

EXPLANATION: HB 253 AMENDS KRS 156.095 ADDING TRAINING FOR ALL EMPLOYEES ON APPROPRIATE RELATIONSHIPS AND COMMUNICATIONS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.

FINANCIAL IMPLICATIONS: COST OF TRAINING

EXPLANATION: KRS 161.011 SPECIFIES THAT DISTRICTS MAY PROVIDE TRAINING OPPORTUNITIES TO CLASSIFIED STAFF.

FINANCIAL IMPLICATIONS: COST: COST OF TRAINING

EXPLANATION: HB 253 AMENDS KRS 158.307 REQUIRING RATHER THAN ALLOWING THE BOARD TO DEVELOP A POLICY ON DYSLEXIA INCLUDING IDENTIFICATION OF STUDENTS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.

FINANCIAL IMPLICATIONS: COST OF TRAINING

EXPLANATION: HB 67 AMENDS KRS 160.145 EXPANDING DEFINITIONS, LIMITING THE SCOPE OF UNAUTHORIZED ELECTRONIC COMMUNICATION AND EXCLUDING DESIGNATED TYPES OF COMMUNICATION FROM THE REQUIREMENT TO OBTAIN WRITTEN PARENTAL PERMISSION. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 13, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.19 AP.23

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		✓		

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
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		✓		
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 Situation training	KRS 156.095	03.19	✓		✓	
Student suicide prevention training for certified employees.	KRS 156.095	03.19	✓			
Self-study review of seizure disorder materials.	KRS 156.095	03.19	✓		✓	
Child abuse and neglect prevention, recognition, and reporting.	KRS 156.095	03.19	✓		✓	
<u>Appropriate relationships and communication and inappropriate relationships and communication with students, sexual grooming and sexual misconduct.</u>	<u>KRS 156.095</u>	<u>03.19/03.29</u>		✓		
Instructional leader training.	KRS 156.101	03.1912			✓	
<u>The Board may provide training for classified staff focusing on topics including but not limited to suicide prevention, abuse recognition, and cardiopulmonary resuscitation. The Superintendent may develop and implement a program for continuing training for selected classified personnel.</u>	<u>KRS 161.011</u>	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		✓		

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District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
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			✓	
<u>Identifying students with dyslexia.</u>	<u>KRS 158.037</u>	<u>08.1313</u>			✓	
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	✓		✓	
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			✓	
<u>Traceable communication with students.</u>	<u>KRS 160.145</u>	<u>08.2324</u>		✓		
Confidentiality of student record information.	34 C.F.R. 300.623	09.14		✓		
Student suicide prevention training: Provide two (2) suicide prevention awareness lessons each school year.	KRS 156.095; KRS 158.070	09.22			✓	
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.	KRS 158.4451	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			✓	

PERSONNEL

03.19 AP.23
(CONTINUED)

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Training on employee reports of criminal activity.	KRS 158.148; KRS 158.155; KRS 158.156; <u>KRS 160.380</u> <u>KRS 209A.100</u> <u>KRS 209A.110</u> KRS 620.030	09.2211		✓		
Personnel training on restraint and seclusion and positive behavioral supports.	704 KAR 7:160	09.2212		✓	✓	
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				✓	

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 shall provide technical assistance and training for multi-tiered system of supports upon District request.	KRS 158.305				✓	

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 67 CREATES A NEW SECTION OF KRS 160 ESTABLISHING THE CALENDAR AND PROCEDURES ADOPTING THE DISTRICT BUDGET.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.1 AP.11

Budget Calendar and Timeline

TIMELINE

On or before January 31, the Superintendent shall submit to the Board for review at a public meeting a draft budget that provides line item estimated revenues and proposed expenditures for the subsequent fiscal year.

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On or before May 31:

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1. And at least two (2) weeks prior to the required public meeting, the Superintendent shall submit to the Board a complete proposed tentative budget for consideration; and

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2. At a public meeting:

a. The Board shall review the proposed tentative budget; and

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b. After any discussion or amendments, the Board shall adopt a tentative budget for the subsequent fiscal year; and

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On or before September 30:

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1. And at least two (2) weeks prior to the required public meeting, the Superintendent shall:

a. Submit to the Board a complete proposed working budget for consideration;

b. Submit to the Board a report explaining:

i. The projected revenues from the various taxes levied by the District;

ii. The appropriations that the District expects to receive from state and federal resources;

iii. The projected expenditures for personnel, transportation, maintenance, and materials for the operation of the District.

iv. Any one (1) time major expenses expected for the year, including those for special projects or programs;

v. The projected revenues and expenditures associated with restricted funds, including facilities funds;

vi. The costs associated with debts incurred by the District; and

vii. How the minimum reserve required shall be maintained; and

c. Deliver the items listed above in a digital format to Board members. However, if a Board member requests the items also be delivered in physical format, the Superintendent shall provide those within one (1) business day of the request in the format requested;

