICATION - OPTION TO REQUEST PROFESSIONAL TEACHER QUALIFICATIONS

TO: _____	FROM _____
<i>Parent's Name</i>	<i>School Name</i>
DATE _____	RE _____
	<i>Student's Name</i>
	GRADE _____

Dear Parent/Guardian,

Because our District receives federal funds for Title I programs as a part of the ~~No Child Left Behind~~ Every Student Succeeds Act (NCLBESSA), you may request information regarding the professional qualifications of your child's teacher(s) and paraprofessional(s), if applicable.

If you would like to request this information, please contact _____
by phone at _____ or by e-mail at _____.

Sincerely, _____
Principal/designee

EXPLANATION: THIS DIRECTIVE IS RECOMMENDED TO GUIDE THE DISTRICT TO THE NOTIFICATION FORM USED TO NOTIFY PARENTS THAT THEY MAY REQUEST THEIR CHILD'S PARAPROFESSIONAL(S) QUALIFICATIONS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

\$03.5 AP.1

ESSA Qualification Notification

See procedure 03.112 AP.22/ESSA Qualification Notification form.

Formatted: polycytext

Formatted: Font: Bold

LEGAL: KRS 17:160 REQUIRES THE USE OF A SPECIFIC FORM APPROVED BY THE KY JUSTICE & PUBLIC SAFETY CABINET AND THE ADMINISTRATIVE OFFICE OF THE COURTS (AOC). THEREFORE, THE PROCEDURE CONTAINS A LINK TO THE PROPER FORM PROVIDED BY THE AOC.
FINANCIAL IMPLICATION: NONE ANTICIPATED

PERSONNEL

03.6 AP.21

Criminal Records Release Authorization for Volunteers

The criminal background check requirement request should be completed using the form accessible via the website of the Administrative Office of the Courts.

<http://courts.ky.gov/resources/legalforms/LegalForms/RU004.pdf>

PT-RC-2
5-96

Part One

**YOUTH LEADER REQUEST
PURSUANT TO KRS 17.160**

Organization: _____

Contact Person: _____ Phone Number: (____) _____

ADMINISTRATIVE OFFICE OF THE COURTS
PRETRIAL SERVICES
100 MILLCREEK PARK
FRANKFORT, KENTUCKY 40601
(502) 573-2350

~~—The records requested will be returned to the mailing address on the postage paid self-addressed return envelope. A separate addressed envelope on each person requested is required. If you have any questions, please contact Pretrial Services at (502) 573-2350.~~

PLEASE PRINT OR TYPE THE INDIVIDUAL'S INFORMATION CLEARLY.

— Social Security Number: _____

— Name: _____

— Date of Birth: _____

— Maiden or Alias Names: _____

— Street Address/P.O. Box: _____

— City, State, Zip Code: _____

PERSONNEL

03-6 AP.21

(CONTINUED)

Criminal Records Release Authorization for Volunteers

PT-RG-2

5-96

PART TWO

Youth Leader Request

Pursuant To KRS 17.160

ORGANIZATION:

CONTACT PERSON: _____ PHONE NUMBER: (____) _____

Administrative Office of the Courts

Pretrial Services

100 Millcreek Park

Frankfort, Kentucky 40601

(502) 573-2350

MULTIPLE INQUIRY FORM

THE RECORDS REQUESTED WILL BE RETURNED TO THE MAILING ADDRESS ON THE POSTAGE PAID SELF-AD-
SEPARATE ADDRESSED ENVELOPE ON EACH PERSON REQUESTED IS REQUIRED. IF YOU HAVE ANY QUESTION
SERVICES AT (502) 573-2350.

