

**Jefferson County Public Schools
Policy and Procedures Project
Procedures - Set #7 and #8
March 23, 2020 Board Meeting**

JCBE Policy	KSBA Procedure Name	Description
09.14 Student Records	09.14 AP.231 Designation & Agreement for Disclosure to Authorized Representatives	Establishes a procedure and limitations for the disclosure of student records. There are no changes to current practice.
03.11 Hiring - Certified	03.11 AP.25 Recommendation for Employment - Certified	Sets forth a procedure for initiating and communicating a recommendation for employment. There are no changes to current practice.
03.21 Hiring - Classified	03.21 AP.25 Recommendation for Employment - Classified	Sets forth a procedure for initiating and communicating a recommendation for employment. There are no changes to current practice.
03.21 Hiring - Classified	03.21 AP.26 Letter of Intent - Classified	Sets forth a procedure for an employee to provide notice to the District of their employment intentions for the coming school year. There are no changes to current practice.
03.21 Hiring - Classified	03.21 AP.22 Application Evaluation - Classified	Sets forth a procedure for determination of qualified candidates. There are no changes to current practice.
03.11 Hiring - Certified	03.11 AP.26 Letter of Intent - Certified	Sets forth a procedure for an employee to provide notice to the District of their employment intentions for the coming school year. There are no changes to current practice.
09.121 Entrance Age	09.121 AP.1 Entrance Age	Sets forth a procedure regarding a student's entrance and enrollment. There are no changes to current practice.
03.11 Hiring - Certified	03.11 AP.22 Application Evaluation - Certified	Sets forth a procedure for determination of qualified

		candidates. There are no changes to current practice.
03.21 Hiring - Classified	03.21 AP.242 Verification of Employment - Classified	Establishes the requirement for applicants to provide references to verify employment. There are no changes to current practice.
08.1312 Home/Hospital Instruction	08.1312 AP.21 Parent Agreement Letter for Home/Hospital Instruction	RESCIND. Addressed in 08.1312 AP.1
08.1312 Home/Hospital Instruction	08.1312 AP.1 Procedures for Home/Hospital Instruction	Amend previously reviewed procedure. Sets forth procedures for Home/Hospital Instruction for parents, teachers, and administrators. There are no changes to current practice.
05.11 School Property – Naming Facilities & Alterations	05.11 AP.1 Alteration to Buildings & Grounds	Amends a procedure reviewed on 12/10/2019 based on recommendation from KDE. There are no changes to current practice.

**Jefferson County Public Schools
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JCBE Policy	KSBA Procedure Name	Description
08.133 Extended School/Direct Student Services	08.133 AP.1 Extended School/Direct Student Services	Sets forth procedures to the provision of ESS/Direct Student Services. There are no changes to current practice.
03.11 Hiring - Certified	03.11 AP.242 Verification of Employment - Certified	Requires applicants to provide verification of previous work experience. There are no changes to current practice.
03.11 Hiring – Certified	03.11 AP.25 Recommendation for Employment - Certified	Sets forth a procedure for initiating and communicating a recommendation for employment. There are no changes to current practice.
03.21 Hiring – Classified	03.21 AP.25 Recommendation for Employment - Classified	Sets forth a procedure for initiating and communicating a recommendation for employment. There are no changes to current practice.
03.11 Hiring – Certified	03.11 AP.21 Vacancies - Certified	Establishes procedures for posting vacancies. There are no changes to current practice.
08.232 Instructional Resources	08.232 AP.1 Instructional Resource Procedures	Establishes procedures for the selection review and purchase for instructional materials. . There are no changes to current practice.
09.425 Assaults and Threats of Violence	09.425 AP.21 Record of Removal	Sets forth the requirements for creating a record when a student is removed from schools. There are no changes to current practice.
03.21 Hiring - Classified	03.21 AP.26 Letter of Intent - Classified	Sets forth a procedure for an employee to provide notice to the District of their employment intentions for the coming school year.

