

EXPLANATION: HB 449 AMENDS KRS 160.180 TO EXPAND THE ACCEPTABLE DOCUMENTATION FOR EVIDENCING A SCHOOL BOARD CANDIDATE'S COMPLETION OF HIGH SCHOOL.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF BOARD OF EDUCATION

01.3 AP.21

Application for Board Vacancy

Name of School District: _____			
[Division # ____ (for county school systems) or the District at large (for independent school systems)]			
Name: _____		Birthdate: _____	
Last	First	MI	
Address: _____			
Street or Box #		State	Zip Code
Telephone: _____			
Business		Home	Cell
Email Address: _____			

1. Have you been a citizen of Kentucky for a minimum of at least the last three (3) years? Yes No
2. Are you registered to vote in the Division (in the case of a county school District) or District (in the case of an independent school District) you wish to serve? Yes No
3. Are you an officer of, or employed by, any city, county, consolidated local government, or other municipality? Yes No
If yes, please identify. _____
4. Does the School District where you reside presently employ you? Yes No
5. Do you have any relatives employed by the District? Yes No
If yes, please indicate their relationship to you:
 Brother Sister Husband Wife Son Daughter Father Mother
 Other _____
6. Have you ever been a member of any local Board of Education in Kentucky? Yes No
If so, which District _____ and when _____?
7. Do you currently hold any elective federal, state, county, or city office? Yes No
If yes, please identify. _____
8. Do you own or are you a stockholder in a business involved in sales or other contracts with the Board or with individual schools of the District? Yes No
If yes, please identify. _____
9. Do you work for a company that provides any goods or services to the District or with the individual schools of the District? Do you receive any commissions or other benefits as a result of any contracts or business with the District? Yes No
If yes, please describe. _____
10. Have you ever been fined or convicted for violation of any law? Are you now facing any charges for any violation of law? Yes No
If yes, please describe. _____

Application for Board Vacancy

11. Do you serve on any county, city, or joint agency government boards? Yes No

If yes, please describe. _____

12. Do you currently hold a leadership position with any organization that provides financial support or raises funds in the name of the District, a school in the District, or students of the District?

Yes No

13. Have you completed at least the twelfth (12th) grade or been issued a High School Equivalency Diploma?

Yes No

14. Please circle the highest level of formal education you have completed:

GRADE SCHOOL	HIGH SCHOOL	COLLEGE	GRADUATE SCHOOL
1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4

Note: Application must include [an affidavit signed under penalty of perjury certifying completion of the twelfth \(12th\) grade](#), a transcript evidencing completion of the twelfth (12th) grade, or if appropriate, the results of a twelfth (12th) grade equivalency examination.

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High School Attended Address Dates Attended/Graduated

College/University Attended Address Dates Attended/Degree

Graduate Schools Attended Address Dates Attended/Degree

15. List schools or school related activities in which you are currently involved or with which you have had previous involvement: _____

16. Work Experience (Please provide employment history and attach current resume.)

a. _____
Current Employer Address

_____ Date of Employment Duties

b. _____
Previous Employer Address

_____ Date of Employment Duties

c. _____
Previous Employer Address

_____ Date of Employment Duties

Application for Board Vacancy

17. Please describe why you are interested in serving on the local Board of Education:

18. Please describe the benefits that you believe strong public schools bring to a community:

Application for Board Vacancy

19. Please describe one (1) goal or objective that you think the local Board of Education should seek to complete during your service on the Board:

Note: Board members must complete annual in-service training as required by law.

This application constitutes my letter of intent to seek appointment to the Board under KRS 160.190, and I hereby affirm that to the best of my knowledge the information being submitted on this application and any required attachments thereto is accurate and that I am eligible to be appointed to the Board under law.

Signature: _____ Date: _____

Application for Board Vacancy

COUNTY CLERK'S CERTIFICATION

RESIDENCE AND VOTER REGISTRATION FOR SCHOOL BOARD APPOINTMENT

COUNTY CLERK: Please complete this form as it applies to the legal residence status of the applicant for school board appointment.

