EXPLANATION: SB 1 AMENDS KRS 158.649 CHANGING THE BIENNIAL TARGET FOR ELIMINATING ACHIEVEMENT GAPS TO EVERY YEAR. THESE PROPOSED CHANGES ARE IN COMPLIANCE WITH THOSE AMENDMENTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: THE “EVERY STUDENT SUCCEEDS ACT OF 2015 (P. L. 114-95)” INCLUDES AREAS THAT WILL NEED TO BE CONSIDERED WHEN A SCHOOL DEVELOPS ITS SCHOOL IMPROVEMENT PLAN.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: THE KDLA RECORDS RETENTION SCHEDULE NOW REQUIRES SCHOOL IMPROVEMENT PLANS TO BE RETAINED PERMANENTLY.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# ADMINISTRATION $02.442 AP.21

Comprehensive School Improvement Plan Reports

The council, or Principal in a school without a council, shall organize the school improvement planning process in accordance with Board policy and the following procedures. Selection of committee members shall reflect reasonable minority representation and encourage active minority participation and include input from parents, faculty and staff.

Process Guidelines

Consistent with requirements of 703 KAR 5:225and the Every Student Succeeds Act of 2015 (ESSA), the council/committee shall:

1. Analyze performance data for the school’s students, including an annual review of disaggregated assessment data.
2. *Review gap targets* established by the Board. (Upon agreement of the Superintendent and SBDM council, or the Principal if there is not a council, the Board shall establish an annual target for the school for reducing identified gaps in achievement.)
3. *Conduct a comprehensive needs assessment for the school*.
4. *Document progress notes* to evaluate plan activities and achievement of plan goals and objectives, with results to be reported to the council/committee and to the Board via the Superintendent.

The council/committee also shall provide information and updates, as directed by the Superintendent/designee, to promote communication and coordination between the District Planning Committee and school councils.

1. *Schedule a review and update* of the plan by the council/committee at least once a year, as determined by the committee.
2. *Submit updated plan* to Superintendent, Board and community for review and comment.
3. *Submit* *school’s Section 7 allocation requests* to the Board*,* aligned with the CSIP and as approved by the council/committee or Principal.
4. *Maintain copies of the plan* permanently and other documentation to illustrate compliance with state and federal requirements.

# ADMINISTRATION $02.442 AP.21

# (Continued)

Comprehensive School Improvement Planning

Format of Written Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Component | Person(s) Responsible | Target Date | Date Completed |
| mission statement |  |  |  |
| goals (focusing on student performance and achievement gaps) |  |  |  |
| objectives (school changes needed to reach goals) |  |  |  |
| priority needs:   * addressing student performance weaknesses * closing achievement gaps |  |  |  |
|  |  |  |
|  |  |  |
| action components (strategies & activities) consistent with board/council roles |  |  |  |
| plan activities/method to evaluate plan |  |  |  |
| scheduled implementation & impact check(s) including reports to council/committee and board – recommended at least once annually |  |  |  |
| assurance of process used to develop plan |  |  |  |
| other process components required by 703 KAR 5:225 or ESSA: |  |  |  |

EXPLANATION: NEW FMLA CERTIFICATION FORM FOR USE WHEN AN EMPLOYEE REQUESTS MILITARY CAREGIVER LEAVE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# PERSONNEL $03.12322 AP.1

- Certified Personnel -

Family and Medical Leave Compliance

Required Notices

As required by law, the District shall post information and distribute notices using documents prepared by the United States Department of Labor (DOL) to implement the federal Family and Medical Leave Act. The FMLA poster provided by the DOL must be displayed in a conspicuous place at all locations where employees and applicants for employment can see it, including those work locations to which no eligible employees are assigned.

Posters, notices to provide to employees, and designated forms may be downloaded from the following (DOL) web site:

<http://www.dol.gov/dol/topic/benefits-leave/fmla.htm>

These include the following:

* FMLA Poster (PDF) - <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>
* WH-380-E Certification of Health Care Provider for Employee’s Serious Health Condition - <http://www.dol.gov/whd/forms/WH-380-E.pdf>
* WH-380-F Certification of Health Care Provider for Family Member’s Serious Health Condition - <http://www.dol.gov/whd/forms/WH-380-F.pdf>
* WH-381 Notice of Eligibility and Rights & Responsibilities - <http://www.dol.gov/whd/forms/WH-381.pdf>
* WH-382 Designation Notice - <http://www.dol.gov/whd/forms/WH-382.pdf>
* WH-384 Certification of Qualifying Exigency for Military Family Leave - <http://www.dol.gov/whd/forms/WH-384.pdf>
* WH-385 Certification for Serious Injury or Illness of Covered Servicemember - <http://www.dol.gov/whd/forms/WH-385.pdf>
* WH-385-V Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave - https://www.dol.gov/whd/forms/wh385V.pdf

EXPLANATION: SB 1 AMENDS KRS 156.557 TO REQUIRE DISTRICTS TO DEVELOP A PERSONNEL EVALUATION SYSTEM FOR CERTIFIED EMPLOYEES ALIGNED WITH KENTUCKY BOARD OF EDUCATION REGULATION AND THE STATEWIDE FRAMEWORK FOR TEACHing. IN ADDITION, SUMMATIVE EVALUATIONS MUST BE DONE ON A SET CYCLE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# PERSONNEL F03.18 AP.22

-Certified Personnel-

Evaluation Committee/Evaluators and Observers

Evaluation Committee Tasks

The following tasks have been completed by the Evaluation Committee, which shall consist of equal numbers of teachers and administrators:

🞏 Developing the processes to be used in formative and summative evaluations for certified positions below the level of District Superintendent.