		There are no changes to current practice.
09.36 Field Trips and Excursions	09.36 AP.21 School-Related Student Trip Requests	Directs people to the JCPS Field Trip Procedures Manual. There are no changes to current practice.
03.11 Hiring - Certified	03.11 AP.26 Letter of Intent - Certified	Sets forth a procedure for an employee to provide notice to the District of their employment intentions for the coming school year. There are no changes to current practice.
09.1221 Shortened Day and/or Week	09.1221 AP.21 Request for 504 Shortened School Day	Provides form to be used to request a shortened school day for a student with a Section 504 Plan. There are no changes to current practice.
03.21 Hiring – Classified	03.21 AP.252 Criminal Records/Child Abuse and Neglect Check	Sets forth the procedures for new hires to get Criminal Records and CA/N checks. There are no changes to current practice.
09.426 Disrupting the Educational Process (Students)	09.426 AP.1 Disrupting the Educational Process	Sets forth the procedures to be used when someone disrupts the educational process. There are no changes to current practice.
06.14 Authority for the Use of Buses	06.14 AP.1 Authority for the Use of Buses	Directs people to the JCPS Field Trip Procedures Manual. There are no changes to current practice.
10.21 Civility	10.21 AP.21 Incident Report	Sets forth procedure to address a threat made to an employee. There are no changes to current practice.
03.11 Hiring - Certified	03.11 AP.24 Applicant Screening Assessment Certified	Requires applicants to complete a job inventory assessment. There are no changes to current practice.
03.21 Hiring – Classified	03.21 AP.21 Applicant Screening Assessment Classified	Requires applicants to complete a job inventory assessment. There are no changes to current practice.
03.21 Hiring – Classified	03.21 AP.253 Driving Records Release Authorization	Requires bus driver applicants to complete forms to permit the release of records from prior

		employment. There are no changes to current practice.
08.1131 Alternative Credit Options	08.1131 AP.1 Performance-Based Credit	Sets forth information regarding performance-based credit and work-based learning. There are no changes to current practice.
09.12. AP.2 Admissions and Attendance	09.12 AP.2 Student Enrollment and Immigration/Visa/Language Status	Sets forth procedures for enrollment of students in the U.S. on visas and students with a non-English language background. Establishes that employees are prohibited from asking about a student's immigration status, and from impeding enrollment of a student based on immigration status. There are no changes to current practice.
03.11 Hiring - Certified	03.11 AP.23 Interview Evaluation	Sets forth the procedure for the evaluation of job interviews. There are no changes to current practice.
03.21 Hiring - Classified	03.21 AP.254 Driving Record Violations and Personnel Actions	Sets forth procedures for driving history checks. There are no changes to current practice.
09.14 Student Records	09.14 AP.111 Notification of FERPA Rights	Sets forth federal requirements for student and family notification of FERPA rights. There are no changes to current practice.
09.12 Admissions and Attendance	09.12 AP.2 Student Enrollment and Homeless and Foster Care Status	Sets forth procedures for enrollment of students who are homeless or in foster care. There are no changes to current practice.
03.11 Hiring - Certified	03.11 Review of Applications - Certified	Requires a review of all applications to determine which candidates meet minimum qualifications to be provided to principals/hiring managers. There are no changes to current practice.
03.21 Hiring - Classified	03.21 AP.242 Verification of Employment - Classified	Establishes the requirement for applicants to provide references to verify employment. There are no changes to current practice.

03.11 Hiring - Certified	03.11 AP.252 Criminal Records/Child Abuse and Neglect Check - Certified	Sets forth the procedures for new hires to get Criminal Records and CA/N checks. There are no changes to current practice.
05.11 School Property – Naming Facilities and Alterations	05.11 AP.1 Alterations to Buildings and Grounds	Sets forth the procedures for alterations to District building and grounds. Revised from procedure reviewed on 12/10/2020 to require conformity with Kentucky Building Code and KDE requirements. There are no changes to current practice.

Designation and Agreement for Disclosure to Authorized Representatives**DISCLOSURE OF RECORDS**

Student records shall be made available for inspection and review to the parent(s) of a student or to an eligible student on request. Legal separation or divorce alone does not terminate a parent's record access rights. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws.¹

Student records shall be developed, maintained, stored, used, released, disseminated, and destroyed in compliance with applicable state and federal laws and regulations.

State and federal laws and regulations assuring parent/student rights to review and access student records, and to provide for the privacy and confidentiality of student records shall be followed.