NAME: _____

DOB: _____

SS#: _____

ALIAS/MAIDEN: _____

ADDRESS _____

NAME: _____

DOB: _____

SS#: _____

ALIAS/MAIDEN: _____

ADDRESS _____

NAME: _____

DOB: _____

SS#: _____

ALIAS/MAIDEN: _____

ADDRESS _____

NAME: _____

DOB: _____

SS#: _____

ALIAS/MAIDEN: _____

ADDRESS _____

Formatted: top, Space Before: 0 pt

Formatted: top

Formatted: top, Left

Formatted: top, Left, Space After: 0 pt

Formatted: top, Space After: 0 pt

Formatted: top, Left

Formatted: Font: (Default) Arial, 10 pt

Formatted: top, Left, Space After: 0 pt

Formatted: top, Space After: 0 pt

Formatted: top, Tab stops: Not at 0.25"

Formatted: top, Border: Bottom: (No border), Tab stops: Not at 0.25"

Formatted: top, Space After: 0 pt, Tab stops: Not at 0.25" + 3.38" + 5.31"

Formatted: top, Tab stops: Not at 0.25" + 4" + 5.31"

Formatted: top, Space After: 0 pt, Tab stops: Not at 0.25" + 3.38" + 5.31"

Formatted: top, Border: Bottom: (No border), Tab stops: Not at 0.25"

Formatted: top, Space After: 0 pt, Tab stops: Not at 0.25" + 3.38" + 5.31"

Formatted: top, Tab stops: Not at 0.25" + 4" + 5.31"

Formatted: top, Space After: 0 pt, Tab stops: Not at 0.25" + 3.38" + 5.31"

Formatted: top, Border: Bottom: (No border), Tab stops: Not at 0.25"

Formatted: top, Space After: 0 pt, Tab stops: Not at 0.25" + 3.38" + 5.31"

Formatted: top, Tab stops: Not at 0.25" + 4" + 5.31"

Formatted: top, Space After: 0 pt, Tab stops: Not at 0.25" + 3.38" + 5.31"

Formatted: top, Border: Bottom: (No border), Tab stops: Not at 0.25"

Formatted: top, Space After: 0 pt, Tab stops: Not at 0.25" + 3.38" + 5.31"

Formatted: top, Tab stops: Not at 0.25" + 4" + 5.31"

Formatted: top, Space After: 0 pt, Tab stops: Not at 0.25" + 3.38" + 5.31"

Formatted: top, Border: Bottom: (No border), Tab stops: Not at 0.25"

Page 1 of _____

PERSONNEL

03.6 AP.21
(CONTINUED)

CRIMINAL RECORDS RELEASE AUTHORIZATION FOR VOLUNTEERS

Youth Leader Request

Pursuant To KRS 17.160

Page ____ of ____

ORGANIZATION: _____
CONTACT PERSON: _____ PHONE NUMBER: () _____

NAME: _____ DOB: _____
SS#: _____

ALIAS/MAIDEN: _____ ADDRESS _____

NAME: _____ DOB: _____
SS#: _____

ALIAS/MAIDEN: _____ ADDRESS _____

NAME: _____ DOB: _____
SS#: _____

ALIAS/MAIDEN: _____ ADDRESS _____

NAME: _____ DOB: _____
SS#: _____

ALIAS/MAIDEN: _____ ADDRESS _____

NAME: _____ DOB: _____
SS#: _____

ALIAS/MAIDEN: _____ ADDRESS _____

NAME: _____ DOB: _____
SS#: _____

ALIAS/MAIDEN: _____ ADDRESS _____

NAME: _____ DOB: _____
SS#: _____

ALIAS/MAIDEN: _____ ADDRESS _____

Formatted: top

Formatted: Font: (Default) Century Gothic, 10 pt, Bold

Formatted: top, Left

Formatted: top, Space After: 0 pt

Formatted: top

Formatted: top, Border: Bottom: (No border), Tab stops: Not at 0.25"

Formatted: top, Space After: 0 pt, Tab stops: Not at 0.25" + 3.38" + 5.31"

Formatted: top, Tab stops: Not at 0.25" + 4" + 5.31"

Formatted: top, Space After: 0 pt, Tab stops: Not at 0.25" + 3.38" + 5.31"