🞏 Developing all forms associated with the evaluation process.

🞏 Establishing a procedure for certified employees to review their summative evaluation.

🞏 Developing plan for providing assistance to certified employees in formulating their professional growth plans.

Training and Testing of Evaluators and Observers

In meeting the evaluation requirements of KRS 156.557 and 704 KAR 3:370, evaluators shall be trained, tested, and approved on a four (4) year cycle, and observers shall be trained as follows:

Year one (1) of the District’s evaluator training cycle shall include the following training requirements:

1. Training on KRS 156.557 and 704 KAR 3:370;
2. Training in identifying effective teaching and management practices, in effective observation and conferencing techniques, in development of student growth goals, in providing clear and timely feedback, in establishing and assisting with a professional growth plan, and in summative decision techniques;
3. Training provided by KDE for all certified administrator evaluators who have never evaluated certified school personnel; and
4. Training, for all other evaluators, by a provider who has been approved by KDE as a trainer for the Instructional Leadership Improvement Program established in 704 KAR 3:325.

Year one (1) of the District’s evaluator training cycle shall include the following testing requirements:

1. An evaluator shall successfully complete testing of research-based and professionally accepted teaching and management practices and effective evaluation techniques;
2. The testing shall be conducted by KDE or an individual or agency approved by KDE; and
3. The testing shall include certification as an observer through the KDE-approved observer certification process for an evaluator who is evaluating teachers or other professionals.

# PERSONNEL F03.18 AP.22

# (Continued)

Evaluation Committee/Evaluators and Observers

Training and Testing of Evaluators and Observers (continued)

KDE shall issue year one (1) approval as an evaluator upon the evaluator’s successful completion of the required evaluation training and testing program and successful completion of observer certification.

Years two (2) and three (3) of the District’s evaluator training and testing cycle shall include a minimum of six (6) hours in each year and shall include:

* 1. Observer calibration training, in the KDE-approved technology platform, for all evaluators who observe teachers or other professionals, for the purpose of evaluation;
  2. Update training on personnel evaluation statutes and administrative regulations; and
  3. Training for evaluators on any changes to the personnel evaluation system and certified evaluation plan, policies, or procedures.

Year four (4) of the District’s evaluator training and testing cycle shall include refresher evaluator training and, if evaluating teachers or other professionals, recertification training and testing.

The District shall require peer observers to complete the KDE-approved peer observer training at least once every three (3) years.

District Contact

The District shall designate a contact person responsible for monitoring evaluator training and for implementing the system.

EXPLANATION: THE “EVERY STUDENT SUCCEEDS ACT OF 2015 (P.L. 114-95)” HAS A NEW DEFINITION OF PROFESSIONAL DEVELOPMENT.

FINANCIAL IMPLICATIONS: COST OF PROVIDING TRAINING

# PERSONNEL I03.19 AP.1

‑ Certified Personnel ‑

Professional Development

Definitions

Professional development is defined as professional learning that is an individual and collective responsibility, that fosters shared accountability among the entire education workforce for student achievement, and:

1. Aligns with Kentucky Academic Standards in 704 KAR 3:303, educator effectiveness standards, individual professional growth goals, and school, district, and state goals for student achievement;
2. Focuses on content and pedagogy, as specified in certification requirements, and other related job-specific performance standards and expectations;
3. Occurs among educators who share responsibility for student growth;
4. Is facilitated by school and district leaders, including curriculum specialists, principals, instructional coaches, competent and qualified third-party facilitators, mentors, teachers or teacher leaders;
5. Focuses on individual improvement, school improvement, and plan implementation; and
6. Is on-going.

Professional development program means a sustained, coherent, relevant, and useful professional learning process that is measurable by indicators and provides professional learning and ongoing support to transfer that learning to practice.

Every Student Succeeds Act of 2015 (ESSA) defines professional development as activities that are an integral part of school and local educational agency strategies for providing educators with the knowledge and skills necessary to enable students to succeed in a well-rounded education and to meet the challenging State academic standards; and that are sustained (not stand-alone, 1-day, or short term workshops), intensive, collaborative, job-embedded, data-driven, and classroom-focused.

Professional Development Program

The school and District, under the direction of the Professional Development Coordinator (PDC), shall develop and implement plans of continuing professional development. The plans shall include, but not be limited to, the following components:

1. A clear statement of the school or District mission;
2. Evidence of representation of all persons affected by the Professional Development plan;
3. A needs assessment analysis;
4. PD objectives that are focused on the school or District mission, derived from needs assessment, and that specify changes in educator practice needed to improve student achievement; and

# PERSONNEL I03.19 AP.1

# (Continued)

Professional Development

Professional Development Program (continued)

1. A process for evaluating impact on student learning and improving professional learning, using evaluation results.

Professional development activities shall be in accordance with federal guidelines and Kentucky State Regulation.