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2. At a public meeting of the Board:

a. The Superintendent shall present to the Board;

Budget Calendar and Timeline

TIMELINE (CONTINUED)

- i. The proposed working budget; and**
- ii. The report required in subparagraph 1.b.**
- b. The Board shall review the proposed working budget; and**
- c. After any discussion or amendment, the Board shall adopt a working budget for the fiscal year.**
- 3. The Board shall submit to the Kentucky Department of Education the adopted working budget for final approval,**

RELATED PROCEDURE:

04.1 AP.2

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EXPLANATION: SB 5 CREATES A NEW SECTION OF KRS 158 ALLOWING A BOARD PARTICIPATING IN ANY OF THE UNITED STATES DEPARTMENT OF AGRICULTURE CHILD NUTRITION PROGRAMS TO PURCHASE KENTUCKY-GROWN AGRICULTURAL PRODUCTS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS EFFECTIVE AS OF MARCH 27, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.32 AP.1

Procurement

- A. Conditions, including emergencies, and procedures under which purchases may be made by means other than competitive sealed bids.

Purchasing officers are authorized to acquire goods, services, or construction through noncompetitive negotiation under the following circumstances, providing a written determination is made that competitive bidding is not feasible. If available, quotes from one (1) supplier shall be secured for purchases exceeding \$2,500 or quotes from three (3) suppliers shall be secured for purchases exceeding \$10,000. At least one (1) of the following conditions shall be met:

1. An emergency has been determined.

An emergency condition is a situation that creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, and equipment failures. The existence of such a condition creates an immediate and serious need to supplies, services, or construction that cannot be met through normal procurement procedures and the lack of which would seriously threaten (a) the functioning of the District; (b) the preservative or protection of property; (c) the health or safety of any person. When such conditions exist, the Superintendent and designated purchasing agents are authorized to purchase through noncompetitive negotiation. The determination of an emergency and the details of the procurement shall be stated in writing and reported to the Board at its next regular meeting.

2. The product or service to be procured is available from a single source.
3. A necessity is temporarily unavailable from the contracted supplier.

When a particular necessity is temporarily unavailable from the contract supplier and the purchasing officer makes a written determination to that effect, the purchasing officer has the authority to treat such items as a single source of services or products and has authority to proceed to procure the same by noncompetitive negotiation.

4. Contracts for services.

The District may contract for the services of licensed professionals such as attorney, physician, psychiatrist, psychologist, certified public accountant, registered nurse, or educational specialist; technicians such as plumber, electrician, carpenter, or mechanic; or an artist such as a sculptor, aesthetic painter, or musician; printers for special projects. This provision shall not apply to architects or engineers providing construction management services rather than professional architect or engineer services.

Noncompetitive negotiations for services of licensed professionals shall occur only when specialized training is required of the contractor, when a specific program or service can be delivered by only one or a few individuals, or when travel costs and time dictate constraints on the bidding process.

5. The contract is for the purchase of perishable items, as indicated in applicable federal and state law, including unprocessed locally grown or locally raised agricultural products purchased with funds other than school nutrition service funds on a weekly or more frequent basis.

~~Purchase of such items with school nutrition service funds shall be done consistent with methods authorized by federal regulation (7 C.F.R. §3016.36).~~

Procurement

6. The contract or purchase is for replacement parts where the need cannot be reasonably anticipated and stockpiling is not feasible.
 7. The contract is for proprietary items for resale.
 8. Items for resale include printed documents; stocks and inventories for school bookstores; candies; soft drinks, and, all other items that are sold to students and to the general public. Supplies that must be processed prior to resale such as food purchases for the lunchroom are not included as items for resale.
 9. The contract or purchase relates to an enterprise in which the buying or selling by students is a part of the educational experience.
 10. The contract or purchase is for expenditures made on authorized trips outside the boundaries of the service area of the agency.
 11. The contract or purchase is for purchase of supplies that are sold at public auction or by receiving sealed bids.
 12. The contract is for group life insurance, group health and accident insurance, group professional liability insurance, worker's compensation insurance, or unemployment insurance.
 13. The contract or purchase is for a sale of supplies at reduced prices that will afford a purchase at savings to the school district.
 14. The contract or purchase is from a state, U.S. Government, or other public agency.
 15. The contract or purchase is from a state, U.S. Government, or other public agency price contract.
 16. Specifications cannot be made sufficiently specific to permit an award on the basis of either the lowest bid price or the lowest evaluated bid price.
 17. Sealed bidding is inappropriate because the available sources of supply are limited.
 18. The bid prices received through sealed bidding are unresponsive or unreasonable.
- B. Reverse Auction
- Competitive bidding or competitive negotiation for goods and leases may include use of a reverse auction, which is to be conducted as provided in KRS 45A.365 (competitive sealed bidding) or KRS 45A.370 (competitive negotiation).
- C. Rejection of bids, consideration of alternate bids, and waiver of informalities in offers.
- The conditions for bidding shall be applicable to and incorporated in all invitations for bids. Failure to comply with such conditions shall be cause for rejection of the bid. The Board or its designee retains the right to waive any informalities in offer.
- D. Confidentiality of technical data and trade secrets information submitted by actual and prospective bidders or offerors.
- Technical data and trade secrets information submitted by actual and prospective bidders are exceptions to the open records requirements and shall be rated confidentially.