_____ who resides at _____
Name Address

is a resident and registered voter in _____ School District [Division # ____ (for county school systems) or the District at large (for independent school systems).]

Certified by: _____

_____ County Clerk's Office Date: _____

NOTE: This form must be completed by the County Clerk and returned to Central Office along with the other four (4) pages of the application.

RELATED PROCEDURE:

01.3 AP.2

EXPLANATION: SB 2 CREATES AMENDS KRS 158.4451 TO REQUIRE DISTRICTS TO PROVIDE TRAINING ON AN ANONYMOUS REPORTING TOOL THAT ALLOWS STUDENTS, PARENTS, AND COMMUNITY MEMBERS TO ANONYMOUSLY SUPPLY INFORMATION CONCERNING UNSAFE, POTENTIALLY HARMFUL, DANGEROUS, VIOLENT, OR CRIMINAL ACTIVITIES, OR THE THREAT OF THESE ACTIVITIES, TO APPROPRIATE PUBLIC SAFETY AGENCIES AND SCHOOL OFFICIALS.

FINANCIAL IMPLICATIONS: COST OF OBTAINING ANONYMOUS REPORTING TOOL AND PROVIDING TRAINING ON THE USE OF SUCH

EXPLANATION: SB 2 AMENDS KRS 156.095 AND THE REQUIREMENTS FOR EVIDENCE-BASED SUICIDE PREVENTION TRAINING FOR BOTH STUDENTS AND STAFF.

FINANCIAL IMPLICATIONS: COST OF PROVIDING TRAINING

PERSONNEL

03.19 AP.23

District Training Requirements

SCHOOL YEAR: _____

This form may be used to track completion of local and state employee training requirements that apply across the District and maintain a record for the information of the Superintendent and Board.

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
District planning committee members.		01.111			✓	
Board member training hours.	KRS 160.180; 702 KAR 1:115; 701 KAR 8:020	01.83			✓	
Superintendent training program to be completed within two (2) years of taking office.	KRS 160.350	02.12			✓	
Certified Evaluation Training.	KRS 156.557; 704 KAR 3:370	02.14/03.18	✓		✓	
Supervisors shall receive appropriate training to equip them to meet the standards of Personnel Management.		02.3			✓	
All School Resource Officers (SROs) shall successfully complete forty (40) hours of annual in service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs.	KRS 158.4414	02.31			✓	
Council member training hours.	KRS 160.345	02.431			✓	
Employees authorized to use Criminal History Record Information (CHRI) will complete Security Awareness Training via Criminal Justice Information Services (CJIS)	KRS 160.380	03.11 AP.2521			✓	
Initial/follow-up training for coaches of interscholastic athletic activities or sports.	KRS 160.445; KRS 161.166; KRS 161.185; 702 KAR 7:065	03.1161 03.2141 09.311			✓	
Asbestos Containing Building Material (ACBM), Lockout/Tagout and personal protective equipment (PPE) training for designated employees.	40 C.F.R. Part 763 401 KAR 58:010 803 KAR 2:308 OSHA 29 C.F.R. 1910.132 29 C.F.R. 1910.147 29 C.F.R. 1910.1200	03.14/03.24			✓	
Bloodborne pathogens.	OSHA 29 C.F.R. 1910.1030	03.14/03.24		✓		
Behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	03.162/03.262		✓		