Considering the totality of the circumstances, the District may disclose information from education records to appropriate parties, including parents of eligible students, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individual. In such instances, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

REPRESENTATIVES DISCLOSURE OF RECORDS

Authorized District personnel also may disclose personally identifiable information to the following:

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- School officials (such as teachers, instructional aides, administrators, including health or medical staff and law enforcement unit personnel) and other service providers (such as contractors, consultants, and volunteers used by the District to perform institutional services and functions) having a legitimate educational interest in the information.

District and school officials/staff may only access student record information in which they have a legitimate educational interest.

DISCLOSURE TO REPRESENTATIVES FOR FEDERAL OR STATE PROGRAM PURPOSES

Personally identifiable student information may be released to those other than employees who are designated by the Superintendent in connection with audit, evaluation, enforcement, or compliance activities regarding Federal or State programs. Such designation must be executed in writing with the authorized representative and specify information as required by 34 C.F.R. Part 99.35.

Recommendation for Employment

The Principal/hiring manager shall communicate the candidate selected for employment to the Department of Human Resources for validation and presentation to the Superintendent. In schools operating under SBDM, the Principal shall confer with the council prior to submitting the selection.

Human Resources shall prepare and distribute necessary forms and instructions to all administrators responsible for interviewing and placement of District employees. However, the official offer of employment shall be made by Human Resources.

Recommendation for Employment

Please see existing procedure 03.11 AP.25 for recommendation information.

RELATED PROCEDURE:

03.11 AP.25

- CLASSIFIED PERSONNEL -

Letter of Intent

ANNUAL SURVEY

Each year, classified employees will be asked to provide the District reasonable notice of their employment intentions for the coming school year via electronic form. These forms are distributed during the annual budget and staffing process and may be completed electronically or printed and retained in the school or department office.

Application Evaluation

Human Resources staff review all applications for each classified job posting. Principals/hiring managers are then provided access to all applicants who meet minimum qualifications.

RELATED PROCEDURE:

03.11 AP.22

- CERTIFIED PERSONNEL -

Letter of Intent

ANNUAL SURVEY

Each year, certified employees will be asked to provide the District reasonable notice of their employment intentions for the coming school year via electronic form. These forms are distributed during the annual budget and staffing process and may be completed electronically or printed and retained in the school or department office.

Entrance Age

MANDATORY ENROLLMENT

KRS 158.030, states “...any child who is six (6) years of age, or who may become six (6) years of age by August 1, shall attend public school or qualify for an exemption as provided by KRS 159.030. Any child who is five (5) years of age, or who may become five (5) years of age by August 1, may enter a primary school program” or may wait until the child is six (6) years old.

Enrollment of children into the Primary Program at the age of five (5) is voluntary; however, once a child is enrolled, Kentucky law makes attendance mandatory. If, within two (2) pupil months after enrollment, a child is found to be immature or by mutual agreement by the parent, guardian, or other custodian and the school, the student may withdraw with a withdrawal code of W17.

ENROLLMENT PROCEDURES

All students who enroll in any District school must complete a Student Information Form and, **for initial enrollment**, provide the following:

- **Proof of guardianship** if other than the parent or legal guardian or the District *Power of Attorney and Caregiver* form is provided by the local school to those requesting one. Students being enrolled by persons not having proof of guardianship/Standard Power of Attorney shall be temporarily enrolled provided they present a **Caregiver Affidavit or a Non-Parental Enrollment Affidavit** issued by the District Student Assignment Office. The Caregiver Affidavit, authorized by KRS 158.144 and KRS 405.024, permits an *adult caregiver*, defined in the statute as a grandparent, step-grandparent, step-parent, aunt, uncle, or any other adult relative of the minor to authorize healthcare treatment and make school-related decisions. The Caregiver Affidavit is valid for one year and may be renewed annually unless revoked by the minor’s parent/guardian or when the minor ceases to reside with the caregiver. The Non-Parental Enrollment Affidavit grants a temporary fifteen (15)-day enrollment allowing the child to attend school while guardianship/custody/Standard Power of Attorney is being completed.
- **Proof of residence**
 - Residence utility bill: Current gas/electric or water bill (must have current address);
 - Authentic lease agreement, closing statement, or other home dwelling document (The student must reside at the address when the school year begins in order to enroll using that address.);
 - Current employee paycheck or paycheck stub (must have current address);
 - Government agency correspondence (must have current address); or
 - Other items of credible proof as accepted by the school Principal or the director of Pupil Personnel.