Formatted: top, Border: Bottom: (No border), Tab stops: Not at 0.25"

Formatted: top, Space After: 0 pt, Tab stops: Not at 0.25" + 3.38" + 5.31"

Formatted: top, Tab stops: Not at 0.25" + 4" + 5.31"

Formatted: top, Space After: 0 pt, Tab stops: Not at 0.25" + 3.38" + 5.31"

Formatted: top, Border: Bottom: (No border), Tab stops: Not at 0.25"

Formatted: top, Space After: 0 pt, Tab stops: Not at 0.25" + 3.38" + 5.31"

Formatted: top, Tab stops: Not at 0.25" + 4" + 5.31"

Formatted: top, Space After: 0 pt, Tab stops: Not at 0.25" + 3.38" + 5.31"

Formatted ... [1]

Formatted ... [2]

Formatted: top, Tab stops: Not at 0.25" + 4" + 5.31"

Formatted ... [3]

Formatted ... [4]

Formatted ... [5]

Formatted: top, Tab stops: Not at 0.25" + 4" + 5.31"

Formatted ... [6]

Formatted ... [7]

Formatted ... [8]

Formatted: top, Tab stops: Not at 0.25" + 4" + 5.31"

Formatted ... [9]

Formatted ... [10]

Formatted ... [11]

Formatted: top, Tab stops: Not at 0.25" + 4" + 5.31"

Formatted ... [12]

Formatted ... [13]

EXPLANATION: RECENT REVISIONS TO 302 KAR CHAPTER 29 CHANGE THE REQUIREMENTS FOR NOTIFICATION OF PESTICIDE APPLICATION ON SCHOOL PROPERTY AND DEFINE WHEN CHILDREN ARE PRESENT. THE REVISIONS ALSO SET NOTIFICATION REQUIREMENTS IF/WHEN TREATMENT IS MADE WHILE CHILDREN ARE PRESENT.
FINANCIAL IMPLICATION: NONE ANTICIPATED

SCHOOL FACILITIES

05.11 AP.11

Integrated Pest Management Application and Notification

~~In compliance with applicable Kentucky Administrative Regulation (302 KAR Chapter 29), the District will implement a program of Integrated Pest Management (IPM) with the primary goal of controlling dangerous and destructive pests with judicious use of pesticides.~~

Formatted: ksba normal

~~The IPM program shall include, but not be limited to, the following components:~~

- ~~• Persons who apply pesticides in any District school building shall be certified in keeping with applicable statutes and regulations.~~
- ~~• Notification in compliance with Kentucky Administrative Regulation.~~

"Children are present" means the designated time period between two (2) hours before the start time and forty-five (45) minutes after the dismissal time of the regularly scheduled school day as determined by the school authority under the calendar set by the school Board.

Notification by the school to parents or guardians on the registry shall be required if the school authority, after consultation with the certified applicator, determines that a pesticide application is necessary when children are present in the school.

For pesticide applications made when children are present, the school authority shall provide the notification to persons listed on the registry at least one (1) hour prior to the making of the application.

Pesticides may be applied without notification indoors and to outside areas when children are not present.

The area where the point of application of a pesticide occurred shall be posted by the certified applicator regardless of the absence or presence of children

Formatted: ksba normal

EXPLANATION: RECENT REVISIONS TO 302 KAR CHAPTER 29 CHANGE THE REQUIREMENTS FOR NOTIFICATION OF PESTICIDE APPLICATION ON SCHOOL PROPERTY AND DEFINE WHEN CHILDREN ARE PRESENT. THE REVISIONS ALSO SET NOTIFICATION REQUIREMENTS IF/WHEN TREATMENT IS MADE WHILE CHILDREN ARE PRESENT.
FINANCIAL IMPLICATION: NONE ANTICIPATED

SCHOOL FACILITIES

05.11 AP.21

Integrated Pest Management Notification

WRITTEN NOTICE IN THE FOLLOWING FORM SHALL BE SENT OR GIVEN AT THE BEGINNING OF THE SCHOOL YEAR. A COPY OF THE NOTIFICATION SHALL BE MAINTAINED BY THE SCHOOL AUTHORITY FOR TWENTY FOUR (24) MONTHS AFTER THE NOTICE IS ISSUED AND SHALL BE SUBJECT TO INSPECTION UPON REQUEST BY KENTUCKY DEPARTMENT OF AGRICULTURE PERSONNEL.