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Title IX Sexual Harassment	34 C.F.R. § 106.45	03.1621/03.2621/09.428111		✓		
Teacher professional development/learning.	KRS 156.095	03.19	✓			
Active Shooter Situations training each year by November 1.	KRS 156.095	03.19/03.29			✓	
Instructional leader training.	KRS 156.101	03.1912			✓	
The Superintendent shall develop and implement a program for continuing training for selected classified personnel.		03.29			✓	
Training of the instructional teachers' aide with the certified employee to whom s/he is assigned.	KRS 161.044	03.5			✓	
Orientation materials for volunteers.	KRS 161.048	03.6			✓	
Integrated Pest Management (7a) Certification.	302 KAR 29:060	05.11			✓	
Training for designated personnel on use and management of equipment.		05.4			✓	
Automated external defibrillators (AEDs), training on use of such.	KRS 158.162 KRS 311.667	03.1161/03.2241 05.4/09.311/09.224			✓	
School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS) School Principal training on procedures for completion of the required school security risk assessment.	KRS 158.4412	05.4			✓	
Fire drill procedure system.	KRS 158.162	05.41		✓		
Lockdown drill procedure system.	KRS 158.162 KRS 158.164	05.411		✓		
Severe Weather/Tornado drill procedure system.	KRS 158.162 KRS 158.163	05.42		✓		
Earthquake drill procedure system.	KRS 158.162 KRS 158.163	05.47		✓		
First Aid and Cardiopulmonary Resuscitation (CPR) Training.	702 KAR 5:080	06.221			✓	
Annual in-service school bus driver training.	702 KAR 5:030	06.23			✓	
Designated training for School Nutrition Program Directors and food service personnel.	KRS 158.852 7 C.F.R. §210.31	07.1 07.16			✓	
Teachers of gifted/talented students required training on identifying and working with gifted/talented students. All other personnel working with gifted students shall be prepared through appropriate professional development to address the individual needs, interests, and abilities of the students.	704 KAR 3:285	08.132	✓		✓	

PERSONNEL

03.19 AP.23
(CONTINUED)

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
KDE to provide training to address the characteristics and instructional needs of students at risk of school failure and most likely to drop out of school.	KRS 156.095	08.141	✓		✓	
Student training on appropriate online behavior on social networking sites and cyberbullying awareness and response.	47 U.S.C. 254/Children’s Internet Protection Act; 47 C.F.R. 54.520	08.2323			✓	
Confidentiality of student record information.	34 C.F.R. 300.623	09.14		✓		
Student suicide prevention training: <u>Provide two (2) suicide prevention awareness lessons each school year.</u> <u>Staff training for student suicide prevention training: Minimum of one (1) hour in-person, live stream, or via video recording each school every year including the recognition of signs and symptoms of possible mental illness. New hires during off year to receive suicide prevention materials to review.</u> [Employees with job duties requiring direct contact with students in grades four (46) through twelve (12).]	KRS 156.095; KRS 158.070	09.22			✓	
<u>Anonymous reporting tool: Develop and provide a comprehensive training and awareness program on the use of the chosen anonymous reporting tool for students, parents, and community members.</u>	<u>KRS 158.4451</u>	<u>09.22</u>		✓		
At least one (1) hour of self-study review of seizure disorder materials required for all principals, guidance counselors, and teachers by July 1, 2019, and for all principals, guidance counselors, and teachers hired after July 1, 2019.	KRS 158.070	09.22			✓	
Training for school personnel authorized to give medication.	KRS 158.838 KRS 156.502 702 KAR 1:160	09.22 09.224 09.2241			✓	
Training on employee reports of criminal activity.	KRS 158.148; KRS 158.154; KRS 158.155; KRS 158.156; KRS 620.030	09.2211		✓		

PERSONNEL

03.19 AP.23
(CONTINUED)**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Personnel training on restraint and seclusion and positive behavioral supports.	704 KAR 7:160	09.2212		✓	✓	
Personnel training child abuse and neglect prevention, recognition, and reporting.	KRS 156.095	09.227	✓		✓	
Age appropriate training for students during the first month of school on behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	09.42811			✓	
Training to build capacity of staff and administrators to deliver high-quality services and programming in the District's Alternative Education Program.	704 KAR 19:002	09.4341			✓	
Student discipline code.	KRS 158.148; KRS 158.156; KRS 158.444; KRS 525.070; KRS 525.080	09.438		✓		
Intervention and response training on responding to instances of incivility.		10.21		✓		
Training for Supervisors of Student Teachers.	16 KAR 5:040				✓	
Career Tech – If funds available, High School teachers to receive training regarding embedding reading, math, and science in career tech courses.	KRS 158.818				✓	
Committee for Mathematics Achievement – training for teachers based on available funds.	KRS 158.842		✓			
KDE to provide or facilitate statewide training for teachers and administrators regarding content standards, integrating performance assessments, communication, and higher order thinking.	KRS 158.6453 (SB 1)		✓			
Grants regarding training for state-funded community education directors.	KRS 160.156				✓	
Local Board to develop and implement orientation program for adjunct instructors.	KRS 161.046				✓	
KDE shall provide technical assistance and training for multi-tiered system of supports upon District request.	KRS 158.305				✓	

