

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.	
OCTOBER	15 - 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.	
NOVEMBER	15 - 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	1 - School council adopts school working budget and presents to the Superintendent.	
	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.	
	*31 - 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	*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.	
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: HB 392 AMENDS KRS 424.260 INCREASING THE AMOUNT FOR SMALL PURCHASE PROCEDURES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.33 AP.1

Purchasing Procedures/Bidding Process

PURCHASES NOT SUBJECT TO BID REQUIREMENTS

Purchases of like items that total less than the small purchase maximum during the school year (\$7,500 for construction-related items) are not required to be bid. However, good business practice dictates that bids should be received on services and/or supplies and equipment when an appreciable savings may result, even though the total dollar value may be under the amounts requiring bids. Small purchases costing less than the bid limits shall be secured through the use of established federal or state price contracts, **formal, advertised bids, informal, sealed bids, letter quotations, and/or written, negotiated pricing.**

Small purchases shall be made only by the Board, Superintendent, or designee under the following conditions:

1. Delegations of authority to make small purchases shall be in writing and shall state the conditions and qualifications of the delegation, if any, and shall be retained in either the official contract file, Board minutes, or both;
2. Persons exercising authority to make small purchases shall familiarize themselves with the provisions of law, particularly all provisions dealing with small purchases, conflicts of interest, prohibition of gratuities and kickbacks, and use of confidential information.
3. Small purchases shall be made on the basis of the best available price for the goods, supplies or services purchased, taking into consideration the cost, quality, serviceability, availability, and reputation of the goods, supplies or services; and/or

Small purchases may be made on **a charge account.**

PROFESSIONAL SERVICES

Quotations and/or proposals may be secured on the following services:

1. architectural,
2. accounts for audit,
3. medical,
4. legal, and/or
5. consultative

INSURANCE

Fleet, property, liability, surety bonds, unemployment compensation, workers' compensation, and student insurance are to be bid or negotiated, as feasible.

Purchasing Procedures/Bidding Process**PURCHASES SUBJECT TO BID REQUIREMENTS****BIDDING PROCESS**

The following procedures shall apply for purchases of “like” items that will exceed the small purchase maximum in a twelve (12)-month period and for construction related purchases of no more than \$7,500 made under KRS 162.070.

1. Bid notices shall be advertised in the local newspaper not more than twenty-one (21) days nor less than seven (7) days before bids are due;
2. Bid notices shall describe what the materials, goods or services are to be bid and the time and place for the receipt and opening of bids;
3. As directed by Kentucky Administrative Regulation, invitations for bid or request for proposals shall provide that an item equal to that named or described in the specifications may be furnished.
4. Bid notices shall be forwarded by mail to all local vendors or as requested. Failure of a vendor to respond to a bid notice may result in that vendor’s name being deleted from the bid list. Return of the notice with no bid submitted shall be considered a response;
5. Bids specifications and forms shall be available at the Central Office. Special conditions of bidding are to be given with the specifications and bid forms;
6. All bids shall be submitted in writing, typewritten, or printed in ink so as to be legible and sealed;
7. All bids shall be opened and read publicly at the time and place designated for the bid opening;
8. No bids shall be changed after they are opened;
9. Bids received after the specified bid opening time shall be returned to the bidder unopened;
10. Bids shall be presented to the Board at the next regular meeting or a special meeting of the Board may be called to consider the bids;
11. If the lowest bid is not accepted, the Board shall record in the minutes the reason(s) for its rejection;
12. Pursuant to the records retention laws, all bids and related information shall be kept on file and available for review, except for information exempted pursuant to KRS 61.878, per records retention schedule;
13. Bids shall be tabulated and all bidders shall receive a copy of the tabulation, which shall include a list of all bidders together with their bid amounts, and be informed in writing as to the awarding of the bid; and
14. The Board shall reserve the right to accept or reject any and all bids. Bids that do not conform to requirements of state administrative regulation or with bid specifications shall be rejected as being nonresponsive. Contracts awarded in noncompliance with state administrative regulation shall be void.

Purchasing Procedures/Bidding Process

EXCEPTION FOR PURCHASING MADE OUTSIDE CONTRACTS

Provided the District's finance officer gives prior certification and the purchase meets the same contract specifications, is offered at a lower price, and does not exceed \$2,500, the District/schools may purchase supplies and equipment outside established bid or price contract agreements.

RELATED PROCEDURE:

04.33 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

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 **semiannually in July and December**.

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

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. 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 of School Nutrition Service Supplies

RELATED PROCEDURE:

04.33 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.

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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 **Employees/Qualified School** 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/**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.

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

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

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.