Procurement

E. Partial, progressive and multiple awards.

The District purchasing officer is authorized, when feasible, to advertise for bids as a discount from a price list or catalog. The conditions shall state that multiple awards may be made. When such multiple awards are made, purchases at the contract discount may be made from such price lists or catalogs without further negotiation. However, any changes in the price list exceeding ten percent (10%) during the period of the contract shall disqualify such items from purchase.

F. Supervision of store rooms and inventories, including determination of appropriate stock levels, and the management, transfer, sale or other disposal of government-owned property shall be the responsibility of the purchasing officer of the district.

G. Definitions and classes of contractual services and procedures for acquiring them.

The District may obtain the services of various classes of professionals, technicians, and artists by noncompetitive negotiation when specialized training is required of the contractor, when a specific program or service can be delivered by only one or a few individuals, or when travel costs and time dictate constraints on the bidding process.

H. Procedures for the verification and auditing of local public agency procurement records.

The Superintendent shall maintain sufficient records for the Board to verify all purchasing agreements and purchases made through such agreements. Financial records of all transactions related to the purchase of goods and services for the District or individual schools are subject to an annual financial audit.

I. Annual reports from those vested with purchasing authority as may be deemed advisable in order to insure that the requirements of this policy are complied with.

1. Each staff member authorized to approve purchase orders shall:

- a) Keep a copy of all purchase orders issued.
- b) Maintain a log to include the name of the vendor from which products or services were obtained.
- c) Record the purpose of the product or service.
- d) Record how the decision was made to purchase from the vendor (bid, negotiation, single source, state price contract, etc.)
- e) List other vendors contacted and their cost for the product or service.

2. All Board policies and District procedures pertaining to procurement, whether promulgated under KRS 45A.345 to 45A.460 or otherwise, shall be maintained in the District Central Office and shall be available to the public upon request at a cost not to exceed the cost of reproduction.

J. Except as permitted by law, every invitation for bid or request for proposals shall provide that an item equal to that named or described in the specifications may be furnished.

EXPLANATION: HB 392 AMENDS KRS 45A.385 INCREASING THE AMOUNT FOR SMALL PURCHASE PROCEDURES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: SB 5 CREATES A NEW SECTION OF KRS 158 ALLOWING A BOARD PARTICIPATING IN ANY OF THE UNITED STATES DEPARTMENT OF AGRICULTURE CHILD NUTRITION PROGRAMS TO PURCHASE KENTUCKY-GROWN AGRICULTURAL PRODUCTS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS EFFECTIVE AS OF MARCH 27, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.13 AP.1

Purchase Bidding of School Nutrition Food Service Supplies

LIKE ITEMS IN EXCESS OF THE SMALL PURCHASE MAXIMUM \$40,000

If the total amount of purchases for like items is more than the small purchase maximum \$40,000 or more, formal bid procedures will be utilized. Food, food products, supplies, and equipment will be bid as follows:

Annually (during the month of June)

BID SPECIFICATIONS

1. The bid specifications, including delivery and storage instructions, for all lunchroom/cafeteria supplies shall be prepared by the School Food Service/School Nutrition Program Director.
2. The request for bid shall be advertised in the local newspaper with the greatest circulation in the District.
3. Specifications and bid documents shall be mailed to all potential bidders.
4. Bids shall be opened and tabulated by the School Food Service/School Nutrition Program Director.
5. The bids shall be submitted to the Board of Education for action.

AGRICULTURAL PRODUCTS PERISHABLES

Federal regulatory requirements ~~Applicable federal law does not~~ provide a geographic preference bidding exception for purchases of unprocessed locally grown or locally raised agricultural products using perishable food items purchased with school nutrition food service funds. Perishables purchased using school nutrition food service funds shall be procured in accordance with applicable federal regulations 2 C.F.R. 200.320.

When purchasing Kentucky-grown agricultural products, the District may purchase up to \$15,000 using federal micro-purchase thresholds or up to \$350,000 using federal simplified acquisition thresholds.

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EMERGENCY PURCHASES

If it is necessary to make an emergency purchase in order to continue service, the purchase shall be made and a log of all such purchases shall be maintained and reviewed by the School Food Service/School Nutrition Program Director.

The log of emergency purchases shall include: item name, dollar amount, vendor, and reason for emergency.

