

# Policy Connection

JUNE, 2007

**Dara Bass, Editor**

## SCHOOL IS OUT - TIME TO GET READY TO START SCHOOL

Yes, the final report cards have been distributed and the senior class awarded their diplomas. NOW it is time to begin gearing up for the 2007-2008 school year. The Superintendent and the administrative leadership team may want to address the following policy-related considerations:

- Finalizing policy and procedure changes to bring them in line with revised statutes and regulations.
- Updating handbooks and other written guidance to reflect those changes.
- Planning for orientation of new and returning staff about the new provisions.
- Preparation for training required by law and/or board policy (examples: confidentiality, harassment/discrimination, bloodborne pathogens).
- Apprise new principals about key policies that relate to their responsibilities. HINT: A good place to start is to search for the phrase “The Principal shall” in your online manual.

## POLICY Q & A

**Q** With the General Assembly’s amendment of KRS 159.170 that now requires districts to notify the Kentucky Department of Education (KDE) when a new student enrolls, how are districts to make that notification?

**A** According to KDE, no separate form will be required. When the district enters new student information into the Student Information System, this will suffice as the notification.

*Policy/Procedure Reference 09.111*

**Q** KSBA recommends that personnel charged with investigating claims of harassment/discrimination be trained. Is training of investigators required by law and what qualifies as training?

**A** There is no formal certification procedure for investigators, nor are we aware of any state or federal requirement for such training. However, in the event the Office of Civil Rights visits a district in response to a complaint, the district should expect to be asked how the local investigator was trained or otherwise prepared to carry out that responsibility. Investigator training may be in the form of directions/guidance provided by your local board attorney or presentations/ workshops/conferences by other sources (Teresa Combs of KSBA or workshops conducted by other state agencies/organizations approved by the superintendent.)

*Policy/Procedure Reference 03.162/03.262/09.42811*

**Q** Are there laws or regulations that require Kentucky school districts to provide a bus driver handbook?

**A** Although KRS 160.340 requires each board of education to file in the board's office its policies relating to the transportation of pupils, KSBA legal staff confirmed with KDE that there is no requirement for a bus driver handbook. As a means of communicating policy content to transportation employees, it may be that the district transportation director uses the required policies as the basis for a transportation handbook. However, it is a local decision as to how to most effectively communicate information to its employees.

*Policy/Procedure Reference Section 06 policies*

## **THE UPDATES ARE OUT!**

All districts that are members of the KSBA Policy Service should have received their 2007 update mailing. If that mailing has not been received, please contact Carol Ann Jehnsen at 1-800-372-2962, ext. 240. KSBA recommends that updates be completed and the checklist(s) returned as soon as possible so that current policies/procedures will be in place at the beginning of the school year.

Congratulations to the Morgan County Board of Education for being the first board to complete its 2007 update!

*Policy/Procedure Reference 01.5*

## **INTRODUCING OUR NEW POLICY STAFF MEMBER**

Welcome to Kaye Parker, who joined the KSBA policy staff on June 4<sup>th</sup>. Kaye will be “learning the ropes” of policy consulting as well as providing KSBA eMeeting support. Prior to joining KSBA, Kaye was the Communication and Development Coordinator for KECSAC. Kaye lives in Richmond and enjoys gardening, sewing and spending time with her three children.

## **2007 KOSAA SUMMER CONFERENCE**

Dealing with Difficult People and Situations

Hot Topics Discussion

The Open Meeting Act - the Finer Points

Professional Dress and Appearance

These are just a few of the exciting activities and topics to be addressed by superintendent and district administrative assistants on Friday, July 13 at the Marriott Griffin Gate Resort beginning at 9:00 a.m., with an 8:00 a.m. meeting set for the KOSAA Board of Directors

Registration information has been mailed to each district, but current and prospective KOSAA members also may register via the KSBA web site:

<http://portal.ksba.org/public/Event/Event.aspx?EventID=xh8xCCbKj/A=>

The deadline for registration is June 30, but late registrations may be accepted.

## **MILEAGE RATE UPDATE**

If your district reimburses for mileage at the state rate, be advised that the rate per mile effective July 1 through September 30, 2007 will be forty-four (44) cents per mile.

This information should be reviewed quarterly and can be obtained via this link:

<http://finance.ky.gov/NR/rdonlyres/070C74F2-9B24-4F96-BE6C-4FB53A63C758/0/mileagerate0307.pdf>

*Policy/Procedure Reference 03.125/03.225*

## **PAST ISSUES**

View past issues of the Policy Connection (previously On Board with Policy) by going to the KSBA web site ([www.ksba.org](http://www.ksba.org)) and clicking on <Policy/KSBA eMeeting> and then on <Policy Connection> under “Catalog of Services.” Also, use the topic index provided to help you locate the appropriate edition.