Entrance Age**ENROLLMENT PROCEDURES (CONTINUED)**

Proof of residence can be any one of the above items but must be in the parent's/guardian's/caregiver's name and match the enrolling address. The credibility for proof of residency may be subject to review or be determined by the District. Students being enrolled not having one of the above proofs of residence requirements shall be enrolled temporarily. Schools should allow parents/guardians a reasonable amount of time to provide the school with the required residency documentation. If no proof of residence is provided in a reasonable time, school attendance clerks/registrars should submit an Address Verification check via the Student Attendance Referral System (SARS). **Current is defined as within the past 30 days.** Parents are not to be sent to Pupil Personnel to request an address verification.

Clearance will then be given by the District coordinator of Homeless Education (485-3650) if the child is homeless as defined by the Stewart B. McKinney-Vento Homeless Assistance Act and is living with someone other than his or her parent or guardian or living outside his or her resides area.

Residence is defined as: Students in the custody of a parent or guardian who resides in the District, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools. All other students shall be classified as non-residents for school purposes.

- **Certified copy of the child's birth certificate**, or other reliable proof of the child's identity and age (e.g., passport or baptismal record), along with an affidavit of the inability to produce a copy of the birth certificate. Federal law requires the District to enroll a child regardless of immigration status or if the child has no fixed, regular, and adequate nighttime residence.
- **School records** if the child has been enrolled elsewhere (or if the parent/guardian was unable to obtain the records from the former school, the name and address of the person to whom the receiving school may write to obtain the records).
- **Health Documents**
 - **Initial-entry and grade-six students** must present evidence of a recent preventative healthcare examination **within sixty (60) days**.
 - Current immunization certificate **within two (2) weeks of enrollment**.
 - Proof of an eye exam **by no later than January 1** of the school year for **ages 3, 4, 5, and 6**.
 - Proof of a dental exam **by no later than January 1** of the school year for **ages 5 and 6**.

MINOR STUDENT NOT RESIDING WITH PARENT OR LEGAL GUARDIAN

There are occasions when a minor student resides with an adult who is not a parent or legal guardian. The District has several processes to assist the adult in enrolling the student in school.

The first option is the District Standard Power of Attorney form. The parent of the legal guardian completes the form. This document is valid until the student turns 18 or until revoked by the parent in writing.

Entrance Age

MINOR STUDENT NOT RESIDING WITH PARENT OR LEGAL GUARDIAN (CONTINUED)

The second option is the Caregiver Affidavit, authorized by KRS 158.144 and KRS 405.024, which permits an *adult caregiver*, defined in the statute as a grandparent, step-grandparent, step-parent, aunt, uncle, or any other adult, to complete an affidavit establishing the caregiver's ability to authorize healthcare treatment for a minor and make school-related decisions for a minor. The affidavit is valid for one year and may be renewed annually unless it is revoked by the minor's parent or guardian or the minor ceases to reside with the caregiver. This document is usually used when the parent or legal guardian is not available to complete the Standard Power of Attorney (ACO-796).

Important Note:

- If you have questions about the use of any of these documents, call the Office of Student Assignment at **485-6250**.
- These documents can be completed at the school. It is not necessary for the family to be directed to the Office of Student Assignment.
- These documents may not be used to enroll students in a District Early Childhood program. Call the Early Childhood program at **485-3919** for more information.
- When there is not an adult who will be seeking legal guardianship of the student (such as when a teen mother is living with another family), the student may be considered an unaccompanied minor, as defined under the McKinney-Vento Homeless Education Act. Call the Homeless Education Office at **485-3650** for information.

LATE ENROLLMENT

A student who has been assigned to a school shall be immediately enrolled. Schools are prohibited from refusing to enroll a student until the beginning of the next semester.

If a pupil resides in a school District and has not reached their twenty-first birthday and has not graduated from high school, they are eligible to enroll in the school corresponding to their residence. State law makes no provision for waiting until the next academic term. A pupil residing in a school District is eligible to enroll on the first day or any other day of the school year per KRS 158.100.

If the student is 18 years of age or older, they should be counseled concerning chances of successfully completing the work if they enroll after the semester begins. However, the student cannot legally be refused enrollment if they are a proper resident of that District.