Date

Dear Parent or Guardian:

Each school district in the Commonwealth is required to implement a program of "integrated pest management" with the primary goal of preventing and controlling pests through strategies that may include judicious use of pesticides. The application of pesticides in the school or on school grounds during times when children are present is limited by state regulation, but there may be occasions when, after consulting with a certified pesticide applicator, the school administration determines that a pesticide application is necessary when children are present in the school. As required by state regulation, we have created a registry for parents or guardians who wish to receive an electronic message or telephone call prior to the application of pesticides in the school when children are present. Please provide the school administration your email address or phone number if you wish to be placed on this registry.

Formatted: ksba normal

Formatted: ksba normal

Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto

Formatted: Space After: 18 pt

Name: _____ School: _____

Phone Number: _____ Email Address: _____

For more information, please contact _____ at _____
Name Phone Number

Integrated Pest Management Notification

This form may be used to implement the District's Integrated Pest Management Program and shall be sent or given at least twenty-four (24) hours prior to a qualifying pesticide application. A master copy of each notification shall be maintained by the school in a file marked IPM for twenty-four (24) months after the notice is issued and shall be subject to inspection upon request by Division of Environmental Services personnel.

Date

Dear Parent/Guardian, District Employee, or Health Professional,

Please be advised that

- ☐ A pesticide will be applied in or around the school while school is in session under the calendar set by the Board or when students or others are to be in the building during the application or within twenty-four (24) hours after the application.
- ☐ Due to special circumstances, we were unable to provide the required advance notice of a pesticide application because _____

(why advance notice was not provided).

Please note the following information:

Date of pesticide application: _____

General location of pesticide application: _____

Pest(s) treated: _____

Pesticide(s) applied (brand name): _____

Active ingredients of pesticide(s) applied: _____

Method of pesticide application: _____

For more information, please contact _____ at _____
Name Phone Number

Formatted: policytext, Right, Tab stops: 3.38", Left + 5.25", Left

EXPLANATION: UNDER THE "EVERY STUDENT SUCCEEDS ACT OF 2015 (P. L. 114-95)", THE NCLB ACT WAIVER EXPIRES AUGUST 1, 2016 AND ESSA NO LONGER ADDRESSES SUPPLEMENTAL EDUCATIONAL SERVICES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.133 AP.1

Extended School/Supplemental Educational Services

Eligible students shall be provided extended school (ESS) ~~and/or supplemental educational services (SES)~~ in accordance with the following procedures.

ELIGIBILITY FOR EXTENDED SCHOOL SERVICES

One (1) or more of the following methods of documentation shall be used to determine which students shall be eligible for and in the greatest need of extended school services:

1. Teacher recommendation;
2. Academic performance data, including diagnostic, formative, interim, or summative assessments;
3. Student performance on high school, college, and workforce readiness assessments required by KRS 158.6459; or
4. Behavioral and developmental progress as documented in formal and informal assessments and reports.

SELECTION FOR EXTENDED SCHOOL SERVICES

Selection criteria for the extended school services program shall be in compliance with applicable administrative regulations.

NOTIFICATION TO PARENTS OF EXTENDED SCHOOL SERVICES

Parents of eligible students shall be notified using procedure 08.133 AP.2.

The District will **provide** a notice of the availability of extended school services, the rationale for offering extended school services, and consequences of not obtaining a high school diploma.