RECORDS MANAGEMENT

The following records will be maintained for a period of three (3) years plus the current year:

1. Records of all phone quotes
2. Logs of all emergency and noncompetitive purchases
3. All written quotes and bid documents
4. Comparison of all price quotes and bids with the effective dates shown
5. Price comparison showing bid or quote awarded
6. Log of approval substitutions

SUPPORT SERVICES

07.13 AP.1
(CONTINUED)

Purchase Bidding of School Nutrition Food Service Supplies

RELATED PROCEDURE:

04.32 AP.1

EXPLANATION: IN THE CASE OF MAHMOUD V. TAYLOR, 606 U.S. ___ (2025) THE UNITED STATES SUPREME COURT HELD THAT THE FIRST AMENDMENTS REQUIRES A SCHOOL DISTRICT TO PROVIDE PARENTS/GUARDIANS WITH NOTICE OF MATERIALS TO BE TAUGHT AND THE RIGHT TO OPT OUT BASED ON SINCERELY HELD RELIGIOUS BELIEFS.
COST: NONE ANTICIPATED

STUDENTS

08.231 AP.21

Religious Beliefs Excusal Process

This parent or guardian complaint must be submitted in writing to the Principal of the school where the student is enrolled alleging that specific curricular material is in conflict with the parent’s or guardian’s sincerely held religious beliefs.

COMPLAINANT (PARENT OR GUARDIAN)

Complainant Name _____ **Date** _____

Home Address _____ **Phone** _____

Student Name(s) _____

Home Address _____ **Phone** _____

School _____ **Grade Level** _____

COMPLAINT(S)

Provide a reasonably detailed description of the specific material to which the parent or guardian objects, sufficient to allow the Principal to locate and evaluate the materials. (Use additional sheet if necessary.)

STATEMENT

Provide a statement that the parent or guardian sincerely believe the identified materials conflicts with their religious beliefs.

Complainant’s Signature _____ **Date** _____

LEVEL ONE: SCHOOL PRINCIPAL NAME: _____

The Principal/designee shall review the identified material to confirm whether it demonstrably contains the content described in the complaint above before acting on the request. If the Principal determines that the identified material does not demonstrably contain the content described by the parent or guardian, the request may be denied.

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STUDENTS

08.231 AP.21

(CONTINUED)

Religious Beliefs Excusal Process

PRINCIPAL'S DETERMINATION (USE ADDITIONAL SHEET IF NECESSARY.)

Principal's Signature

Date

A parent or guardian not having filed the appeal may request in writing access to the appealed materials, programs, or events for review and shall abide by the school's and District's policies and procedures when requesting and reviewing such information.

LEVEL TWO: APPEAL OF THE PRINCIPAL'S DETERMINATION TO THE SUPERINTENDENT

If the Principal denies a request, the parent or guardian may appeal in writing to the Superintendent within ten (10) calendar days of the Principal's decision. The Superintendent shall render a written decision within thirty (30) calendar days of receipt of the appeal, affirming or overruling the Principal's decision.

Complainant Name: _____

Date appeal submitted at this level to the Superintendent: _____

Complainant's Signature

Date

SUPERINTENDENT'S DETERMINATION (USE ADDITIONAL SHEET IF NECESSARY.)

Superintendent's Signature

Date

STUDENTS

08.231 AP.21

(CONTINUED)

Religious Beliefs Excusal Process

LEVEL THREE: APPEAL OF THE SUPERINTENDENT'S DETERMINATION TO THE BOARD

(USE ADDITIONAL SHEET IF NECESSARY.)

If the Superintendent denies the appeal, the parent or guardian may appeal in writing to the Board within ten (10) calendar days of the Superintendent's decision. The Board shall render a written decision within thirty (30) calendar days of receipt of the appeal, affirming or overruling the Superintendent's decision.

Complainant Name:

Date appeal submitted at this level to the Board:

Complainant's Signature

Date

BOARD'S FINAL DISPOSITION (USE ADDITIONAL SHEET IF NECESSARY.)

Board Chair's Signature

Date

EXPLANATION: HB 67 AMENDS KRS 160.145 RELATING TO UNAUTHORIZED ELECTRONIC
COMMUNICATION IN SCHOOLS.
COST: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2324 AP.1

Traceable Communications

A parent may submit written consent to authorize a designated District employee or qualified school volunteer who is not a family member to participate in private electronic communication with his or her child outside of the traceable communication system.