PERSONNEL

03.19 AP.23
(CONTINUED)

District Training Requirements

THIS IS NOT AN EXHAUSTIVE LIST – CONSULT OSHA/ADA AND BOARD POLICIES FOR OTHER TRAINING REQUIREMENTS.

For training provided in person, participants should sign in at the end of the meeting to document their attendance. The sign-in sheet shall be maintained in paper or electronic format as required by the Kentucky *Records Retention/Public School District Schedule*.

EXPLANATION: HB 278 AMENDS KRS 160.380 TO INCLUDE PROHIBITIONS ON THE SUPERINTENDENT HIRING ANY PERSON THAT HAS BEEN CONVICTED OF AN OFFENSE THAT WOULD CLASSIFY A PERSON AS A VIOLENT OFFENDER, BEEN CONVICTED OF A SEX CRIME (INCLUDING MISDEMEANOR OFFENSES) OR IS REQUIRED TO REGISTER AS A SEX OFFENDER.
FINANCIAL IMPLICATIONS: COST OF CRIMINAL BACKGROUND CHECKS

PERSONNEL

03.21 AP.254

Driving Record Violations and Personnel Actions

NEW/RETURNING SCHOOL BUS DRIVERS

The District shall perform a driving history check on school bus drivers prior to initial employment and after a break in service (excluding summers). Decisions to employ or re-employ an individual shall be contingent on receipt of records revealing no driving history convictions that would, as determined by the Superintendent, affect the individual's ability to perform the job. Driver applicants and current drivers are subject to checks of the Federal Motor Carrier Safety Administration Clearinghouse (FMCSA) and related rules as described in Policy 06.221.

A person shall not be employed as a school bus driver if convicted within the past five (5) years of driving a motor vehicle under the influence or driving while intoxicated.

CURRENT EMPLOYEES

Current bus drivers shall undergo driving records checks at intervals determined by Board policy. Those whose driving record checks reveal the following violations are subject to appropriate disciplinary action, up to and including, termination/nonrenewal.

1. Speeding/major - speeding more than sixteen (16) miles per hour faster than the speed limit within the last two (2) years;
2. Speeding/minor – speeding less than sixteen (16) miles faster than the speed limit more than once within the last two (2) years;
3. Collision resulting in a citation being issued to applicant for being at fault;
4. Under the influence of alcohol or any illegal drugs while on duty or with remaining driving responsibilities that same day;
5. Revocation of driver's license;
6. Conviction for driving under the influence (DUI) or driving while intoxicated (DWI);
7. Conviction for reckless driving;
8. Citation for any moving motor vehicle violation including driving under the influence (DUI) or driving while intoxicated (DWI) and reckless driving;
9. Citation for violation of state or local law governing motor vehicle traffic control other than a parking violation;
10. Conviction **of an offense that would classify a person as a violent offender under KRS 439.3401, for a felony sex crime defined by KRS 17.500 or a misdemeanor offense under KRS Chapter 510, or is required to register as a sex offender as a violent offender as defined in KRS 17.165;**
11. Failure to notify the Superintendent if the classified employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal; or

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PERSONNEL

03.21 AP.254
(CONTINUED)

Driving Record Violations and Personnel Actions

CURRENT EMPLOYEES (CONTINUED)

12. Other criminal or moving vehicle violation, as determined by Superintendent/ designee to bear a reasonable relationship to the ability of the individual to perform the job.