STUDENTS ATTENDING PRIVATE, PAROCHIAL OR HOME SCHOOLS

Students residing within the District's boundaries who attend private, parochial, or home schools must apply to be eligible for the after school tutorial program. Upon application, they may also be considered for enrollment in the summer school program as required by ~~P.L. 107-110 P. L. 114-95. (No Child Left Behind Act of 2001)~~ Every Student Succeeds Act of 2015). Their eligibility and selection shall be based on the same criteria as students enrolled in the District schools.

~~Because the Kentucky request to the U. S. Dept. of Education for flexibility was granted, the following provision is waived through the 2018-2019 school year.~~

SUPPLEMENTAL EDUCATIONAL SERVICES

~~Eligible students shall be provided supplemental educational services (SES). "Eligible students" mean all students from low-income families who attend Title I schools that are in their second year of school improvement, in corrective action, or in restructuring. "Supplemental educational services" means additional academic instruction designed to increase students' academic achievement such as tutoring, remediation, distance learning technologies, or other educational interventions provided by state-approved service providers outside of the regular school day.~~

Extended School/Supplemental Educational Services**SUPPLEMENTAL EDUCATIONAL SERVICES (CONTINUED)**

In providing supplemental educational services, the District shall:

- 0. ~~Notify parents of eligible children about the availability of supplemental educational services in a manner that is clear and concise, as well as clearly distinguishable from other school-related information that parents receive.~~

~~The District shall post on the District/school web site(s) information about available supplemental educational services to include:~~

- ~~• The number of students who were eligible for and who participated in supplemental educational services (SES), beginning with data from the 2007-08 school year and for each subsequent year; and~~
- ~~• A list of SES providers approved to serve the District, as well as the locations where services are provided for the current school year.~~
- 0. Help parents, at their request, choose a provider;
- 0. Determine which students should receive services, pursuant to criteria set forth in federal law, if not all students can be served;
- 0. Enter into agreements with service providers whom the parents select;
- 0. Assist the Kentucky Department of Education (KDE) in identifying potential providers within the District;
- 0. Provide information KDE needs to monitor the quality and effectiveness of the services that providers offer; and
- 0. Protect the privacy of students who receive supplemental educational services.

REFERENCES:

KRS 158.6459
704 KAR 3:390

RELATED PROCEDURE:

08.133 AP.2

Principal/designee

STUDENTS

09.11 AP.23

(CONTINUED)

ESSA Transfer Notification Options

Formatted: Space Before: 6 pt, After: 12 pt

SCHOOL IMPROVEMENT RESTRUCTURING

THIS FORM IS A MODEL TO BE CUSTOMIZED TO MEET THE NEEDS OF SPENCER COUNTY

TO: _____	FROM: _____
Parent's Name	School Name
DATE: _____	RE: _____
	Student's Name
GRADE: _____	

Formatted: Font: 11 pt

Dear Parent/Guardian:

Our school is dedicated to providing the best education possible for your child. We are notifying you because under the federal Every Student Succeeds Act (ESSA), our school has been identified for ☐ second year school improvement ☐ corrective action year 1 ☐ corrective action year 2 ☐ restructuring year 1 ☐ restructuring year 2 and beyond.

Being identified at any of these levels means the school did not make adequate yearly progress (AYP).

In terms of our academic achievement, here is how our school compares with other schools in the District and in the state (information may be attached): _____

Our school was identified for these reasons: _____

We are working to improve student achievement by: _____

The District and state of Kentucky will help us by: _____

Parents wanting to get involved in addressing the academic issues that caused the school to be identified for school improvement should refer to the District's Title I Parental Involvement policy. Although we are committed to improving our school, as required by law, we are notifying you that you may request your child be transferred, at no expense to you, to the same grade level at another public school selected by the District that has not been identified for school improvement, corrective action, or restructuring. Your child may also be eligible for transportation to and from that school at no cost to you.