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The written consent:

- a. Shall be filed in the administrative office of the student's school;**
- b. Shall be submitted to the administrative office of the school prior to any private electronic communication being sent from a District employee or qualified school volunteer to a student outside of the traceable communication system;**
- c. Shall designate each specific District employee or qualified school volunteer that may participate in private electronic communication with the student outside of the traceable communication system and shall not be transferable to any other District employee or qualified school volunteer;**
- d. May be revoked by the parent who filed the consent at any time. Upon notice of a revocation, the school's administrative office shall promptly notify the employee or qualified school volunteer subject to the revocation.**
- e. May establish terms limiting electronic communication with a student including establishing an expiration for the term of the consent. Any electronic communication with he student enrolled in the school district outside of the traceable communication shall comply with all terms of the written consent.**
- f. Shall not be rejected or denied by the school or District unless the written consent fails to properly identify the applicable student, District employee, or qualified school volunteer. Upon receipt of the written consent, the administrative office shall deliver a copy of the written consent to the District and the designated District employee or qualified school volunteer.**
- g. Shall not be compelled as a requirement for a student to participate in an academic, athletic, or extracurricular opportunity; and**
- h. Shall not authorize a District employee or qualified school volunteer to engage in inappropriate or sexual electronic communication with a student or be used as a basis of a defense for a District employee or qualified school volunteer that engages in inappropriate or sexual communication with a student or students.**

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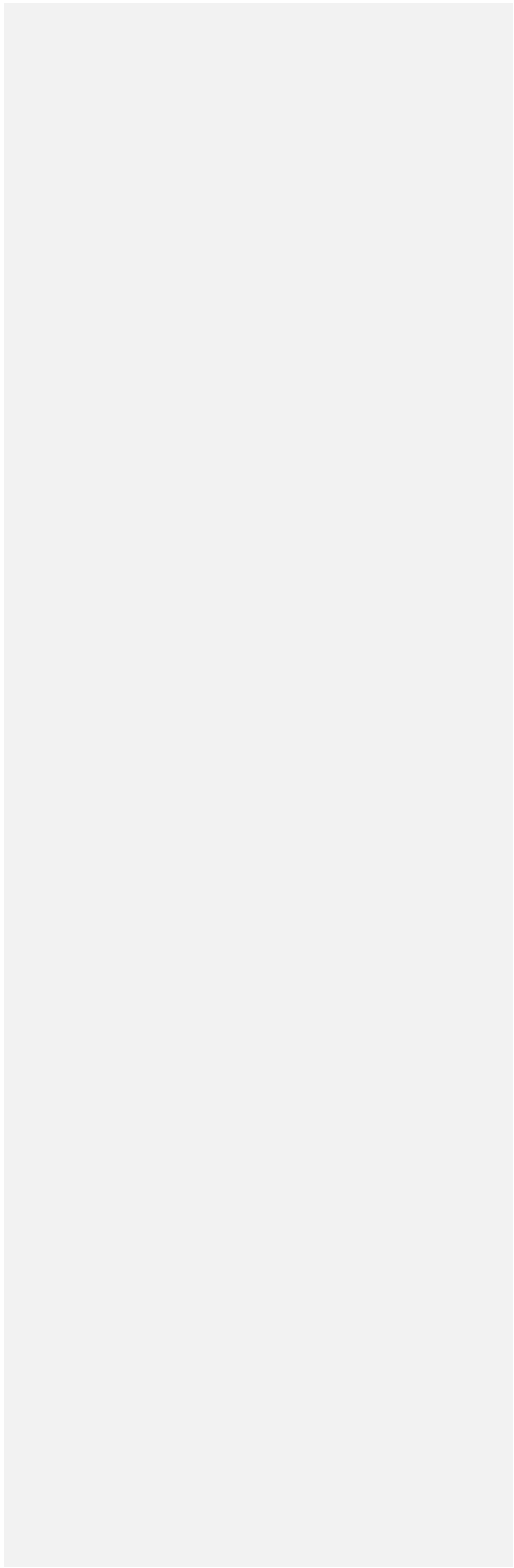
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EXPLANATION: HB 67 AMENDS KRS 160.145 RELATING TO UNAUTHORIZED ELECTRONIC
COMMUNICATION IN SCHOOLS.
COST: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2324 AP.2



Consent for Outside Traceable Communications

~~A parent may authorize a designated District employee or volunteer, who is not a family member, to communicate electronically with his or her child outside of the traceable communication system.~~

~~A completed form for each designated District employee or volunteer shall be filed in the administrative office of the student's school prior to any outside electronic communication being sent and may be revoked by a parent at any time.~~

I hereby consent to authorize the following District employee or qualified school volunteer who is not a family member to participate in private electronic communication with my child outside of the traceable communication system.

Name of Student: _____

~~I hereby consent to authorize the following to communicate with my child outside of the traceable communication system.~~

Name of ~~E~~mployees/Qualified School ~~+~~Volunteers: _____

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If applicable, terms limiting electronic communication including expiration date:

Reason(s) for the communication: _____

Is Parent to be included on all communications? Yes No

My consent does not authorize a District employee or qualified school volunteer to engage in inappropriate or sexual electronic communication with my child~~student~~ or be used as a basis of a defense for a District employee or qualified school volunteer that engages in inappropriate or sexual electronic communication with my child.

