

Jefferson County Public Schools  
*Summary - Policy and Procedures Project*  
 Procedures - Set #3  
 November 12, 2019 Board Meeting

<b>JCBE Policy</b>	<b>KSBA Procedure Name</b>	<b>Procedure Summary</b>
01.44 - Special Called Meetings	01.44 AP.21 Request to Receive Special Meeting Notification by Email	A form to request e-mail notification of Special meetings. This is a new form, but there are no changes to current practice.
01.61 - Records Management	01.61 AP.1 Records Management	Establishes procedures for management and retention of District records. There are no changes to current practice.
08.1312 - Home/Hospital Instruction	08.1312 AP.1 Application for Home/Hospital Instruction	Refers parents/guardians to the required KDE application for Home/Hospital Instruction available online. There are no changes to current practice.
08.1312 - Home/Hospital Instruction	08.1312 AP.21 Parent Agreement Letter for Home/Hospital Instruction	Letter for parent/guardian signature agreeing to Home/Hospital instruction for their child. This is a new form, but there are no changes to current practice.
09.422 - Bullying/Hazing	09.422 AP.21 Bullying Reporting	Directs individuals to the numerous ways in which bullying can be reported. This is a new form, but there are no changes to current practice.

**Request to Receive Special Meeting Notification by Email**

For those who wish to receive special meeting notification by email, the form below should be completed and emailed to: [jcpscommunications@jefferson.kyschools.us](mailto:jcpscommunications@jefferson.kyschools.us)

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Check** if you are:

☐ Media Organization (with written request on file)

***I prefer to receive and specifically authorize the furnishing of electronic mail notification of special called meetings in lieu of notice by personal delivery, facsimile machine, or mail.***

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

This form shall be submitted to, and kept on file by, the Central Office or School Office, as appropriate.
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**Records Management****RETENTION AND DISPOSAL OF SCHOOL RECORDS**

The Superintendent's designated Records Officer shall implement the procedures listed in the *Records Retention/Public School District Schedule*. Any deviation from these procedures shall be submitted in writing by the Superintendent/designee to the Director of Archives and Records and shall be recorded in this procedure. The request must be approved in writing by the State Librarian prior to the disposal or destruction of school records. The following procedures shall be followed in records management:

1. The Superintendent/designee shall notify the Public Records Division in the Department for Libraries and Archives of the name of the District Records Officer who shall represent the District in its relations with that Division.
2. The Records Officer shall prepare a records retention and disposal schedule for the District that is compatible with state statutes and regulations.
3. The Records Officer shall review this schedule with all staff members responsible for school records.
4. Records that have met the retention schedule shall be disposed of by shredding or burning within six (6) months after the required retention period.
5. The disposal or destruction of school records shall be under the supervision of the Records Officer who shall keep a log of all disposed records.
6. Records listed as "permanent" on the schedule shall be kept in a secure location.
7. Both active and inactive records shall be filed in locations that offer reasonable security and accessibility.
8. Electronically received records such as, but not limited to, e-mail, diskettes, CDs, and faxes shall be handled in accordance with the procedures used in the storage, retention, and disposal of other Board records.

**Extended Retention Periods for the District**

The following series have an extended retention period for the District. Records should be managed at the local office or at the Archives and Records Center with the retention periods specified here.

<b>Series Number</b>	<b>Series Title</b>	<b>Retention (in Years)</b>
L1782	Adult Education Kentucky Literacy Commission Financial Report	5

L1796	Adult Education Monthly Record of Training and Wages- U.S. Veterans Administration	5
L1803	District Receipt and Expenditure Summary	5
L1876	Free and Reduced Meals Eligibility File	5
L1877	Monthly Allocation of Food Costs	5
L1878	Daily Goods and Services Received	5
L1879	Non-Expendable Equipment Depreciation Schedule	5
L1880	Purchased Food and Milk Inventory	5
L1881	USDA Commodity Perpetual Inventory	5
L1882	List of Food Suppliers/Bid List	5
L1884	USDA Quarterly Food Inventory	5
L1885	Notice of Delivery of Donated Foods to Schools and Other Recipient Agencies	5
L1886	Notice of Allocated Donated Food	5

L1887	Notice of Arrival-Donated Food at Distributor's Warehouse	5
L1888	Report and Claim for Reimbursement	5
L1889	Breakfast Participation Report	5
L1890	Lunch Participation Report	5
L1891	Daily Program Invoice	5
L1914	Custodial Supplies Order	5
L1916	Inter-School Transfer Sheet for USDA Commodities	5
L1923	Salary Schedule	5
L1926	Payroll Worksheet	5
L1928	Payroll Checklist	5
L1930	Payroll Check Copies	5
L1932	Unemployment Compensation Quarterly Contribution Report	5

L2068	Textbook Inventory	5
L2090	Annual Bus Fuel Consumption Report File	5
L2091	Bus Driver Extra Trip Pay Voucher	5
L2307	Application for Free and Reduced Price School Meals	5
L2457	Student Activities Budget Form	5
L2459	Requisition and Report of Ticket Sales- Special Events	5
L2637	Class Record Book	5
L2816	Monthly Return of Utility Gross Receipts License Tax for Schools	5
L2951	Employer's Quarterly Return of Occupational License Tax For Schools	5
L2952	Annual Reconciliation of Occupational License Tax Withheld for Schools	5
L3012	School-Based Decision Making Council Budget Expenditure Report	5
L3116	Standard Bus Route Time Determination Record	5