☐ However, no other school option is available at this time for these reasons: _____

☐ The following are District schools available to accept transfers. Attached to this notice is information concerning performance and quality of the school(s): _____

If you are a parent who falls under the designation "low-income" and you choose not to transfer your child to another school, your child may receive supplemental educational services (SES) before or after school. You may choose from a state approved list of providers. The District shall pay the providers but you must provide transportation. The providers available to you are: _____

Included with this notification is a description of the services, qualifications and effectiveness for each available provider. Should the demand for supplemental education services exceed available funds, the amount of tutoring your child may receive will depend on the cost of the service selected. Should the number of students signing up for tutoring services exceed the ability of the District to fund the service, the District will give priority to students based on the following: _____

Please contact us immediately, but no later than ten (10) school days following the date of this letter by calling _____ (Contact) at _____ (Telephone #) to request a transfer or supplemental educational services. Failure to meet this deadline will result in the loss of your option to request a transfer or receive supplemental educational services (SES).

Please let me know if you have questions about this information.

Sincerely, _____
Principal/designee

RELATED PROCEDURE: 08.133 AP.1

STUDENTS

09.11 AP.23
(CONTINUED)

ESSA Transfer Notification Options

THIS FORM IS A MODEL TO BE CUSTOMIZED TO MEET THE NEEDS OF SPENCER COUNTY

TO: _____ <i>Parent's Name</i>	FROM: _____ <i>School Name</i>
DATE: _____	RE: _____ <i>Student's Name</i>
GRADE: _____	

Dear Parent/Guardian,

Our school is dedicated to providing the safest educational experience possible for your child. We are notifying you because under ESSA and state law, our school has been designated as "persistently dangerous." A Kentucky public school is considered persistently dangerous if conditions exist over a period of time that expose students to injury due to violent criminal acts.

Although we are committed to improving our school, as required by law, we are notifying you that you may request your child be transferred to the same grade level at a District school ~~that is making adequate yearly progress and~~ that has not been identified as being persistently dangerous; ~~or in school improvement, corrective action, or restructuring.~~ Your child would be entitled to free transportation services.

- ☐ However, no other school option is available at this time.
- ☐ The following are schools available to accept transfers: _____

Please contact us immediately, but no later than ten (10) school days following the date of this letter by calling _____ at _____ to request

Contact

Telephone #

a transfer. Failure to meet this deadline will result in loss of your option to request a transfer.

You will be notified of the school assignment.

Please let me know if you have questions about this information.

Sincerely, _____
Principal/designee

STUDENTS

09.11 AP.23
(CONTINUED)

ESSA Transfer Notification Options

THIS FORM IS A MODEL TO BE CUSTOMIZED TO MEET THE NEEDS OF SPENCER COUNTY

TO: _____ <i>Parent's Name</i>	FROM: _____ <i>School Name</i>
DATE: _____	RE: _____ <i>Student's Name</i>
GRADE: _____	

Dear Parent/Guardian,

Our school is dedicated to providing the safest educational experience possible for your child. We are notifying you because the Superintendent has determined that your child has been a victim of a violent criminal offense as defined under state law.

Although we are committed to improving our school, as required by law, we are notifying you that you may request your child be transferred to the same grade level at a District school ~~that is making adequate yearly progress and that has not been identified as being persistently dangerous, or in school improvement, corrective action, or restructuring,~~ if such a school is available within the District.

☐ However, no other school option is available at this time.

☐ The following are schools available to accept transfers: _____

Please contact us immediately, but no later than ten (10) school days following the date of this letter by calling _____ at _____ to request a

Contact

Telephone #

transfer. Failure to meet this deadline will result in loss of your option to request a transfer.

You will be notified of the school assignment.

Please let me know if you have questions about this information.

Sincerely, _____
Principal/designee

NOTE: This parent was contacted by telephone by _____ on _____
Staff Member

Date

ESSA Transfer Notification Options

Because the Kentucky ESSA waiver request was granted through the 2018-2019 school year, only those sections addressing persistently dangerous schools, victims of a violent criminal offense, and related deadlines will apply.