NOTE: 702 KAR 5:080 requires school bus drivers to immediately report to the Superintendent/designee any violations falling under points five through nine (5-9) above.

EXPLANATION: HB 449 AMENDS KRS 160.570 REMOVING THE LIMIT OF DEPOSITORIES A DISTRICT MAY APPOINT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.2 AP.1

Depositories

SELECTION OF DEPOSITORY(IES)

The Superintendent shall notify the Board if a depository or depositories ~~(up to 3)~~ are to be selected with an effective date of July 1.

INVITATION TO BID

In even numbered years, the Superintendent shall recommend to the Board for its approval an invitation to bid for bank depository services. Following consideration of bids received, selection of depository(ies) to provide services will be placed on the Board agenda as an action item no later than the June Board meeting.

BIDDING

Prior to the June Board meeting, the Superintendent/designee shall prepare and send the bid documents to local financial institutions meeting the requirements of KRS 160.570 and capable of providing the necessary services.

EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION

06.0 AP.1

Implementation of System

District personnel shall comply with requirements established in Kentucky Administrative Regulations, [the Statewide Transportation Services Policy Guidelines](#), the **Pupil Transportation Management Manual**, and other documents and forms prepared and distributed by the Kentucky Department of Education, Division of Pupil Transportation, [and Board Policy 09.2261](#).

EXPLANATION: THE ADMINISTRATIVE OFFICE OF THE COURTS (AOC) HAS DEVELOPED THEIR OWN FORM AOC-JW-8 FOR CERTIFYING THIS INFORMATION. THIS FORM IS RECOMMENDED TO BE RESCINDED AND THEIR FORM TO BE USED INSTEAD.
FINANCIAL IMPLICATIONS: TIME SAVINGS NOT HAVING TO FILL OUT MULTIPLE FORMS

STUDENTS

09.14 AP.2

Juvenile Justice Agency Certification Form

Date: _____

Name of Agency Receiving Records: _____

The _____ Schools have released education records of

_____, who was born on _____

Student's Name

to the above named agency. On behalf of the above named agency, I certify that the student records received shall not be released to anyone except those authorized by law to receive them without the written consent of the parent of the above named child.

Printed Name of Agency Representative

Signature of Agency Representative _____ *Date*

EXPLANATION: HB 829 CREATES KRS 218B.045 WHICH REQUIRES THE BOARD TO ENACT A POLICY BY DECEMBER 1, 2024, TO EITHER PERMIT OR PROHIBIT THE USE OF MEDICINAL CANNABIS BY A STUDENT ON SCHOOL PROPERTY.
IF THE BOARD DOES NOT PERMIT THE USE OF MEDICINAL CANNABIS, THIS FORM IS NOT NEEDED.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2242 AP.2

Medicinal Cannabis Administration

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I (the school nurse or other school staff member) refuse to administer or supervise the administration of medicinal cannabis on school property.

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Name: _____

Title: _____

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Signature: _____

Date: _____

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EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED UPON KDE TRANSPORTATION SERVICES POLICY GUIDELINES. AND AT LEAST ONE (1) PARENT OR GUARDIAN OF EACH STUDENT TO ACKNOWLEDGE IN WRITING THE RECEIPT, COMPREHENSION, AND AGREEMENT OF ADHERENCE TO THE TRANSPORTATION SAFETY POLICY WITHIN SEVEN (7) DAYS OF THE STUDENT'S FIRST DAY OF ATTENDANCE DURING EACH SCHOOL YEAR. PER KRS 148.158, KDE SHALL DEVELOP OR UPDATE AS NEEDED AND DISTRIBUTE TO ALL DISTRICTS BY AUGUST 31 OF EACH EVEN-NUMBERED YEAR THE TRANSPORTATION SERVICES POLICY GUIDELINES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2261 AP.2

Transportation Services Policy Acknowledgement Form

Per KRS 148.158, the Superintendent/designee shall require every student in the District and at least one (1) parent or guardian of each student to acknowledge in writing the receipt, comprehension, and agreement of adherence to the Transportation Services Policy within seven (7) days of the student's first day of attendance during each school year. Failure to submit written acknowledgement by a student or their parent or guardian may be grounds for revocation of a student's transportation privileges until the acknowledgment is properly received.