Certified Staff Responsibilities

In addition to job-embedded professional learning included in the Professional Development Plan, it is the responsibility of each full‑time certified staff member to complete the twenty-four (24) hours of professional development required in the District calendar. Part‑time employees shall complete the appropriate portion of the twenty‑four (24) hours.

Requirement Must Be Fulfilled

Professional development is ongoing. However the twenty-four (24) hours required by statute must be fulfilled by May 1 of each year. If it is not, repayment for the appropriate hours will be deducted from the individual's paycheck.

It is the responsibility of the individual to provide appropriate documentation for all completed professional development. All PD offerings shall be documented by completed attendance sheets. For activities outside the District, it is the responsibility of the individual to take an attendance sheet, complete it, have it signed, and return it to PDC within one (1) month of the activity. Registration costs, meals and mileage are the responsibility of the individual unless approved in advance by the school/district PD committee.

Related Procedures:

03.125 AP.21

03.19 AP.2

EXPLANATION: HB 195 AMENDS MULTIPLE STATUTES TO CHANGE THE GENERAL EDUCATION DIPLOMA (GED) TO HIGH SCHOOL EQUIVALENCY DIPLOMA.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# PERSONNEL U03.221 AP.22

‑ Classified Personnel ‑

Personnel Documents

Employee’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position/Work Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requirements

Employment shall be contingent upon meeting all requirements (state and local) for the position. Employees shall provide the following documents to the Central Office.

* **HIGH SCHOOL DIPLOMA (or High School Equivalency Diploma or proof of progress toward High School Equivalency Diploma for staff employed after 7/31/90)**
* **APPLICATION (including references, a list of states of former residence and dates of residency, and picture identification)**
* **CERTIFICATION (i.e., CDL for bus drivers) OR LICENSURE, WHERE APPLICABLE**
* **SIGNED CONTRACT (with letter of notification of employment)**
* **VERIFICATION OF EXPERIENCE:** Verification from each school district or the Kentucky Department of Education for which there is experience. (This must be on file before salary can be received based on that experience). Central Office personnel will write for verification after the names of the school districts have been provided.
* **HEALTH CERTIFICATION:** Each regular or substitute employee must have a medical examination, which shall include a tuberculin risk assessment, prior to initial employment, and proof shall be filed with the Central Office. Individuals identified as being at high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by 702 KAR 1:160. This form is required annually for school bus drivers, as are required drug testing results. Health certification records shall also include results from Hepatitis B vaccinations, if the position so requires.
* **MEMBERSHIP APPLICATION TO THE COUNTY EMPLOYEES’ RETIREMENT SYSTEM:** Each regular full time classified employee must file a membership application with the County Employees’ Retirement System if they are not already a member or if they have previously withdrawn their account.

**🞏 TAX WITHHOLDING EXEMPTION CERTIFICATES**: Each employee is to complete a copy of Form K‑4 (State) and Form W‑4 (Federal) for their file. (New certificates must be completed any time the employee makes a change in the number of exemptions claimed or the amount to be deducted.)

**🞏 CRIMINAL RECORDS CHECK FORM:** Required by state. Form will be mailed to the State Police by Central Office personnel. New classified employees must be fingerprinted at the Central Office.

* **DRIVING RECORDS CHECK FORM:** Required by state for all bus drivers and by the District, if applicable, for other classified personnel. Form will be mailed by Central Office personnel to the Kentucky Transportation Cabinet, Division of Driver Licensing.

# PERSONNEL U03.221 AP.22

# (Continued)

Personnel Documents

Requirements (continued)

* **I-9 FORM:** Required by federal law to determine eligibility for employment in the United States.
* **COMMERCIAL DRIVER’S LICENSE:** Must be presented to the Superintendent’s designee by each regular or substitute bus driver employed by the District prior to assuming the duties of the position.
* **CAFETERIA BENEFIT PLAN APPLICATION, if applicable**: Must be completed by every full‑time employee of the School District. (This is usually done shortly after the opening of school by a person who visits each school to have the forms completed.)
* **FOOD SERVICE HANDLER’S CERTIFICATE OF HEALTH, if applicable**: Must be presented to the Superintendent’s designee by each regular or substitute food service employee of the School District prior to assuming the duties of the position.

Personnel records also may include the following: evaluation documents; documentation of personnel actions (promotions, transfers, demotions, disciplinary actions, nonrenewals, terminations); record of professional development activities, and other payroll-related information (insurance forms/deductions and direct deposit authorizations).

EXPLANATION: AS NEEDED TO QUALIFY FOR A FEDERAL TITLE IV GRANT, DISTRICTS MUST CONDUCT A NEEDS ASSESSMENT TO IDENTIFY AREAS OF NEED OUTLINED IN THE EVERY STUDENT SUCCEEDS ACT OF 2015 (P.L. 114-95).

