

STUDENTS

09.2211 AP.21

Documentation of Reporting Required by Law

(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)

This form shall be used to document reports listed in Policy 09.2211 that are required by KRS 158.154, KRS 158.155, and KRS 158.156. After receiving a report of an alleged violation from an employee, the Principal shall be responsible for documenting the alleged incident. Regardless of the statutory provision under which the alleged incident falls or the reporting requirements of that provision, school employees shall also report the alleged incident to the Principal for documentation.

STUDENT REPORTED FOR VIOLATION _____ <i style="display: block; text-align: center;">Last Name First Name Middle Initial</i>

General nature of the alleged violation:

On _____, I reported the above incident to:
Date

- District law enforcement agency
- Local law enforcement agency; specify: _____
- Department of Kentucky State Police County Attorney
- The Associate Commissioner of Career and Technical Education, who shall report it to the Kentucky Board of Education (KBE), if required by KRS 158.156

Signature of Principal Reporting *Date*

The following information about the student involved is for internal tracking purposes only:

INFORMATION FOR STUDENT REPORTED:

BIRTHDATE _____ AGE _____ SCHOOL _____ GRADE _____

PARENT/GUARDIAN _____
Last Name First Name Middle Initial

PARENT/GUARDIAN ADDRESS _____

PARENT/GUARDIAN WORK PHONE _____ HOME PHONE _____

If the report concerns an alleged student victim, the following information applies to that student:

ALLEGED VICTIM _____

Last Name First Name Middle Initial

BIRTHDATE _____ AGE _____ SCHOOL _____ GRADE _____

PARENT/GUARDIAN _____
Last Name First Name Middle Initial

PARENT/GUARDIAN ADDRESS _____

PARENT/GUARDIAN WORK PHONE _____ HOME PHONE _____

Documentation of Reporting Required by Law

(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)

PARENTAL NOTIFICATION

If their child is involved in an incident related to KRS 158.156, the Principal shall notify parents/guardians in writing.

KBE NOTIFICATION

For an incident related to KRS 158.156, the Principal shall report only the following information to the Associate Commissioner of Career and Technical Education to share with KBE:

On _____, _____ students were involved in an incident <i>Date</i> <i>Number</i> reportable under KRS 158.156. _____ <i>Name of School</i> <i>Signature of Principal</i>

Child Abuse/Neglect/Dependency**MAKING A REPORT**

School 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 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.

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.

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