TIMELINE INFORMATION**ESSA Improvement School:**

- ◆ When a school is identified for “school improvement, corrective action, or restructuring,” the District shall notify parents of students attending the designated school of the option to transfer their child to another public school not identified for improvement and provide details about the available options as far in advance as possible, but no later than fourteen (14) days before the start of the school year.
- ◆ As required by federal regulations, the District shall post on the District/school web site(s) information about available public school choice options to include the number of students who were eligible for and who participated in public school choice, beginning with data from the 2007-08 school year and for each subsequent year, and a list of available schools to which students eligible for public school choice may transfer for the current school year.

SUPPLEMENTAL EDUCATIONAL SERVICES:

- ◆ To assist parents of eligible students in requesting and selecting an SES provider, the District shall provide at least two (2) enrollment windows at separate points in the school year.

PERSISTENTLY DANGEROUS SCHOOL:

- ◆ Within ten (10) days of receiving notification of a school being designated as a “persistently dangerous school” (as defined by the Kentucky Board of Education), the District shall notify parents of students attending the designated school.
- ◆ Within twenty (20) school days from the date the District receives notice of being designated as “persistently dangerous,” the District must notify students attending the school and their parents of the opportunity to transfer to a safe District school with transportation provided.

VICTIM OF VIOLENT CRIMINAL OFFENSE:

- ◆ The District shall notify parents within twenty-four (24) hours, both in writing and by telephone, of a final determination that their child has been a victim of a violent criminal offense.
- ◆ The District shall offer the parent/guardian of the student the opportunity to transfer to a safe District school within ten (10) calendar days of such a determination.

DEADLINE:

- ◆ Transfers resulting from any of these designations must be completed within thirty (30) school days from the date the District receives notice of the designation. The District will make every effort to arrange for a requested transfer prior to the beginning of a school year.

- ◆ = time requirement designated by federal law

EXPLANATION: THE "EVERY STUDENT SUCCEEDS ACT OF 2015 (P. L. 114-95)" ONLY ALLOWS PARENTS/GUARDIANS OF STUDENTS OR STUDENTS WHO HAVE REACHED AGE 18 TO OPT-OUT OF RELEASE OF INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION.

FINANCIAL IMPLICATIONS: POSSIBLE COSTS OF REPRINTING OF FORMS

STUDENTS

09.14 AP.1

Family Educational Rights and Privacy Act Definitions

Although this listing is not intended to take the place of the complete FERPA law and regulations, the following definitions shall apply when implementing Policy 09.14 and the procedures that follow.

EDUCATION RECORDS – Refers to records directly related to a student that are maintained by the District or by a party acting for the District.

A "record" shall include any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche. Student records shall include disciplinary records with regard to suspension and expulsion.

Staff should refer to federal regulations for examples of documents that are not considered education records.

PERSONALLY IDENTIFIABLE INFORMATION – Includes, but is not limited to, the following:

1. Student's name;
2. Name of the student's parent or other family member;
3. Address of the student or student's family;
4. Any personal identifier, such as the student's social security or student number;
5. Personal characteristics that would make the student's identity easily traceable, including biometric records (measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting); or
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

NOTE: Unless the parent/guardian or ~~secondary school~~ student who has reached age 18, requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

Formatted: ksba normal

Formatted: ksba normal

STUDENT - Except as otherwise specifically designated by law, "student" shall mean any individual who is or has been in attendance in the District and for whom the District maintains education records.

ATTENDANCE – District "attendance" includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

STUDENTS

09.14 AP.1
(CONTINUED)

Family Educational Rights and Privacy Act Definitions

DISCLOSURE - Refers to permitting access to, or release or transfer of, personally identifiable information contained in a student's education record to any party, except the party identified as the provider or creator of the record, by any means, including oral, written, or electronic.