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# FISCAL MANAGEMENT D04.1 AP.1

Needs Assessment

School Needs Assessment

Each site administrator shall conduct and submit to the Superintendent a needs assessment. In SBDM schools, the administrator shall conduct the assessment at the direction of the council.

If the school has developed a strategic plan or improvement plan, items identified in those plans should help determine needs. As the school develops its consolidated action plan, as outlined by the Department of Education, the needs assessment will assist in determining the contents of that plan.

Guidelines for School Assessments

The annual needs assessment shall identify existing programs, strengths of the school, and where needs exist. Examples of needs to be addressed are:

1. Instructional program
2. Student support services (counselors, music teachers, etc.)
3. Major equipment (science, technology, etc.)
4. Major maintenance (roof, heating and cooling, painting, door replacement, etc.)

Documents to be Reviewed

In preparing the District needs assessment, the Superintendent shall include a review pertinent information, including but not limited to:

1. Student academic assessment results (state-mandated testing, AP scores, nationally normed tests, SAT, ACT, etc.)
2. Student non-cognitive variables (attendance, drop-out rates, retention rates, etc.)
3. District strategic plan or recommendations from the District’s long-range plan
4. Goals and objectives established by the Board and those set out in statute
5. Needs assessments of individual schools
6. Capital outlay needs of the District, including major maintenance needs
7. Personnel salaries (Specific salary increases should not be included in the needs assessment.)
8. Recommendations of accrediting associations, such as the Southern Association for Elementary and Secondary Schools.
9. Staffing levels (The needs assessment should review staffing and programs included or funded in the schools’ and District budgets.)

# FISCAL MANAGEMENT D04.1 AP.1

# (Continued)

Needs Assessment

District Needs Assessment (ESSA Title IV)

As needed to qualify for a federal Title IV grant, the District needs assessment must be conducted once every three (3) years as specified in Every Student Succeeds Act of 2015 (ESSA). The needs assessment shall be done with input from stakeholders, including, but not limited to: parents, teachers, principals, school and community leaders, local government representatives, and others with relevant and demonstrated expertise in the area. The assessment shall examine needs for improvement of the following:

1. Access to, and opportunities for, a well-rounded education for all students;
2. School conditions for student learning in order to create a healthy and safe school environment; and
3. Access to personalized learning experiences supported by technology and professional development for the effective use of data and technology.

Reference:

20 U.S.C. § 7116(d)

EXPLANATION: THERE IS NO STATUTORY REQUIREMENT TO PUBLISH BUS ROUTES IN THE NEWSPAPER.

FINANCIAL IMPLICATIONS: DECREASED COSTS OF PUBLISHING IN THE NEWSPAPER

# TRANSPORTATION $06.31 AP.1

Bus Scheduling and Routing

Scheduling and Routing

The Director of Transportation/Central Office designee shall prepare a route map and schedule of stops for each bus in the District. These maps will show the routes traveled by buses both morning and afternoon.

Written Description

A written description of each route shall be kept on the bus; a copy shall be filed with the Principal of the school(s) the bus serves, and the original shall be filed with the Director of Transportation/Central Office designee. This description shall include any characteristics peculiar to the route such as dangerous turns, steep grades, signals, and special information about any danger areas.

Extension of Bus Routes

The Principal and Transportation Director will survey the need for a route extension on request by interested parties.

New Drivers and Routes

At least one (1) week prior to the opening of school, each new driver and each experienced driver with a new route shall receive his/her map and schedule. The drivers shall drive their routes before school opens in order to become familiar with the route and the schedule.

Driver to Finalize Schedule

Each driver shall finalize his/her route schedule within ten (10) driving days after school opens. This route schedule will contain the names of the students riding the bus, the name of the road(s) on which the bus is routed, each stop’s number, the time of the stop, the grade of the pupil, and the school the pupil attends. Drivers shall notify the Director of Transportation/Central Office designee of any revisions to their routes.

EXPLANATION: THERE IS NO REQUIREMENT FOR SCHOOL DISTRICTS TO PROVIDE CHILD SAFETY RESTRAINT SYSTEMS ON BUSES FOR PRESCHOOL STUDENTS UNLESS THEY ARE PROVIDING DISTRICT TRANSPORTATION TO A HEAD START PROGRAM.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# TRANSPORTATION $06.32 AP.1

Eligibility for Transportation

Students With Disabilities

The need for special transportation for students with disabilities must be determined by the ARC or Section 504 Team and stated in the student’s Individual Education Plan (IEP) or Section 504 Plan.

Career and Technical Students

High school students attending an area career and technical school or extension center are eligible to be transported from the high school to the career and technical school. Transportation will be provided by the District in accordance with state regulations.

Distance Limitations

Three (3)- and (4)-year-old preschool children and students with disabilities are not required to meet the distance specifications in Policy 06.32 to be eligible for school transportation.

Preschool Transportation

When the parent/guardian, or a person authorized by the parent/guardian to accept the child, is not present upon midday or afternoon delivery, the child shall be returned to the school upon completion of the route. The parent/guardian shall be notified of the child’s location and shall be responsible for pick up.

Upon the third (3rd) time the assigned adult is not present to receive the child, the parent(s)/guardian will be requested to provide transportation for the child.

