

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

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	✓		✓	
Instructional leader training.	KRS 156.101	03.1912			✓	
The Superintendent may 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 05.4/09.311/09.22 4			✓	
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		✓		

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			✓	
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			✓	
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			✓	

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; 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				✓	

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

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.2

Budget Planning Timeline

Month	Due Dates/Event	Date Completed
END OF 1ST SCHOOL MONTH	Each school site administrator records that school's official student enrollment for the current school year.	
OCTOBER	15 - Each site administrator, under the direction of the school council in SBDM schools, shall conduct a needs assessment of program and support services, facility, and maintenance. 30 - School needs assessment presented to the Superintendent.	
DECEMBER	1 - The Superintendent completes the District needs assessment and presents a summary report to the Board. 31 - Superintendent presents to the Board revenue projections for the District for the ensuing year.	
JANUARY	15 - Superintendent presents draft District budget plan, including estimated salary increases, to the Board. Board reviews District priorities along with the educational plan/needs assessment for the District. *31 - Board reviews draft budget plan and establishes budget parameters for the ensuing school year.	
MARCH	*1 - Board provides tentative notice of allocations to school councils 2 - Based on the educational plan/needs assessment developed earlier, the site administrator begins work with parent and teacher groups on development of the school budget.	
APRIL	15 - Superintendent and/or council members present school council budgets to the Board for review.	
MAY	*1 - Board provides final notice of allocations to school councils. *15 - Superintendent notifies certified staff of any reduction(s) in responsibilities no later than ninety (90) days before the first student attendance day of the school year or May 15, whichever comes first. 30 - SBDM adopts tentative working budget *30 - Board adopts tentative working budget, including salary schedules.	
JUNE	30 - By this date, each school/school council shall make an annual report at a public meeting of the Board describing the school's progress in meeting the educational goals set forth in KRS 158.6451 and District goals established by the Board. (KRS 160.345)	
JULY	25 - Annual financial report and balance sheet submitted electronically to KDE. 30 - School council adopts school working budget and presents to the Superintendent	
SEPTEMBER	*1 - Board sets tax rates. (Date may vary, depending when tax rates are certified by the Chief State School Officer per KRS 160.470.) Board must levy rates and send them to KDE within 30 days of receiving assessment data. *15 - Staffing allocations to school councils are adjusted if changes in enrollment occur. *30 - Board adopts a working budget to be submitted electronically to KDE.	
*Board action required by statute and/or regulation		

Budget Planning Timeline

SELECTION OF DEPOSITORY(IES)

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

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

FISCAL MANAGEMENT

04.32 AP.1

Small Purchasing Procedure

AGGREGATE AMOUNTS

This means that purchases of "like" item/items of \$40,000 in total must be formally bid. The \$40,000 amount is that amount purchased by the total District, not just one cost center.

MONETARY LIMITS ON NON-BID ITEMS

- **\$0-\$1,999**
Requires an approved **Requisition** form and Purchase order before ordering.
- **\$2,000-\$10,000**
Requires an approved **Requisition** form and **Small Purchase Determination and Finding** form, with three (3) phone quotes or three prices from competitive catalogs unless approved by the Superintendent. Must have purchase order before ordering.
- **\$10,001-\$39,999**
Requires an approved **Requisition** form, **Small Purchase Determination and Finding** form, and three (3) written quotations from competitive vendors or suppliers unless approved by Superintendent. Must have purchase order before ordering.
- **\$40,000 and over**
Must be bid.

RELATED PROCEDURE:

04.32 AP.21

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

Bidding of School Food Service Supplies

LIKE ITEMS IN EXCESS OF \$40,000

If the total amount of purchases for like items is \$40,000 or more, formal bid procedures will be utilized. Food, food products, supplies, and equipment will be bid through or in accordance with a schedule determined by the local educational cooperative.

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.

PERISHABLES

Applicable federal law does not provide a bidding exception for perishable food items purchased with school food service funds. Perishables purchased using school food service funds shall be procured in accordance with 2 C.F.R. 200.320.

