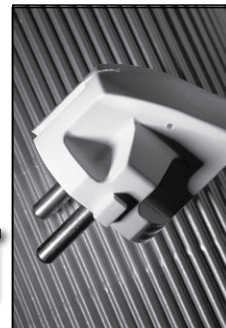


# POLICY CONNECTION



KSBA on the Web: [www.ksba.org](http://www.ksba.org)

Dara Bass, editor



## ARE YOUR POLICIES CURRENT?

As of the date this newsletter was published, 150 of the 172 districts that belong to the KSBA Policy Service have completed their 2008 policy update. If your district has not returned your update checklist to KSBA, please do so at your earliest convenience to assure that your policies are current with the latest legal requirements as reflected in the update documents sent to your district in May. Reminder: KRS 160.340 (4) requires board of education policies to be "kept up to date by filing annual amendments thereto each August 15. . ."

— Policy/Procedure Reference 01.5

## POLICY-RELATED TRAINING OPPORTUNITIES

From November through January, district personnel and board members will have the opportunity to attend the following training opportunities that will address key policy issues:

- *Student Management Issues* - Friday, Nov. 14, Lexington Holiday Inn North. Discuss the latest in student management issues with experienced and knowledgeable board attorneys and KSBA legal, policy and risk management staff.

Individuals planning to register on site for this event should notify Jolene Shearer ([jolene.shearer@ksba.org](mailto:jolene.shearer@ksba.org) or 1-800-372-2962, ext. 107) to help plan for sufficient training materials and meals. The registration fee for the meeting is \$200, which includes lunch and beverages.

— Policy/Procedure Reference Chapter 9

- *2008 KSBA Winter Conference*, Friday, Dec. 12-13, Marriott Griffin Gate Resort, Lexington. Of special interest for newly elected board members are these sessions:

- Friday, 2:45 - 4 p.m., A1 - *Congratulations! You Made the Team!*

This session is designed to provide new board members with an overview of the skills and knowledge necessary to become effective members of their district board/superintendent team.

- Saturday, 10 - 11:15 a.m., C1 - *Your Association: What You Need to Know about KSBA and its Services*

As a newly elected board member you are now a member of the KSBA family. For 72 years your association has been providing local board members, superintendents and other district leaders a wide variety of essential services ranging from insurance coverage to professional development. In this session, association officers and senior leadership will provide you with an overview of KSBA's services and resources.

- *73rd Annual KSBA Conference*, Jan. 30 - Feb. 1, Galt House, Louisville.

- *4th Annual KOSAA Winter Conference*, Friday, Jan. 30, Galt House, Louisville (8:30 a.m./check-in; 9 a.m., program begins)

To register for these two conferences online, click on the related link on the KSBA Web site ([www.ksba.org](http://www.ksba.org)). Registration links will be available approximately one month prior to the training.

- *eMeeting Manager Update*, Friday, Jan. 30, Galt House, Louisville (1:30-3:30 p.m.) — No charge, but register with [katrina.kinman@ksba.org](mailto:katrina.kinman@ksba.org) or [dara.bass@ksba.org](mailto:dara.bass@ksba.org) by Jan. 15th.

## WELCOME, NEW SERVICE MEMBERS

- Covington Independent, Paducah Independent, Carroll County and Gallatin County boards of education, the 126th - 129th members of the KSBA Administrative Procedure Service.

- Paducah Independent Schools - 133rd subscriber to the KSBA Online Manual Service.

- Boyd County Schools - 42nd member of the KSBA eMeeting Service.

## POLICY STAFF WELCOME

A big welcome to Kim Barker, a 14-year employee of the Morgan County Board of Education, who joins the Policy Service on Dec. 1. Kim will be working with districts in south-central Kentucky and will become part of the KSBA eMeeting team. We welcome Kim and look forward to introducing her to you.

## HOUSE BILL 91 DEADLINE REMINDER

Section 4 of KRS 158.148 (part of House Bill 91) establishes this requirement for local codes:

"Each local board of education shall be responsible for formulating a code of acceptable behavior and discipline to apply to the students in each school operated by the board. The code shall be updated no less frequently than every two (2) years, with the first update being completed by November 30, 2008."

Section 4(c) further requires:

"The code shall contain:

1. Procedures for identifying, documenting, and reporting incidents of violations of the code and incidents for which reporting is required under KRS 158.156;

2. Procedures for investigating and responding to a complaint or a report of a violation of the code or of an incident for which reporting is required under KRS 158.156, including reporting incidents to the parents, legal guardians, or other

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persons exercising custodial control or supervision of the students involved;

3. A strategy or method of protecting from retaliation a complainant or person reporting a violation of the code or an incident for which reporting is required under KRS 158.156;

4. A process for informing students, parents, legal guardians, or other persons exercising custodial control or supervision, and school employees of the requirements of the code and the provisions of this section and KRS 158.156, 158.444, 525.070, and 525.080, including training for school employees; and

5. Information regarding the consequences of violating the code and violations reportable under KRS 158.156 or 158.444.”

—*Policy/Procedure Reference 09.2211, 09.422, 09.438 and related procedures*

### **MILEAGE RATE UPDATE**

If your district reimburses for mileage at the state rate, be advised that the rate per mile effective July 1 through Dec. 31, 2008 will remain at 49 cents per mile.

This information should be reviewed quarterly at this [link](#).

— *Policy/Procedure Reference 03.125/03.225*

### **POLICY Q & A**

**Q.** Is it lawful to require a copy of a birth certificate and/or social security card before enrolling a student in school?

**A.** According to KRS 158.032 (3) and (4):

(3) Upon enrollment of a student for the first time in any elementary or secondary school, the

school shall notify in writing the person enrolling the student that within 30 days the person shall provide either:

(a) A certified copy of the student's birth certificate; or

(b) Other reliable proof of the student's identity and age, and an affidavit of the inability to produce a copy of the birth certificate.

(4) Upon the failure of a person enrolling the student to comply with this section, the school shall notify the person in writing that unless he complies within 10 days the case shall be referred to the Kentucky State Police or local law enforcement officials for investigation. If compliance is not obtained within the 10 day period, the school shall so refer the case.

According to the KSBA legal staff, federal laws would prohibit a school from denying entrance to homeless children if records are not forthcoming. In addition, the parent by law may ask for another number other than the Social Security number to be assigned to the student.

— *Policy/Procedure Reference 09.121*

### **YOUR ONLINE CONNECTION**

If you receive a paper edition of this newsletter, but would prefer to get it via email, simply send your request to Dara Bass ([dara.bass@ksba.org](mailto:dara.bass@ksba.org)), noting your school district and position.

### **PAST ISSUES**

View past issues of the Policy Connection by going to the KSBA web site ([www.ksba.org](http://www.ksba.org)) and clicking on <Policy and Procedures> and then on <Policy Connection> under “Services.”