Children in Foster Care

The Superintendent will appoint a Point of Contact (POC) to coordinate activities relating to the District’s provision of services to children placed in foster care, including transportation services, when the District is notified by the Cabinet for Health and Family Services in writing that the Cabinet has designated its foster care POC for the District. The Superintendent may appoint the District POC prior to such notice from the Cabinet.

The District will collaborate with the Cabinet when transportation is required to maintain children placed in foster care in a school of origin outside their usual attendance area or District when in the best interest of the student. Under the supervision of the Superintendent/designee, the District POC will invite appropriate District officials, the Cabinet POC, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner. The arrangement and funding will be in accordance with the Cabinet’s authority to use child welfare funding when required to maintain children in foster care in their school of origin when in the best interest of the student.

# TRANSPORTATION $06.32 AP.1

# (Continued)

Eligibility for Transportation

Children in Foster Care (continued)

If there are additional costs to be incurred in providing transportation to maintain a student in the school of origin, the District will provide transportation to such school if:

* The Cabinet agrees to reimburse the District for the cost of such transportation;
* The District agrees to pay for the cost of such transportation; or
* The District and the Cabinet agree to share the cost of such transportation.

Definitions

“Foster Care” means 24-hour care for children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the Cabinet has placement care and responsibility.

“School of origin” means the school in which a child is enrolled at the time of placement in foster care.

While “Best Interest” is not defined in ESSA, that determination shall take into account all relevant factors, including consideration of the appropriateness of the current educational setting, and the proximity to the school in which the child is enrolled at the time of foster care placement.1

References:

1[Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care](http://www2.ed.gov/policy/elsec/leg/essa/edhhsfostercarenonregulatorguide.pdf)

KRS 605.120

922 KAR 1:350

42 U.S.C. § 675(4)(A)

20 U.S.C. § 6311(g)(1)(E)

20 U.S.C. § 6312(c)(5)

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

EXPLANATION: AS PART OF ASSURING COMPLIANCE, FOOD SERVICE AUDITORS MAY ASK TO SEE THE DISTRICT’S COLLECTION AND PARENT NOTIFICATION POLICY.

FINANCIAL IMPLICATIONS: COST OF PRINTING NOTICES

# SUPPORT SERVICES I07.1 AP.1

School and Community Nutrition Program

Program Funds

Because the District receives federal, state, and local funds to finance the school and community nutrition program, it is imperative that funds be properly safeguarded, that accurate records be kept, and that reports be made as required. In order to achieve this, the following procedures will be implemented:

1. All funds received as payment for meals (school nutrition program breakfast and/or lunch) and federal and state reimbursements shall be used only for food, labor, equipment, and supplies for the operation/improvement of the school nutrition program.
2. School nutrition program funds may not be used for:
   1. The purchase of land.
   2. The purchase or construction of buildings.
3. All schools shall make the required reports as required by the USDA and the Kentucky Department of Education.
4. A copy of all reports, financial records, and applications for free- and/or reduced-price meals shall be kept through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.

It is recommended by KDE that if the school/District is operating under the Community Eligibility Provision, copies of Household Income Forms (HIF) be kept following the retention schedule above.

1. All meals receiving federal reimbursement are priced as a complete unit.
2. The school nutrition program is operated on a nonprofit basis. Actual cash balances shall be maintained in accordance with state/federal regulation, as appropriate.

Food Service/School Nutrition Program Director Report

Each year, the District/area Food Service/School Nutrition Program Director shall assess the school nutrition program and issue a written report to parents, the Board, and school-based decision making councils by a date specified by the Superintendent/designee. The annual report shall include requirements specified by state and federal regulations.

Meal Charges

All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices.

Students shall not be permitted to charge a la carte items or second meals.

# SUPPORT SERVICES I07.1 AP.1

# (Continued)

School and Community Nutrition Program

Past Meal Charges

Students who have accumulated a balance in their meal account shall have weekly notices sent to their parent/guardian until the debt is satisfied. The notice shall request that payment be made within ten (10) days of receipt of the letter. If a prompt payment is not made, the principal shall send a certified letter to the parents/guardians. Information on accounts shall be forwarded to the central office for follow-up action. The account may be deemed as uncollectible and forwarded to the County Attorney for possible litigation in small claims court. Court costs incurred would be the responsibility of the parent/guardian.

If parents have not contacted the Cafeteria Manager or submitted the amount indicated within ten (10) working days from the date of the final notice, the debt will be considered delinquent.

Food Service funds may be used to collect delinquent meal charges.

References:

702 KAR 6:090

7 C.F.R. 245.6

EXPLANATION: THIS IS TO CLARIFY THE PROCESS FOR PARENTS TO FOLLOW TO REQUEST SPECIAL DIETARY SERVICES FOR THEIR CHILD AND OUTLINES DISTRICT RESPONSIBILITIES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# SUPPORT SERVICES $07.1 AP.11

Food Allergies and Special Dietary Needs

The District School Nutrition Program shall provide modified menus or food preparation for students as required by their individual education plan (IEP), Section 504 plan, or health plan.

