

KSBA Procedure Service

2026 Procedure Update (#30) Checklist

District: Newport Independent Schools

To enable KSBA to track and store your District's administrative procedures in our procedure database, please indicate below what decision you have made on the proposed new/revised procedures enclosed for your review. We will forward printed or reproducible copies of the procedures when we receive this form and update your online manual if you belong to that service.

Procedure Number	Adopt as Written	Adopt with Modification*	Date of District/ Board Review	Keep Current Procedure	Delete Procedure
03.19 AP.23	☒	☐		☐	☐
04.1 AP.11	☒	☐		☐	☐
04.1 AP.2	☒	☐		☐	☐
04.33 AP.1	☒	☐		☐	☐
07.13 AP.1	☒	☐		☐	☐
08.231 AP.21	☒	☐		☐	☐
08.2324 AP.1	☒	☐		☐	☐
08.2324 AP.2	☐	☒		☐	☐
09.12 AP.1	☐	☒		☐	☐
	☐	☐		☐	☐
	☐	☐		☐	☐

*Please attach a copy of the modified policy. DO NOT RETYPE A DRAFT - simply indicate the district-initiated changes by writing in colored ink, circling, highlighting, etc.

Superintendent's Signature

July 22, 2026

Date

Please return this completed form to KSBA at your earliest opportunity.
Please contact your KSBA Consultant IF you need KSBA to completely reprint all policy pages or to order additional new manuals, instead of just getting copies of the updated policies.

CONSENT FOR OUTSIDE TRACEABLE COMMUNICATIONS (KRS 160.145, SB 181, HB 67)

A parent may authorize a District employee or volunteer, who is not a family member, to communicate electronically with his or her child outside of the District's designated traceable communication system. **A separate form must be completed for each individual staff member requested.** This form must be completed and filed with the school's administrative office before any outside electronic communication takes place. Consent may be revoked by the parent/guardian at any time.

STUDENT: _____ **GRADE:** _____**CONSENT & REASON FOR COMMUNICATION**

I hereby consent to authorize the following individual to communicate with my child outside of the District's designated traceable communication system(s).

NAME OF STAFF MEMBER/VOLUNTEER (first and last): _____**REASON(S) FOR COMMUNICATION:**

***Electronic communication is restricted to the topics, activities, or purposes indicated. To grant unrestricted communication rights for all lawful purposes, the parent must explicitly write: "This staff member has the right to contact my student for any and all lawful reasons."*

☐ Athletics☐ Baseball☐ Cheerleading☐ Soccer☐ Volleyball☐ Basketball☐ Esports☐ Softball☐ Wrestling☐ Bowling☐ Football☐ Track☐ Other (please specify below)

☐ Club/Organization

Please specify: _____

☐ Other

Please specify: _____

Do you want to be included on all electronic communication that falls outside of the District's designated traceable communication system(s)?

☐ Yes ☐ No

Platform Restrictions or Special Limitations (if any):

My consent does not authorize a District employee or volunteer to engage in inappropriate or sexual electronic communication with my student. Furthermore, this written waiver shall not be used as a basis of a defense for any District employee or volunteer who engages in inappropriate or sexual electronic communication.

PARENT/GUARDIAN - PRINTED NAME: _____**PARENT/GUARDIAN - SIGNATURE:** _____**DATE:** _____

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;
1. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
1. Living in emergency or transitional shelters;
1. Abandoned in hospitals;
1. 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;
1. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and/or
1. 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.
1. **Homeless children and youth are to be immediately enrolled in the district. The district is permitted to enroll a homeless student in a temporary educational placement pending completion of a Best Interest Determination.**
1. 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

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- 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.
1. A student's exact date of birth (month, day and year) is not required for initial enrollment.
 1. 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.
 1. 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.
 1. 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;
1. 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
1. That the new (enrolling) school immediately contacts the school of origin to obtain relevant academic and other records.