Entrance Age**LATE ENROLLMENT (CONTINUED)**

If a student is enrolling from a **private school** from either Kentucky or another state/country, the student cannot enroll as under aged in the grade that they were in at the former private school. In these situations, call and consult with the director of Pupil Personnel for any possible options.

Students who are under the age of 21 at the date of enrollment may enroll in a Kentucky public school. Even though a student may turn 21 during the school year, District allows the student to finish that year.

EARLY ADMISSION TO P1 (KINDERGARTEN)

The first year for Primary school begins with students who turn age 5 on or before August 1. The District has established criteria for early entrance to Primary 1 (P1), also known as kindergarten, for those students who have mastered P1 benchmarks before age 5. Students who turn 5 years old between will be eligible to enroll provided that the student meets the criteria established by Board. The deadline to submit the petition for Early Entrance to P1 (Kindergarten) is **April 1** of each year.

Criteria for Early Entrance to P1 (Kindergarten)

- Child must be a resident of Jefferson County, Kentucky;
- Child must turn 5 during the admission year;
- Child must score at or above the 50th percentile on the BRIGANCE Kindergarten Screen Three Core assessments, self-help, and social-emotional scales;

Contact the Early Childhood Office for additional information.

FIVE (5)-YEAR-OLD P1 STUDENT AS A P2

The school must contact its assigned assistant Superintendent or designee to facilitate the following process:

- The Board shall have determined that the student is eligible for enrollment into the second level of the Primary Program after academic, social, and developmental progress records from multiple data sources are reviewed by a team and determined to support accelerated placement. These sources shall include the following:
 - Anecdotal records
 - A variety of student work samples, including evidence of student self-reflection
 - Standardized test results
- The team shall comprise three (3) members who have knowledge of the student's developmental skills and abilities. Team members shall be chosen from these categories:
 - Teachers
 - Parents
 - Psychologists
 - Principals
 - District specialists

Entrance Age

FIVE (5)-YEAR-OLD P1 STUDENT AS A P2 (CONTINUED)

- At least one team member shall represent the District office and have an understanding of early childhood development and knowledge of developmentally appropriate practice.
- If a student is recommended by the Board for accelerated placement into the second level of the Primary Program, the District shall forward that recommendation to the department for approval with the following:
 - A list of data sources used in making the decision
 - A list of all individuals who submitted the data sources
 - A list of team members
 - The data needed to create a pupil attendance record

REFERENCES:

KRS 158.030; KRS 158.031
702 KAR 7:125

RELATED PROCEDURE:

09.12 AP.1

Application Evaluation

Human Resources staff review all applications for each certified job posting. Principals/hiring managers are then provided access to all applicants who meet minimum qualifications.

Verification of Employment

Applicants must list relevant work experience beginning with the most recent on their online Application. The information will be used by Human Resources to verify work experience. Classified applicants must list five (5) references, two (2) must be professional references, in the contact list of their online application who. Those listed will receive reference forms sent via email.

Parent Agreement Letter for Home/Hospital Instruction

_____ *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:

- ~~— A responsible adult must be present in the home/hospital room during the time the Home/Hospital Teacher is present.~~
- ~~1. 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.~~
- ~~1. 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.~~
- ~~1. Please check with your child regarding completion of required daily assignments in order to be ready for instruction at the next designated time.~~
- ~~1. 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.~~
- ~~1. Other children, visitors, or pets should be kept out of the room so that the teacher will have the student's full attention.~~
- ~~1. Arrange for the child to have sufficient rest and to be ready for work when the teacher arrives at the home.~~
- ~~1. Complete the Application for Home/Hospital Instruction, including release of medical information to school officials.~~
- ~~1. 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.~~

_____ *Parent/Guardian's Signature* _____ *Date*

Procedures for Home/Hospital Instruction

The District Home/Hospital handbook has been created to help school administrators, teachers, parents, and community members understand and assist in providing Home/Hospital services to qualifying students. When a student is expected to be unable to attend school due to a medical or mental health condition for at least five (5) consecutive school days, Home/Hospital instruction should be considered. The Home Hospital Procedures Handbook can be found on JCPS website.

In order to be considered for the Home Hospital program, an application must be completed. The student's application must include a completed Professional Statement, with a diagnosis listed, approximate length of time that Home Hospital will be needed, and signed by the appropriate licensed medical professional. The application also should include verification that the illness confines the student to a hospital, nursing facility, or home and that the student is physically unable to attend school even on a part-time basis.