The District School Nutrition Program shall be informed of any student who is unable to consume the meals normally served at the school in which s/he is enrolled.

Nutrition Program services shall provide for substitution of food items based on child-specific medical guidance.

Parent Responsibilities

Parents requesting dietary accommodations for their child shall:

1. Notify the school principal of any food allergy or special dietary need related to a disabling condition or medical necessity.
2. Provide a written statement containing medical information from a medical authority authorized to practice within the State of Kentucky as noted in the student’s IEP, 504 plan or health plan.
3. Provide updated medical information as requested by the District.
4. Participate in any meetings or discussions regarding the student’s meal plan.
5. Notify the school of any changes relating to the food allergy or special dietary need.

School Site Responsibilities

1. Inform school nutrition personnel who to notify when they receive a request from a parent or student for accommodations related to food allergies.
2. Identify children requiring special dietary modifications
3. Refer a student with known or suspected special dietary needs for special services as required by law and shall notify the Special Education Director, Section 504 Coordinator, school nurse or health services assistant, as appropriate, given the nature of the medical requirement or disabling condition known or suspected.
4. Make staff and the student aware of precautions needed related to field trips, classroom parties, allergy alert identification, intervention strategies, and other issues necessary to promote student safety.
5. Communicate plan requirements to all potential plan implementers, such as designated School Nutrition staff, the student’s teachers, etc.
6. Monitor and update the IEP, Section 504 plan, or health plan as needed.

****Food & Nutrition Services Responsibilities****

1. Provide food item services and/or substitutions for students based on medical need. Menus will not be modified based on personal preference.
2. Provide training to school nutrition personnel on how to react to food allergies and food-related emergencies and how to modify menus.
3. Maintain special dietary information on each student identified as having special dietary needs and update this information as needed.

EXPLANATION: THE KENTUCKY DEPARTMENT OF EDUCATION NO LONGER HAS A DIVISION NAMED STUDENT/FAMILY SUPPORT SERVICES AND NO LONGER REQUIRES DISTRICTS TO SEND THE DOCUMENTS AS LISTED BELOW.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# CURRICULUM AND INSTRUCTION $08.1312 AP.1

Application for Home/Hospital Instruction

The Home/Hospital Instruction application is incorporated by reference in 704 KAR 7:120. This application is available from the Kentucky Department of Education website.

Related Procedures:

08.1312 AP.21

08.1312 AP.23

EXPLANATION: THE “EVERY STUDENT SUCCEEDS ACT OF 2015 (P. L. 114-95)” REQUIRES DISTRICTS TO NOTIFY PARENTS OF THEIR RIGHT TO REQUEST AND RECEIVE INFORMATION REGARDING STATE OR DISTRICT ASSESSMENT POLICIES.

FINANCIAL IMPLICATIONS: COST OF PROVIDING NOTICES

# CURRICULUM AND INSTRUCTION $08.222 AP.21

ESSA Assessment Notification

Annual Notification - Option to Request Assessment Information

**To**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Parent’s Name*

**FROM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*School Name*

**rEGARDING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Student’s Name*

**DATE**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **GRADE**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent/Guardian,

Because our District receives federal funds for Title I programs as a part of the Every Student Succeeds Act (ESSA), you may request information addressing any State or District policy regarding student participation in any assessments mandated by ESSA, by the State or District. If you would like to request this information, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by phone at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or by e-mail at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal/designee

explanation: the “every student succeeds act of 2015 (P. L. 114-95)” and McKinney-Vento Act require districts to eliminate barriers to the IMMEDIATE ADMISSION of homeless youth and foster children. the district is to work with the local child welfare agency and/or other agencies to obtain any necessary enrollment documentation after the student is enrolled.

FINANCIAL implications: none anticipated

# STUDENTS $09.12 AP.1

Student Enrollment and Homeless/Immigration Status

Immigrant Status

The Principal/designee shall notify school staff that a student’s right to enrollment does not depend on his/her or the parent/guardian’s immigration status.

School personnel should not engage in any practice that would inhibit or discourage an unauthorized alien student or any other student from attending.

Homeless Students

The term “homeless” shall refer to children and youths who lack a fixed, regular and adequate nighttime residence and includes those that are:

1. Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals;
5. Residing in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and/or
7. Migratory children who are living in the previously described circumstances.

Guidelines for Enrollment

1. In general, only minimal information, such as name and age, can be required to enroll any student in school.
2. Types of reliable proof of a student’s identity and age may include, but are not be limited to:

* Passport
* Military identification or immigration card
* Baptismal certificate
* Copy of the record of baptism that has been notarized or duly certified and reflects the date of the student’s birth
* Any religious record authorized by a religious official
* Recording of the student’s name and birth in a family Bible or other religious text

# STUDENTS $09.12 AP.1

# (Continued)

Student Enrollment and Homeless/Immigration Status

Guidelines for Enrollment (continued)

* Notarized statement from the parents or another relative or guardian as to the date of the student’s birth
* Prior school record indicating the date of the student’s birth
* Driver’s license or learner’s permit
* Adoption record
* Affidavit of identity and age
* Any government document or court record reflecting the date of the student’s birth
* Oral proof when the native language of a parent or guardian is not a written language.