EDUCATION PROGRAM - Programs principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education and adult education, and any program that is administered by an educational agency or institution.

EARLY CHILDHOOD EDUCATION PROGRAM - A Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six (6) that addresses the children's cognitive, social, emotional and physical development and is a (a) state prekindergarten program; (b) a program authorized under the Individuals with Disabilities Education Act; or (c) a program operated by a local education agency.

REFERENCES:

34 C.F.R. Part 99, 20 U.S.C. 1232g

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

EXPLANATION: THE "EVERY STUDENT SUCCEEDS ACT OF 2015 (P. L. 114-95)" ONLY ALLOWS PARENTS/GUARDIANS OF STUDENTS OR STUDENTS WHO HAVE REACHED AGE 18 TO OPT-OUT OF RELEASE OF INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION.

FINANCIAL IMPLICATIONS: POSSIBLE COSTS OF REPRINTING OF FORMS

STUDENTS

09.14 AP.11

Family Educational Rights and Privacy Act

The following rules and procedures shall be complied with relative to disclosure of student records:

1. The District shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their rights under the Family Educational Rights and Privacy Act (FERPA).

The notification also shall be furnished to parents of all new students and to all new eligible students by the Principal/designee at the time of enrollment.

2. Unless the parent or ~~secondary school~~ student who has reached age 18 requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

Subject to federal opt-out rights, directory information shall be made available to Armed Forces recruiters and institutions of higher education on the same basis as it is provided to the public.

3. Parents or eligible students who wish to review educational records may make a request on the appropriate form. Forms are available at the school and in the Central Office. Access shall be provided within a reasonable time frame, not to exceed forty-five (45) calendar days of District receipt of the request. Until any questions are resolved, no student record held by the District shall be discarded when the record is under an outstanding request to inspect or review. Because, a shorter timeline is required in certain situations involving IDEA students, staff shall adhere to the District's special education procedures for responding to such requests.

If circumstances effectively prevent a parent or eligible student from exercising inspection rights, copies of the requested records shall be provided within the above stated time frame.

Until any questions are resolved, no student record held by the District shall be discarded when the record is under an outstanding request to inspect or review.

4. School authorities shall make a documented effort to notify the parent or eligible student prior to complying with a court order or subpoena that directs the disclosure of information concerning the student. In compliance with FERPA, notice to the parent is not required when a court order directs that the parent/eligible student is not to be notified, or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party.

5. As noted in the District's annual FERPA notice, parent consent/notification is not required to release student records to another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled.

~~As noted in the District's annual FERPA notice, parent consent/notification is not required to release student records to another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled.~~

STUDENTS

09.14 AP.11
(CONTINUED)

Family Educational Rights and Privacy Act

6. The District shall disclose personally identifiable student information to an organization designated to conduct a study for or on behalf of the District only when a written agreement has been established with the organization that shall include breach of security standards. Such disclosure does not require parent/eligible student consent.
7. The parent or eligible student must sign a request and consent form before a student's records are to be transferred to an agency or individual not authorized under law to receive them.
8. A log shall be maintained of student records requests and disclosures, including emergency disclosures in response to an actual, impending, or imminent articulable and significant health/safety threat. The log requirement does not apply to the following:
 - a. Disclosures made to parents or eligible students,
 - b. Records released pursuant to written consent,
 - c. Access by school officials and others having a legitimate educational interest under FERPA,
 - d. Disclosure to a party with written consent from a parent or eligible student,
 - e. Disclosures of directory information, or
 - f. Disclosures of records made pursuant to a subpoena or court order where a court order or other law provides that the parent or student are not to be notified.
9. A challenge to the records may take the form of an informal discussion among the parents, student, and school officials. Any agreement between these parties shall be reduced in writing, signed by all parties, and placed in the student's records.
10. Upon request, the Superintendent/designee shall, arrange for a record amendment hearing in compliance with 702 KAR 1:140.

RELATED PROCEDURES:

All 09.14 procedures