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 in both English and Spanish.

RELATED PROCEDURES:

08.1312 AP.21

08.1312 AP.23

Alterations to Buildings and Grounds**BUILDING ALTERATIONS, MODIFICATIONS, AND DEMOLITION**

Alterations may not be made to the building structure, by the school or contractors, without the approval of the Building Modification Committee or the Superintendent/designee. Building modification requests must be submitted by the Principal and approved by the Building Modification Committee. Modifications and alterations include the removal or addition of building components, such as walls, ceilings, floors, doorways, windows, walkways, supporting structures, building control systems, sheds, and exterior structures. Modifications and alterations shall adhere to current Kentucky Building Code and Kentucky Department of Education requirements.

Extended School/Direct Student Services

Eligible students shall be provided extended school (ESS) and/or direct student services (DSS) in accordance with the following procedures.

ELIGIBILITY FOR EXTENDED SCHOOL SERVICES

One (1) or more of the following methods of documentation shall be used to determine which students shall be eligible for and in the greatest need of extended school services:

1. Teacher recommendation;
2. Academic performance data, including diagnostic, formative, interim, or summative assessments;
3. Student performance on high school, college, and workforce readiness assessments required by KRS 158.6459; or
4. Behavioral and developmental progress as documented in formal and informal assessments and reports.

SELECTION FOR EXTENDED SCHOOL SERVICES

Selection criteria for the extended school services program shall be in compliance with applicable administrative regulations.

NOTIFICATION TO PARENTS OF EXTENDED SCHOOL SERVICES

Schools shall inform parents and guardians of extended school services including:

1. For all students:
 - a) The rationale for offering extended school services;
 - b) A specific notification to parents or guardians of their child's eligibility to be assigned to extended school services;
 - c) The written process for parents or guardians to request reconsideration of their child's eligibility; and
2. For middle and high school students:
 - a) The manner in which a personalized student intervention plan and goals will be included as part of the student's individual learning plan to help ensure that the student is able to achieve the student's academic and career goals; and
 - b) Data about educational achievement and future earnings, opportunities for postsecondary education and training, and consequences of failure to achieve the high school diploma. For high school students, the consequences of not obtaining a high school diploma.

STUDENTS ATTENDING PRIVATE, PAROCHIAL, OR HOME SCHOOLS

Students residing within the District's boundaries who attend private, parochial, or home schools shall not be eligible for the after-school tutorial program. Upon application, they may be considered for enrollment in the summer school program. Their eligibility and selection shall be based on the same criteria as students enrolled in the District schools.

Extended School/Direct Student Services**DIRECT STUDENT SERVICES**

Direct student services shall be available to students in schools identified by the State for comprehensive support and improvement and for low-achieving students in schools implementing targeted support and improvement plans. Direct student services include:

- Enrollment in academic courses not otherwise available at a student's school;
- Credit recovery and academic acceleration courses;
- Activities that assist students in successfully completing postsecondary level instruction that are accepted for credit at such institutions (Advanced Placement, International Baccalaureate, etc.); and
- Components of a personalized learning approach such as high-quality academic tutoring.

Costs associated with direct student services shall be in compliance with state and federal law and regulations.

REFERENCES:

KRS 158.6459
704 KAR 3:390
P.L. 114-95, (Every Student Succeeds Act of 2015)

RELATED PROCEDURE:

08.133 AP.2

Verification of Employment

Applicants must list relevant work experience beginning with the most recent on their online application. The information will be used by Human Resources to verify work experience.

Recommendation for Employment

The Principal/hiring manager shall communicate the candidate selected for employment to the Department of Human Resources for validation and presentation to the Superintendent. In schools operating under SBDM, the Principal shall confer with the council prior to submitting the selection.

Human Resources shall prepare and distribute necessary forms and instructions to all administrators responsible for interviewing and placement of District employees. However, the official offer of employment shall be made by Human Resources.

Recommendation for Employment

See existing procedure 03.11 AP.25 for recommendation information.