1. A student’s exact date of birth (month, day and year) is not required for initial enrollment.
2. When a student is an unaccompanied homeless youth, appropriate staff of emergency shelters, transitional shelters, independent living programs and street outreach programs may offer proof of age and identity of a student for initial enrollment purposes.
3. The District homeless student coordinator shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain essential records that are not in existence so that enrollment shall not be delayed or denied.
4. To the extent possible, the District homeless student coordinator shall attempt to provide required notices to non-English speaking parents via written language understandable to the general public and in the native language or other mode of communication of the parent with documentation of the attempt. If the native language of the parent is not a written language, the coordinator should take steps to ensure that the notice is translated orally or by other means so that the parent understands the content of the notice and that there is written evidence of the translation to the extent possible with documentation of the attempt.

explanation: the Board may designate a student’s address as directory information under FERPA; however, under the McKinney-Vento Act, information regarding a student’s living situation is not considered directory information. As a result, information about a student’s living situation must be provided the same protections as other non-directory, personally identifiable information (PII) contained in student education records under FERPA.

financial implications: NOne Anticipated

# STUDENTS $09.14 AP.12

Student Directory Information Notification

Consistent with the Family Educational Rights and Privacy Act (FERPA), parents (or students 18 or older) may direct the District not to disclose directory information listed below. We are required to disclose a student’s name, address, and telephone listing at the request of Armed Forces recruiters or institutions of higher education, unless a parent or student who has reached age 18, requests that this information *not* be disclosed.

Information about the living situation of a homeless student is not considered directory information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Date***

Dear Parent/Eligible Student,

This letter informs you of your right to direct the District to withhold release of student directory information for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Following is a list of items that the District considers

***Student’s Name***

student directory information. If you wish information to be withheld, please choose one (1) of the two (2) options below in both Sections I and II. Choose Option 1 if the District may not release any item of directory information; Option 2, if the District may release only selected items of information. Then check those items that may be released. Please be advised that parents cannot prevent the school from using directory information on District-issued ID cards or badges.

*If we receive no response within thirty (30) days of the date of this letter, all student directory information will be subject to release without your consent.* If you return this signed form on time, we will withhold the directory information consistent with your written directions, unless disclosure is otherwise required or permitted by law. Once there has been an opt-out of directory information disclosure, the District will continue to honor that opt-out until the parent or the eligible student rescinds it, even after the student is no longer in attendance.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Student Directory Information Listing*** | | | |
| **Section I**  **Release to Third Parties other than Armed Forces Recruiters and Institutions of Higher Education**  (Parent or student who has reached age 18 may sign below to direct the District to withhold information in this section.) | | **Section II**  **Armed Forces Recruiters & Institutions of Higher Education**  (Parent or student who has reached age 18 may sign below to direct the District to withhold information in this section.) |
| **Choose one of the Options below:**  🞏 **Option 1:** The District **MAY NOT RELEASE ANY** information listed below.  🞏 **Option 2:** The District **MAY RELEASE ONLY** the information checked below. | | **Choose one of the Options below:**  🞏 **Option 1:** The District **MAY NOT RELEASE ANY** information listed below.  🞏 **Option 2:** The District **MAY RELEASE ONLY** the information below. |
| ***If you choose Option 2, check the item(s) of information listed below that the District may release.*** | |  |
| 🞏 Student’s name  🞏 Student’s address  🞏 Student’s school email address 🞏 Student’s telephone number  🞏 Student’s date and place of birth  🞏 Student’s major field of study  🞏 Information about the student’s participation in officially recognized activities and sports | 🞏 Student’s weight and height (if a member of an athletic team)  🞏 Student’s dates of attendance  🞏 Degrees, honors and awards the student has received  🞏 Student’s photograph/picture  🞏 Most recent educational institution attended by the student  🞏 Grade level | * Student’s name * Student’s address * Student’s telephone number (if listed) |

**NOTE: If directed to withhold a student’s name, grade level, or photograph, THAT information will not be included in any school OR DISTRICT publication released to the public. a Parent wishing to permit SUCH information about his/her child (name, picture, etc.) to be included in a school or district publication (yearbook, sports program, etc.) that is sold for fund-raising purposes must provide written consent for such purposes.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Parent/Student Signature Date***

EXPLANATION: CONSIDER REMOVING “SCHOOL ATHLETICS” FROM FEE WAIVER EXAMPLE TO CLARIFY WAIVERS DON’T APPLY TO EXTRACURRICULAR ACTIVITIES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: 702 KAR 3:220 REQUIRES ALL DISTRICTS HAVE PROCEDURES IN PLACE FOR STUDENTS TO APPLY FOR WAIVER OF FEES. THIS DOCUMENT IS BEING SENT AS AN OPTION TO MEET THAT REQUIREMENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# STUDENTS $09.15 AP.21