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Signature of Parent/Guardian _____ Date _____

Any electronic communication with the student enrolled in the District outside of the traceable communication system shall comply with all terms of this written consent.

Signature of Employee or Volunteer _____ Date _____

Consent for Outside Traceable Communications

The District or the school shall not reject or deny the written consent unless it fails to properly identify the applicable student, District employee, or qualified school volunteer.

Upon receipt of this consent, the administrative office shall deliver a copy of this consent to the District and the designated school employee or qualified school volunteer.

For administrative office use only:

Received by _____

Date _____

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EXPLANATION: THE KENTUCKY DEPARTMENT OF EDUCATION SUGGESTED THE POLICY CLARIFICATION THAT HOMELESS STUDENTS BE IMMEDIATELY ENROLLED IN ACCORDANCE WITH 704 KAR 7:090 AND 42 U.S.C. 11431 ET SEQ. (MCKINNEY-VENTO ACT).
COST 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 AND UNACCOMPANIED YOUTH

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. **Homeless children and youth are to be immediately enrolled in the District.**
3. 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
 - 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

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Student Enrollment and Homeless/Immigration Status**GUIDELINES FOR ENROLLMENT (CONTINUED)**

- 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.
4. A student's exact date of birth (month, day and year) is not required for initial enrollment.
 5. 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.
 6. The District homeless student liaison 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 and immediately place the student in appropriate programs.
 7. To the extent possible, the District homeless student liaison 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 liaison 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.

CHILDREN IN FOSTER CARE

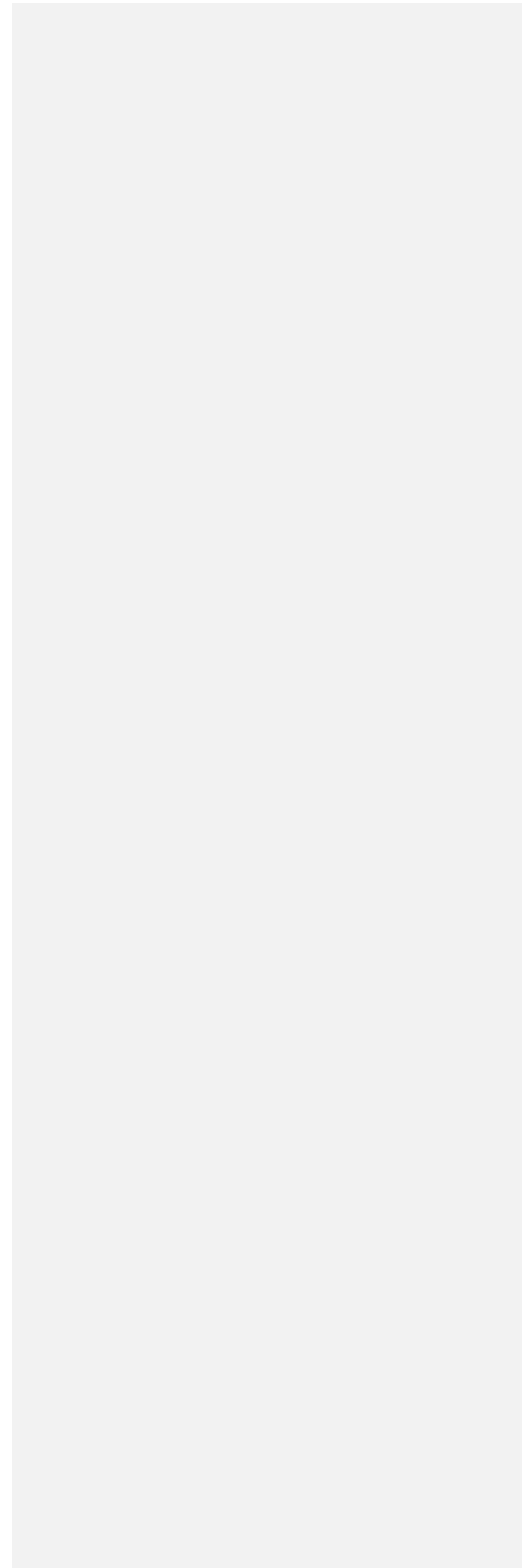
The foster care liaison may also be the homeless education liaison. The foster care liaison's responsibilities shall be to ensure that:

1. The child in foster care remains in his or her school of origin, unless it is determined that remaining in the school of origin is not in that child's best interest;
2. If it is not in the child's best interest to stay in his or her school of origin, the child is immediately enrolled in the new school even if the child is unable to produce records normally required for enrollment; and
3. That the new (enrolling) school immediately contacts the school of origin to obtain relevant academic and other records.

EXPLANATION: HB 392 AMENDS SMALL PURCHASE AMOUNT TO \$50,000.
COST: NONE ANTICIPATED

| FISCAL MANAGEMENT

04.31 AP.1



Purchasing

SCHOOL PURCHASES FROM ACTIVITY FUNDS

All orders for the current fiscal year must be approved by the Principal/designee by the end of the fiscal year or an earlier date designated by the Principal.

