

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: VIII G DATE: July 20, 2026

TOPIC/TITLE: First Reading of KSBA Annual Procedure Update

PRESENTER: Administrators

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
☒ ACTION REQUESTED AT THIS MEETING
☐ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
☐ BOARD REVIEW REQUIRED BY

- ☒ STATE OR FEDERAL LAW OR REGULATION
☐ BOARD OF EDUCATION POLICY
☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
☒ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
☐ ACTION:

BACKGROUND INFORMATION:

SUMMARY OF MAJOR ELEMENTS:

First Reading of KSBA Annual Procedure Update

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended

Yori Jones

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	✓		✓	
Appropriate relationships and communication and inappropriate relationships and communication with students, sexual grooming and sexual misconduct.	KRS 156.095	03.19/03.29		✓		
Instructional leader training.	KRS 156.101	03.1912			✓	
The Board may provide training for classified staff focusing on topics including but not limited to suicide prevention, abuse recognition, and cardiopulmonary resuscitation.	KRS 161.011	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		✓		

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			✓	
Identifying students with dyslexia.	KRS 158.037	08.1313			✓	
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			✓	
Traceable communication with students.	KRS 160.145	08.2324		✓		
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 160.380 KRS 209A.100 KRS 209A.110 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

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.

On or before May 31:

- 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**
- 2. At a public meeting:**
 - a. The Board shall review the proposed tentative budget; and**
 - b. After any discussion or amendments, the Board shall adopt a tentative budget for the subsequent fiscal year; and**

On or before September 30:

- 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;**
- 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

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.	
December	24 - School needs assessment presented to the Superintendent	
January	31 - The Superintendent completes the District needs assessment and presents a summary report to the Board.	
	Superintendent presents to the Board revenue projections for the District for the ensuing year	
	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.	
	*Board reviews draft budget plan and establishes budget parameters for the ensuing school year.	
March	*1 - The Superintendent projects the enrollment for the next five (5) years for each school site and gives that enrollment figure to the school's administrator. 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.	
	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	1 - School council adopts school working budget and presents to the Superintendent.	
May	May Board Meeting - Superintendent and/or council members present school council budgets to the Board for review.	
	*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.	
	*31 - Board adopts tentative working budget.	
July	*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.	
	25 - Annual financial report and balance sheet submitted electronically to KDE	
	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)	
September	*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

RELATED PROCEDURE:

04.1 AP.11

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 three (3) suppliers shall be secured if for purchases exceeding \$1,000. 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.

Procurement

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.
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).

Procurement

- 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.
- 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 change or modification of a contract which involves a cost increase of ten percent (10%) of the total contract price or \$2500 shall be submitted to the Board for approval prior to being implemented.
- 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 Superintendent/designee.
- 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 a description 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.

Procurement

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 of School Nutrition Service Supplies

LIKE ITEMS IN EXCESS OF THE SMALL PURCHASE MAXIMUM

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

Through or in accordance with a schedule determined by the **Kentucky Procurement Coop (KPC) or** local educational cooperative (CKEC)

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 **CKEC or KPC**.

The bids shall be submitted to the CKEC or KPC for action.

AGRICULTURAL PRODUCTS

Federal regulatory requirements provide a geographic preference bidding exception for purchases of unprocessed locally grown or locally raised agricultural products using school nutrition service funds. Perishables purchased using school nutrition service funds shall be procured in accordance with applicable federal regulations.

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.

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. **CKEC or KPC** Bid Documents
2. Logs of all emergency and noncompetitive purchases
3. Comparison of all price quotes and bids with the effective dates shown
4. Price comparison showing bid or quote awarded
5. Log of approval substitutions

Bidding of School Food Service Supplies

BID DEVIATION FORM

COMPANY ITEM PURCHASED FROM: _____

ITEM PURCHASED: _____

PRICE OF ITEM PURCHASED: _____

REASON FOR ITEM PURCHASED OFF BID: _____

SCHOOL: _____

MANAGER: _____

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.

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

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.

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 the 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.**

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

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: _____

Name of **E**mployees/**Q**ualified **S**chool Volunteers: _____

If applicable, terms limiting electronic communication including expiration date:

My consent does not authorize a District employee or **qualified school** volunteer to engage in inappropriate or sexual electronic communication with my **child** 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**.

Signature of Parent/**G**uardian

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.