I ACKNOWLEDGE THE RECEIPT, COMPREHENSION, AND AGREEMENT OF ADHERENCE TO THE TRANSPORTATION SERVICES POLICY (09.2261) PROVIDED BY THE DISTRICT.

SCHOOL: _____ **DATE:** _____

STUDENT NAME (PRINTED) _____ **STUDENT SIGNATURE**

PARENT/GUARDIAN NAME (PRINTED) _____ **PARENT/GUARDIAN SIGNATURE**

Per KRS 148.158, the Kentucky Department of Education shall develop or update as needed and distribute to all districts by August 31 of each even-numbered year the Transportation Services Policy Guidelines.

EXPLANATION: HB 271 AMENDS KRS 620.030 TO ALLOW A WRITTEN REPORT, INCLUDING BUT NOT LIMITED TO ELECTRONIC SUBMISSION, OF DEPENDENCY, NEGLECT, OR ABUSE OF A CHILD.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.227 AP.1

Child Abuse/Neglect/Dependency

MAKING AN ~~ORAL~~ REPORT

District employees who receive information from or about a student that causes them to know or gives them reasonable cause to believe that a child is dependent, neglected, abused, or is a victim of human trafficking, or is a victim of female genital mutilation, will promptly make an oral or written report, **including but not limited to electronic submission**, to the proper authorities listed in Policy 09.227 and may assist the student in making such a report. All employees who know or have reasonable cause to believe that a child is dependent, neglected, or abused have the responsibility to report. Any attempt to prevent such a report is illegal.

The individual making an oral report should make a personal record of the report, including the date and time of report and name of the individual to whom the report was made.

The confidentiality of identifying information pertaining to individuals making a report is protected as provided by ~~statute~~ (KRS 620.050).

EXPLANATION: SB 11 AMENDS KRS 610.345 TO REQUIRE NOTICE TO SCHOOLS PRIOR TO FILING OF A PUBLIC OFFENSE PETITION AGAINST A CHILD IN CERTAIN CASES AND ALLOWS THE SUPERINTENDENT TO DESIGNATE AN EMPLOYEE OF THE DISTRICT TO RECEIVE NOTICES AND CARRY OUT THE SUPERINTENDENT'S RESPONSIBILITIES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.43 AP.1

Juvenile Court Records

RECEIPT BY PRINCIPAL

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Superintendent may designate an employee of the District to receive notices and carry out the Superintendent's responsibilities. The Superintendent/designee shall provide the clerk and the court-designated worker with notice of any designation and the name and contact information for the Superintendent's designee.~~When the Principal receives juvenile court records or other information as permitted by KRS 610.345, s/he shall ascertain that the student named in the confidential record is currently enrolled in his/her school.~~

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The Principal receiving this information shall retain the information in a locked file. Records or information disclosed to the Principal pursuant to this procedure shall not be disclosed to any other person, including school personnel, except the following:

1. School administrative, transportation, and counseling personnel,
2. Any teacher to whose class the student has been assigned,
3. Any school employee with whom the student may come in contact, or
4. Others as may be permitted by law.

The Principal is required by law to release the information to employees of the school having responsibility for classroom instruction or counseling of the child.

Those persons receiving this confidential information shall sign a confidentiality statement (09.43 AP.22).

If the petition is dismissed or informally adjusted, the clerk shall notify the Superintendent or the Principal of the disposition, and all records of the incident or notification created in the District or the school shall be destroyed and shall not be included in the child's school records. For purposes of destruction, education records created by the school shall not be destroyed.

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STUDENTS NOT ENROLLED IN THE SCHOOL

If the juvenile is not currently enrolled in the school, the Principal shall return the records to the court and notify the clerk that the child is not enrolled.