L4431	Vendor Files (KETS)	5
L4444	Family Resource Center Advance Funding Request	5
L4445	Family Resource Center Budget (MUNIS) Report	5
L4446	Family Resource Center Request Form for Purchases and Amendments	5
L4468	General Fund Reports	5
L4469	Budgetary Control Summary	5
L4471	Tuition Reimbursement Records	5
L4472	Building, Grounds, and Facilities Usage and Rental Application File	5
L4475	Home/Hospital Program Annual Report	5
L4494	Lunchroom Reports- Monthly	5
L5069	AmeriCorps Time Reporting Records	5
L5070	AmeriCorps Program Budget Form	5

L5071	AmeriCorps Program State Formula Application	5
L5078	AmeriCorps Financial Records	5
L5119	Payroll Update Forms	5
L5121	Pay Plan/Payment Method Forms	5
L5122	Request for Stop Payment	5
L5237	Payroll Deduction Reports (Monthly & Pay Period)	5
L5249	Government Grant Program File  <i>* Destroy 5 years after submission of final expenditure report and audit.</i>	<i>* See note</i>
L5258	Monthly Summary of Wages Earned	5
L5260	Time and Attendance Record File	5
L5265	Transmittal Register of Direct Deposits	5
L5267	Income Tax Forms 1099	5
L5271	Reimbursing Employer's Quarterly Unemployment Wage Report	5



L5274	Journals	5
L5275	Audit Trail Lists	5
L5279	Asset/Equipment Inventory File  <i>*Destroy 5 years after update and audit are completed; keep fixed asset inventory permanently.</i>	<i>* See note</i>
L5281	Periodic Audits (Daily, Monthly or Quarterly)	5
L5282	Accounts Receivable File	5
L5283	Banking Records File	5
L5293	Regional Assessment Center File	5
L5294	Accounts Payable File	5
L5295	Voucher Register	5
L5296	Purchase Order/Requisition Reference and Tracking Instruments	5
L5298	Bid Files- Successful  <i>*Destroy 5 years after specifications met or completion of contract or agreement and audit.</i>	<i>* See note</i>
L5301	Periodic Reports of Official Programs Schools and Departments	5

L5302	Grants Administration File  <i>*Destroy 5 years after submission of final expenditure report and audit.</i>	<i>* See note</i>
L5341	Student Activity Fund File	5

**Application for Home/Hospital Instruction**

The Home/Hospital Instruction application is incorporated by reference in 704 KAR 7:120. This application is available from the Kentucky Department of Education website.

**RELATED PROCEDURES:**

08.1312 AP.21

08.1312 AP.23

**Parent Agreement Letter for Home/Hospital Instruction**

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*Date*

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 during his/her illness:

1. A responsible adult must be present in the home/hospital room during the time the Home/Hospital Teacher is present.
2. The Home/Hospital Teacher meets with the student a minimum of one hour on two (2) school days per week for individualized instruction. Absences are unexcused unless pre-arranged and the time rescheduled with the Home/Hospital Teacher during that same week.
3. A student with a communicable disease, as verified by a health professional, shall be eligible for the Home/Hospital Instruction Program. However, should the student's condition pose a serious health threat to the Home/Hospital Teacher, the student may receive alternate instruction such as correspondence, computer-assisted instruction, or video during the period of contagion.
4. Please check with your child regarding completion of required daily assignments in order to be ready for instruction at the next designated time.
5. Please provide a suitable work-study area where student and teacher can work with no interruption (for example: CD, tape player, and TV turned off). The area should be clean, neat, and free from household traffic.
6. Other children, visitors, or pets should be kept out of the room so that the teacher will have the student's full attention.
7. Arrange for the child to have sufficient rest and to be ready for work when the teacher arrives at the home.
8. Complete the Application for Home/Hospital Instruction, including release of medical information to school officials.
9. In addition to the scheduled weekly home/hospital instruction, the student will work independently to complete assignments.

*I agree to abide by the above requirements and grant permission for this child to receive home/hospital instruction.*

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***Parent/Guardian's Signature***

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***Date***

**Bullying Reporting Procedures**

The District takes all bullying allegations very seriously. As a result, we have numerous ways that students and parents/guardians can report potential bullying incidents. Concerned parents/guardians, peers, or staff have the following reporting options:

- 1) Report incidents to their school administrator.
- 2) Call 1-888-393-6780 to access the District Bullying Tip Line.
- 3) Access our online reporting system. Visit the District website at [www.jefferson.kyschools.us](http://www.jefferson.kyschools.us), click on the Bullying icon (at the top of the page) or the Report Bullying square, or go to <https://jcps.callsplus.net/>. When reporting an incident, individuals may identify themselves or remain anonymous, according to their preference. Upon receiving a tip line report, both District and school administrators are made aware of the report so that the school can begin the investigative process.

All bullying incidents, whether reported via the tip line or through a school administrator, are investigated, resolved, and documented at the school level in alignment with District protocol.