Application for Waiver of Fees

|  |
| --- |
| **Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ***Last Name First Name Middle Initial***  **Student’s Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**  ***City State ZIP Code***  **Student’s Age \_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_ Sex \_\_\_\_\_\_\_ Student’s Phone Number \_\_\_\_\_\_\_\_\_\_**  **School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_ Homeroom/Classroom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Name of Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If none, number of nearest neighbor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the chart below, list the Name, Birthdate, School, and Grade for **all other** children in the home:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Birthdate | Grade | School Attending |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Employment Status of Parent/Guardian:**

**Mother:** 🞏 Employed 🞏 Unemployed

Employer’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Father:** 🞏 Employed 🞏 Unemployed

Employer’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gross Family Income from last Income Tax Return \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is the family presently receiving or eligible to receive any type of financial aid from the Kentucky Cabinet for Health & Family Services? 🞏 YES 🞏 NO
2. If your child is granted free/reduced price meal status, do you grant permission for school food service personnel to disclose that information to the following District personnel for the sole purpose of determining if your child is eligible for a fee waiver for such activities as textbook rental and field trip fees, etc.?

* School administrators
* Other District personnel, such as activity sponsors, who do not otherwise have access to information in connection with the School Nutrition program. 🞏 YES 🞏 NO

# STUDENTS $09.15 AP.21

# (Continued)

Application for Waiver of Fees

1. If your child is eligible under the Community Eligibility Provision (CEP), do you grant permission for the FRAM coordinator to disclose that information to the following District personnel for the sole purpose of determining if your child is eligible for a fee waiver for such activities as textbook rental and school athletic and field trip fees, etc.?

* School administrators
* Other District personnel, such as activity sponsors, who do not otherwise have access to information in connection with the Community Eligibility Provision. 🞏 YES 🞏 NO
* Failure to sign this consent statement will not affect your child’s eligibility or participation for the program.
* The recipient will be required to maintain confidentiality of the information.

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Parent/Guardian’s Signature Date***

**Application 🞏 approved 🞏 denied** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

***Central Office Designee’s Signature Date***

EXPLANATION: THIS CLARIFIES THAT 702 KAR 5:030 STATES THAT THE PRINCIPAL IS RESPONSIBLE FOR A SYSTEM OF ADEQUATE SUPERVISION OF PUPILS ENTERING AND LEAVING BUSES AT SCHOOL. OTHER PERSONNEL MAY PROVIDE SUPERVISION IN OTHER AREAS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# STUDENTS $09.221 AP.1

Supervision of Students

Responsibility

Principals shall develop and implement a system of supervision to address students as they enter and leave the bus at school.

Schools may use authorized personnel in supervisory capacities in the following areas:

1. Bus loading and unloading;
2. Meals;
3. Halls, restrooms, and playgrounds;
4. Time before and after the school day;
5. Field trips and other school activities; and
6. Other as needed.

Reference:

702 KAR 5:030

EXPLANATION: HB 253 CREATES A NEW SECTION OF KRS 620 WHICH WILL REQUIRE A SCHOOL TO PROVIDE THE CABINET ACCESS TO A CHILD SUBJECT TO AN INVESTIGATION WITHOUT PARENTAL CONSENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# STUDENTS $09.4361 AP.21

Record of Student Arrest at School

*This form shall be kept in the school office, and a duplicate copy shall be forwarded to the Central Office.*

|  |
| --- |
| **Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ***Last Name First Name Middle Initial***  **Student’s Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ***City State ZIP Code***  **Student’s Age** **\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_ Student’s Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_ Teacher/Classroom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date of Arrest \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Law Enforcement Agency:** (Check one)

□ City Police □ County Sheriff □ Kentucky State Police □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Arresting Officer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nature of the Offense Charged:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Issuing Authority of Arrest Warrant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Place of Custody:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parents Notified by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at: \_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_

***Employee Time Date***

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

**Parent/Guardian Notified:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Principal/Designee’s Signature Date***

EXPLANATION: THE OFFICE OF CIVIL RIGHTS REQUIRES DISTRICTS TO HAVE A COMPLAINT PROCESS REGARDING WEBSITE ACCESSIBILITY. THIS NEW FORM MEETS THAT REQUIREMENT.

FINANCIAL IMPLICATIONS: PRINTING COSTS

# COMMUNITY RELATIONS $10.5 AP.24

Website Accessibility Complaint and Grievance Form

Date of Complaint/Grievance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complainant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please Print)

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website address (or location) of accessibility problem:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of the problem encountered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Solution desired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for bringing this matter to the District’s attention. You may be contacted if more information is needed to process your complaint/grievance. The investigation process is typically completed within fifteen (15) working days from the date it was received.

The complaint or grievance will be investigated by the Superintendent/designee. The complainant shall be contacted no later than five (5) working days following the date the District receives the information. The procedures to be followed are:

* An investigation of the complaint shall be completed within fifteen (15) working days. Extension of the time line may only be approved by the Superintendent.
* The investigator shall prepare a written report of the findings and conclusions within five (5) working days of the completion of the investigation.
* The investigator shall contact the complainant upon conclusion of the investigation to discuss the findings and conclusions and actions to be taken as a result of the investigation.

A record of each complaint and grievance shall be maintained at the District office. The record shall include a copy of the complaint or grievance filed, report of findings from the investigation, and the disposition of the matter.