In addition, the Principal shall return the records to the court and notify the clerk if the juvenile is changing school assignment within the District, transferring to a school in another district, graduating, or withdrawing from school.

RELATED PROCEDURES:

- 09.14 AP section
- 09.43 AP.22

EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING DRIVER RIGHTS AND THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

DRAFT ALL NEW LANGUAGE 5/8/24

TRANSPORTATION

06.34 AP.2

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Bus Driver's Report of Student Conduct

For behavior that requires a student to be removed from the bus, also complete Form 09.425 AP.21.

Date: _____ To: _____
Principal's Name

Student's Name		
_____	_____	_____
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
School	Bus Number	Trip Number, if applicable

STATEMENT OF MISCONDUCT: The student named above has violated the following rule or standard of conduct and has demonstrated the behavior described below, which constitutes cause for discipline including, but not limited to, suspension of bus-riding privileges.

- | | |
|---|---|
| <input type="checkbox"/> Violation of safety procedures | <input type="checkbox"/> Tobacco/Alternative Nicotine/Vapor Product |
| <input type="checkbox"/> Destruction of property | <input type="checkbox"/> Eating/Drinking/Littering |
| <input type="checkbox"/> Fighting/Pushing/Tripping | <input type="checkbox"/> Rude/Discourteous/Annoying behavior |
| <input type="checkbox"/> Excessive mischief | <input type="checkbox"/> Unacceptable language |
| <input type="checkbox"/> Graffiti/Defacing the bus | <input type="checkbox"/> Other _____ |

Incident reported by: _____ on _____ at approximately AM PM

Incident investigated by: _____ on _____ at approximately AM PM

Bus Driver's Signature *Date*

DISCIPLINARY ACTION TAKEN:

The above disciplinary action shall begin on _____

The above disciplinary action shall end on _____

Principal/designee's Signature *Date*

PARENTAL NOTIFICATION

This report informs you of student misconduct on the bus. We encourage you to discuss the problem with the student and solve it before further disciplinary action is required. Students whose bus-riding privileges have been withheld shall not be eligible to transfer to another bus.

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Homeless Children and Unaccompanied Youth (HCUY)

The District shall support homeless children and unaccompanied youth by:

1. awarding and accepting of credit, including partial credit, for all coursework satisfactorily completed by a student while enrolled at another school;
2. allowing a student who was previously enrolled in a course required for graduation the opportunity, to the extent practicable, to complete the course, at no cost to the student, before the beginning of the next school year;
3. awarding a diploma, at the student's request, by a district from which the student transferred, if the student transfers schools at any time after the completion of the student's second year of high school and the student is ineligible to graduate from the district to which the student transfers, but meets the graduation requirements of the district from which the student transferred. **If this is a consideration, the following shall take place:**

20.a) The school counselor and the District Homeless Coordinator will work with the previous district to validate credits and request the previous district to award a diploma on behalf of the Homeless Children and Unaccompanied Youth (HCUY); and

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- ~~3.4~~ exempting the student from all coursework and other requirements imposed by the Board that are in addition to the minimum requirements for high school graduation established by the Kentucky Board of Education in the district to which the student transfers, if the student transfers schools at any time after the completion of the student's second year of high school and the student is ineligible to graduate both from the district to which the student transfers and the district from which the student transferred.

AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED

Consistent with KRS 156.160, and to the extent feasible, homeless children and unaccompanied youth shall be awarded credit, including partial credit, for all coursework satisfactorily completed.