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

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

Homeless Children and Unaccompanied Youth

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 terms "homeless children," "homeless youth," and "homeless student" mean a child or children who are between the ages of three (3) and twenty-one (21) inclusive, who lack a fixed, regular and adequate nighttime residence and includes those that are:

- 1. living with their families in hotel, motels, trailer parks, public or private shelters, or other temporary living arrangements, due to the lack of a fixed, regular and adequate residence, economic hardship or a similar reason;**
- 2. residing in special care homes such as runaway shelters or spouse abuse centers due to the lack of a fixed, regular and adequate residence;**
- 3. placed by parents under the care of relatives or non-relatives, due to the homeless situation of the family or due to the improvised condition of the family that may cause family members to live separately from one another (60 days or less);**
- 4. sleeping 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;**
- 5. sick or abandoned children staying in hospitals, who would otherwise be released if they had a place to go;**
- 6. living in campgrounds or similar temporary sites because they lack living accommodations that are fixed, regular and adequate (those living in campgrounds on a long-term basis in adequate accommodations, however, should not be considered homeless);**
- 7. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;**
- 8. runaway or throwaway youth who have been "thrown out" of their home environment and who are living in a shelter, on the street, or who move from one friend's house to another in a cycle of transiency; and/or**
- 9. migratory children who are living in the previously described circumstances.**

The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an act of Congress or state law.

Homeless Children and Unaccompanied Youth**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
 - 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.

Homeless Children and Unaccompanied Youth**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.

Parent Information and Permission for Homebound Instruction

Dear Parent:

_____ a student at _____

_____ *Student's Name* _____ *Name of School*

has met the requirements for the Home/Hospital Instruction Program. There are several ways in which you can assist us in continuing the education of your child.

1. ~~There must be a responsible adult must be present in the home during the teacher's visit.~~
2. ~~The teacher will visit twice a week, one (1) hour each visit, for a total of two (2) hours a week. It is important that the student be available at the assigned time when scheduled.~~
3. ~~Parents/guardians are necessary for the success of your child's instruction. This program is designed to help keep the student on track, but cannot be a substitute for a full week of regular instruction. Therefore, parents/guardians must take an active role in working with the student to advance in their course work.~~
4. ~~Notification to the teacher should be made in advance if the student is unable to have a lesson. Time and gasoline are both precious. Three (3) unexcused absences will be turned over to the appropriate authorities as truant behavior. Please call the teacher the day before or by 8:00 a.m. the day of the scheduled visit, at 873 4701, extension 238.~~
5. ~~Please provide a suitable work study area with appropriate lighting where the student and teacher can work without interruption (tape player, radio, and TV turned off). The area should be free from household traffic.~~
6. ~~No eating or smoking is permitted during the visit.~~
7. ~~Other children, visitors, or pets should be kept out of the room so that the teacher will have the student's full concentration.~~
8. ~~Please check with your child regarding the completion of his/her required daily assignments in order to be ready for instruction at the next designated time.~~
9. ~~Arrange for the student to have sufficient rest and to be ready for work when the teacher arrives at the home.~~
10. ~~Please notify the home instructor as soon as the medical doctor gives permission for the student to return to school. The homebound instruction will be discontinued at the time specified on the enrollment form by the doctor. If there is a need for continued instruction, a new form will be required.~~

We believe that with cooperation among the parents/guardians, the student, and the teacher, we will be able to provide a good home instruction program for your child.

~~I/we, as parent(s) or guardian(s), agree to fulfill the above requests.~~

_____ *Parent/Guardian's Signature* _____ *Date*

Review/Revised:5/19/03

This procedure no longer needed. Parent information and permission will be included in handbook referenced in 08.1312 AP.1.

Procedures for Home/Hospital Instruction

The District Home/Hospital handbook has been created to help school administrators, teachers, parents, and community members understand and assist in providing Home/Hospital services to qualifying students. When a student is expected to be unable to attend school due to a medical or mental health condition for at least five (5) consecutive school days, Home/Hospital instruction should be considered. The Home Hospital Procedures Handbook can be found on WCPS website.

In order to be considered for the Home/Hospital program, an application must be completed. The student's application must include a completed Professional Statement signed by an appropriate licensed medical professional that includes a diagnosis and the approximate length of time that Home/Hospital will be needed. The application also should include verification that the illness confines the student to a hospital, nursing facility, or home and that the student is physically unable to attend school even on a part-time basis.

The Application for Home/Hospital Instruction is incorporated by reference in [702 KAR 007:150](#). This application is available from the Kentucky Department of Education website in both English and Spanish.