1. Funds for expenditures authorized by the approved budget are to be made available to each Principal.
2. The Principal will advise staff of the available appropriations.
3. A purchase order must be prepared for every purchase and approved by the sponsor and Principal before a payment is obligated.
4. The order will be placed with the vendor. One copy is retained by the School Treasurer's office and a copy is returned to the person who placed the order.
5. When an order arrives, the person who placed the order checks the items received, signs and dates the receiving report or packing slip. A notation is made on the receiving report or packing slip as to the condition of the items received and any shortage in the shipment. The receiving report or packing slip is then returned to the School Treasurer to be matched with the invoice.
6. Before being processed, each disbursement shall be documented by a completed purchase order and an original vendor invoice. If a vendor invoice is not available, the standard invoice, signed by the payee, shall be used.

PURCHASE REQUISITIONS AND PURCHASE ORDERS FROM DISTRICT FUNDS

Procedures below address District purchases other than those purchases made from school activity funds (which are outlined above).

A purchase order is required for all purchases made from the district bank account except salaries and benefits, utilities, bond payments, payments for construction supported by proper documentation, travel reimbursements, and insurance premiums.

APPROVAL OF PURCHASES

Purchases must be approved by a Supervisor (Principal or Coordinator level or above) and then approved by the Budget Administrator, if a different individual. Purchase orders for goods/services to be purchased using federal grant money go through the administrator of the grant. The Director of Finance or designee approves all purchases. A typical purchase is processed in the following manner:

1. **Purchaser:** Initiates the purchase process. The purchaser must complete all areas of required information. The purchaser may be the same person as the Supervisor or the Budget Administrator.
2. **Director of Finance:** Approval indicates the purchase is within the Model Procurement Code and he/she approves the amount to be expended. Account coding, allowability in accordance with state and federal laws and regulations, commodity codes, fixed asset identification, and other elements are subject to review by the Director of Finance.

Purchasing**APPROVAL OF PURCHASES (CONTINUED)**

3. **Supervisor/Budget Administrator/Grant Administrator: Approval indicates that he/she has:**
- **Approved the item/services being purchased,**
 - **Determined money is available in the program budget,**
 - **Verified allowability in accordance with State and Federal laws and regulations,**
 - **Verified the correctness of the information on the purchase order, and**
 - **Verified the items are properly coded according to the program budget.**
4. **Superintendent: Approves any purchase over ~~\$50,000~~40,000.**

REIMBURSEMENTS

Employees cannot be reimbursed for out-of-pocket expenses other than expenses incurred while in approved travel status. Employees are not permitted to purchase items and subsequently be reimbursed for those items.

ELIGIBLE FOR PAYMENT

No invoice shall be cleared for payment without the following supportive data:

1. **Itemized original invoice or a completed Standard Invoice for goods and/or services.**
2. **Preapproved purchase order except for those purchases specifically exempt.**
3. **Receiving documentation confirming that invoiced materials were received in good order, in correct quantity, and whether any funds should remain encumbered except purchases of a seat (including, but not limited to, registration fees, airline tickets, and theater tickets) which may be paid in whole or in part in advance of receipt.**

PAYMENT MADE

Payment shall be made subject to the following:

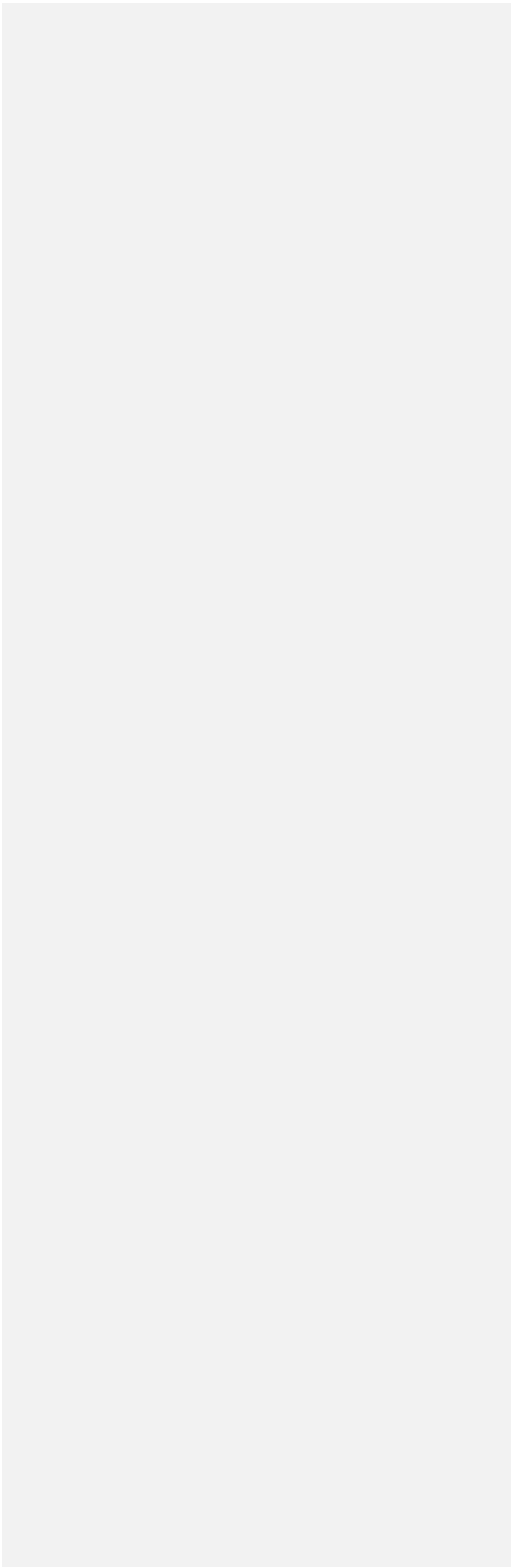
1. **Invoice and receiving report has been directed to the Superintendent or designee.**
2. **A report listing all invoices to be paid has been provided to the Board.**
3. **Checks are written and proper documentation has been filed for each payment.**