To ensure credit, including partial credit, is awarded for all coursework satisfactorily completed by homeless children and unaccompanied youth, the District shall adopt written procedures addressing **(written procedures are included below):**

1. the tool or methodology the District shall use to calculate credit, including partial credit, to be awarded for all coursework satisfactorily completed by homeless children and unaccompanied youth:
 - a) **Upon enrollment of HCUY, registrars shall immediately request the academic transcript and other educational records from the previous school. School counselors will review records in order to calculate credits, including any partial credits, and contact the previous school with any questions needed. Seat time and completed coursework at the time of transfer will be used to calculate and award credits and partial credits. In order to complete partial credits efficiently, HCUY will be placed in corresponding courses at the point where they left off at the previous school (e.g., traditional courses, online courses via electronic platforms).**

Homeless Children and Unaccompanied Youth

AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED (CONTINUED)

- 2.** the consolidation of partial credit, where appropriate, to provide opportunities for credit accrual that eliminate academic and nonacademic barriers for homeless children and unaccompanied youth:

d-a) Upon enrollment of HCUY, registrars shall immediately request the academic transcript and other educational records from the previous school. School counselors will review records in order to calculate credits, including any partial credits, and contact the previous school with any questions as needed. Where appropriate, staff will consolidate partial credits of "like courses" to eliminate redundancy and provide for efficient credit accrual.

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- 3.** how the District shall provide students experiencing homelessness access to extracurricular and summer programs, credit transfer and electronic course services, and after-school tutoring and other extended school services available in the District to the fullest extent practicable and at nominal or no costs:

e-a) HCUY shall have access to extracurricular and summer programs available within the District, including summer school and extended school services. HCUY shall also have access to credit recovery services (e.g., summer school; online courses via electronic platforms). HCUY shall have priority scheduling in these programs and any fees or costs will be waived per Board Policy 09.15.

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- 2.4** the ways in which the District shall lessen the impact of school transfers for homeless children and unaccompanied youth, which shall include:

- a)** identifying systems that are in place to ease the transition of students experiencing homelessness, particularly during the first two (2) weeks at a new school;

20-o For HCUY who transfer into the District, supports and services are in place to ease their transition, including school counseling services, and homeless/transition services. During a HCUY student's first two (2) weeks of transferring into a new school, a school counselor will meet with the student (and parent/guardian) to review credit status, individual graduation plan, and other information in order to consider any supports and interventions as appropriate to ease overall transition into the new school.

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- a)b)** requiring counselors to provide timely assistance and advice to improve college and career readiness for students experiencing homelessness: ~~and~~

o No less than annually, a school counselor will meet with each HCUY to provide guidance and assistance regarding college and career readiness and post-secondary planning.

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Homeless Children and Unaccompanied Youth

AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED (CONTINUED)

~~b)c)~~ granting priority placement in classes offered by the District that meet state minimum graduation requirements for students who change schools at least once during a school year as a result of homelessness:

~~o~~ HCUY who transfer into the District during the school year as a result of homelessness shall be granted priority scheduling and placement in classes that meet state minimum graduation requirements. Opportunities for credit recovery (e.g. traditional courses, online courses via electronic platforms) will also be considered in such circumstances.

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5. how and in what circumstances the District shall allow a student experiencing homelessness who was previously enrolled in a course required for high school graduation to complete that course at no cost before the beginning of the next school year as required by KRS 156.160

~~f.a)~~ HCUY who fail to complete a course required for graduation shall be granted priority scheduling and placement in order to earn/recover those credits at no cost during the spring and/or summer prior to the beginning of the next school year (e.g. traditional courses, online courses via electronic platforms or summer school), and

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6. the required review of credit accrual and the personal graduation plan for each homeless student and unaccompanied youth that is not on track to receive a high school diploma before the fifth year of high school enrollment;

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~~g.a)~~ A school counselor shall monitor the credit/graduation status of each HCUY no less than semesterly. If any such student is not on track to graduate in four (4) years, a school counselor shall meet with the student (and parent/guardian) to review credit status and individual graduation plan, and implement supports as appropriate to help the student recover credits and get back on track (e.g. academic tutoring, credit recovery via traditional courses, online courses via electronic platforms, or summer school, social/emotional supports, and/or basic needs).

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REFERENCES:

- KRS 156.160**
- 704 KAR 7:090**
- 42 U.S.C. § 1143**

RELATED POLICY:

08.113