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)

Bidding of School 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

STUDENTS

08.231 AP.21

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

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

CURRICULUM AND INSTRUCTION

08.2324 AP.2

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.
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

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.

~~-CERTIFIED PERSONNEL-~~

Voluntary Transfer Request Form

This form must be submitted to the Superintendent/designee by May 1 for the coming school year. This transfer request form must be renewed annually if the employee still requests a transfer to another location within the District. Submission of this Transfer Request Form does not guarantee transfer. Principal shall make final decision.

Name _____

Certification _____ Current Contract Status: Limited Continuing

Current Position/Location _____

Transfer requested to position/location _____

State below your reason for requesting this transfer. _____

Employee's Signature _____ *Date* _____

Signature of Superintendent/designee _____ *Date* _____

Review/Revised:6/14/2011

- CLASSIFIED PERSONNEL -

Classified Personnel Evaluation

EMPLOYEE'S NAME _____ SCHOOL YEAR _____

WORKSITE/SCHOOL _____ SUPERVISOR _____

POSITION: _____ **EXPLANATION OF THE SCALE:**

- | | |
|--------------------------|-------------------------|
| EXCEEDS EXPECTATIONS (E) | SATISFACTORY (S) |
| UNSATISFACTORY (U) | IMPROVEMENT NEEDED (IN) |
| NOT APPLICABLE (NA) | |

JOB KNOWLEDGE:

Evaluate skill/knowledge of the information, procedures, materials, equipment, techniques, etc., required for the position.

- (a) Has necessary skills to complete tasks required in current job.
- (b) Understands and completes all records, reports, and documents required.
- (c) Has working knowledge of equipment/material that is necessary for completion of assigned task.
- (d) Attends appropriate in-service programs.
- (e) Adheres to Board policies.

E	S	IN	U	NA

Comments: _____

PRODUCTIVITY AND QUALITY OF WORK:

Rate the completion, accuracy, timeliness, and volume of work.

- (a) Completes the required tasks.
- (b) Completes tasks accurately.
- (c) Completes tasks in a timely manner.
- (d) Uses proper safety measures when working.
- (e) Takes initiative in seeking and completing tasks without supervision.

E	S	IN	U	NA

Comments: _____

Classified Personnel Evaluation

RESPONSIBILITY, DEPENDABILITY, AND ATTENDANCE:

Consider efforts to ensure the successful completion of tasks, extra efforts made to meet work demands, attendance, dependability, and general assistance.

- (a) Uses discretion with confidential or privileged information.
- (b) Follows directions.
- (c) Uses good judgment in performing responsibilities.
- (d) Organizes work responsibilities and sets priorities.
- (e) Has a good attendance record.
- (f) Reports to work punctually.
- (g) Returns to work from break and/or lunch punctually.

E	S	IN	U	NA

Comments: _____

INTERPERSONAL RELATIONS:

Consider relationships with other employees, students, and the community, and willingness to perform required duties and to help others accomplish tasks.

- (a) Deals with students and parents in a positive, constructive manner.
- (b) Deals with colleagues and supervisors in a positive, constructive manner.
- (c) Cooperates in accomplishing school and District goals and objectives.
- (d) Handles problems in a constructive and fair manner.
- (e) Works through line/staff relationships when addressing problems.
- (f) Offers differing opinions in a constructive and helpful manner.
- (g) Demonstrates effective written and verbal communication skills.

E	S	IN	U	NA

Comments: _____

SUMMARY

Overall job performance on applicable items.

E	S	IN	U	NA

Classified Personnel Evaluation

~~Overall, does the employee meet the designated performance standards? Yes No~~

Comment: _____

Growth and Development: Activities in which the employee has participated which could increase job effectiveness. _____

Improvement in the areas noted on this evaluation can be achieved by the following:

This review has been discussed with the employee who has been given a copy. Signatures acknowledge completion of the evaluation and not necessarily agreement.

Employee's Signature *Date* *Supervisor's Signature* *Date*

Employee's Comments: _____

RELATED PROCEDURE:

03.28 AP.22

Review/Revised:8/12/2024