Some payments may be released prior to Board review: salaries and benefits, bond payments, utilities, insurance premiums, travel reimbursements, payments to avoid penalties or late fees, payments to take advantage of discounts, payments for construction supported by proper documentation, and payments deemed necessary by the Superintendent or designee to insure the health and welfare of staff or students. All payments will be subsequently presented to the Board for approval in the Orders of the Treasurer.

EXPLANATION: HB 392 AMENDS THE AMOUNT FOR SMALL PURCHASE PROCEDURES.
COST: NONE ANTICIPATED

| FISCAL MANAGEMENT

04.312 AP.1



School Activity Funds

SCHOOL ACTIVITY FUNDS DEFINED

School activity funds consist of all funds derived from fund-raising activities and Board approved fees sponsored under the auspices of the school by student clubs or student organizations. Fund raising activities may include athletic contests, classes and clubs, school entertainment, sale of school yearbook, newspaper, and fund drives by school groups.

EXCEPTION

Funds maintained by parent-teacher groups and booster clubs may not be deposited in a school's bank account.

PROCEDURES

Accounting for school activity funds shall be in accordance with the Department of Education's manual, *Accounting Procedures for School Activity Funds*. This system is based on the following general procedures:

1. All money received shall be deposited in one (1) bank account.
2. Receipts are to be issued for all monies received.
3. There shall be a central fund treasurer with whom all school activity funds are deposited.
4. The Principal or designee shall authorize all expenditures from school activity funds.
5. Funds shall be expended only by check.
6. Two (2) signatures (the Principal and the School Treasurer) are required on all checks.
7. The school treasurer shall reconcile bank statements each month.
8. Documentation for expenditures shall include an itemized invoice or an executed standard invoice and a purchase order. A standard invoice is appropriate for certain purchases for which nothing tangible is received in exchange for payment. Transactions of this nature include services/items such as officials of athletic events, commencement speakers, etc. A standard invoice is not to be used in place of a purchase order when a purchase order was not prepared in advance of the purchase.
9. Monthly and annual financial statements shall be prepared using a school activity fund software program approved by the Superintendent.
10. The Principal shall prepare a detailed annual budget and submit it in accordance with Administrative Procedure 04.12 AP.1.
11. The Principal shall provide the Superintendent with an annual financial statement for school activity funds by July 25.
12. An audit by an approved certified public accountant or accounting firm shall be made at the close of the fiscal year. This audit shall be presented to the Superintendent and the Board.

School Activity Funds

PROCEDURES (CONTINUED)

13. Competitive bids must be taken on like items in which the total purchases for the entire school District exceed ~~\$50,000~~40,000 in a fiscal year. When the Principal suspects a bid should be called for, s/he shall notify the Superintendent, prior to Board agenda preparation, providing a list of items to be bid, along with specifications and a list of possible vendors. The bid will be advertised, received, and presented to the Board with a recommendation.

SUGGESTED

Competitive bids are encouraged even though the total purchase price is less than \$40,000, when a savings may result. Bidding is a Central Office responsibility.

RESPONSIBILITY AND AUTHORITY

Responsibility for school activity funds rests with the Board and the Superintendent, and is delegated to the Principal of each school, together with the necessary authority.

ACCOUNTING

Accounting for internal accounts shall be in accordance with the Department of Education's Manual, *Accounting Procedures for School Activity Funds*.

RELATED PROCEDURES:

- 04.12 AP.1
- 04.32 AP.1
- 04.9 AP.1