RELATED PROCEDURE:

03.11 AP.25

- CERTIFIED PERSONNEL -**Vacancies****VACANCIES**

The District personnel requisition notifies the Superintendent/designee of vacancies for purposes of posting, recruitment, and staffing and is available in the Human Resources Department. Vacant certified positions are posted on the District's Job List which is linked to the current applicant tracking software. Positions are also posted in the Kentucky Educator Personnel System (KEPS) with the Kentucky Department of Education (KDE) in accordance with KRS 160.380.

The District shall not discriminate in recruitment, employment, retention, promotion, demotion, transfer, or dismissal on the basis of race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex, sexual orientation, gender identity, gender expression, veteran status, genetic information, limitations due to pregnancy, childbirth, or related medical conditions, or disability.

Instructional Resource Procedures

DEFINITIONS

Instructional materials means print or electronic items that are used, consumed, or worn out in the instructional process to include library books, periodicals, newspapers, audiovisual materials, supplementary books, reference materials, instructional software, and Internet-based resources.

Text materials means textbooks and other print and nonprint materials provided in multiple copies or electronically for use of a total class or a major segment of such a class. This includes approved categories of instructional materials for purchase with textbook funds (KRS Chapters 156 and 157, and 704 KAR 3:455).

Media means all instructional materials that are not text materials housed in or accessed through library media centers, classrooms, software/applications, and the District computer network.

Internet-based resources means any instructional resources accessed through the Internet. This may include, but is not limited to, Web sites, online databases, streamed video, and podcasts.

ANNUAL REVIEW OF POLICY AND PROCEDURES

The Principal and/or designee in charge of each attendance center shall annually review policy and procedures for the selection of its instructional materials. The staff shall be reminded that the right to object to materials is one granted by policies enacted by the School-Based Decision Making (SBDM) Council and KRS 160.345. They shall also be reminded of ethical and practical considerations in attempting to handle resident complaints with courtesy and integrity.

RESPONSIBILITY FOR THE SELECTION OF MATERIALS

The school council shall determine which textbooks, instructional materials, and student support services shall be provided in the school.¹

The SBDM Council of each school may delegate the responsibility for the selection of instructional materials to the professionally trained and certified staff of the school or to a committee, which could include teachers, parents, students, and administrators.

Textbook materials are selected through an SBDM-established process following the *Selection and Purchasing Process for P-12* and using the consumer guide by the State Textbook Commission. Coordination of the distribution of text materials to students shall follow procedures approved by the school.

The SBDM Council shall delegate the responsibility for the selection of library materials for the school library media center to the media librarian. Reputable selection aids shall be used as guides to selection as well as consultation with staff, students, and parents.

The SBDM Council may delegate the responsibility for the selection of instructional technology to the professionally trained staff of its school.

Instructional Resource Procedures**CRITERIA FOR SELECTION OF MATERIALS**

Instructional materials selected for use in the school shall be selected for their strengths rather than rejected for their weaknesses. Materials received as gifts from outside sources will be subject to the same criteria as purchased materials. Selected materials shall conform to the following criteria as they apply. Materials shall:

- Support and be consistent with District goals and the school's curricular objectives;
- Meet high standards of quality in factual content and presentation;
- Be appropriate for the subject area and for the developmental stage of students for whom the materials are selected;
- Have aesthetic, academic, literary, and/or social value;
- Exhibit competent authorship for the subject treated;
- Be of acceptable technical quality and suitable physical format or able to be accessed via the District computer network;
- Foster respect for all people, especially minority and ethnic groups, and shall represent realistically our pluralistic society.
- Be designed to help students gain an awareness and understanding of the contributions made to our civilization by all persons, including women and minority and ethnic groups.
- Clarify objectively the multiple historical and contemporary forces with their economic, political, and religious dimensions that have operated to the disadvantage or advantage of all persons, including women and minority and ethnic groups. (In special cases, materials containing biased or slanted points of view may be selected to meet certain specific curricular objectives.)
- Be designed to motivate students and staff to examine their own attitudes and behaviors and to comprehend their own duties, responsibilities, rights, and privileges as participating citizens in a pluralistic, nonsexist society.

Materials concerned with racial, religious, sexual, or ethnic differences shall be free from stereotype, caricature, and other characteristics likely to misrepresent, offend, or defame particular segments of the population.

Materials concerning religion shall be free from intention to indoctrinate the beliefs of any one faith or to belittle any other.

Materials treating controversial issues shall be selected on the basis of their ability to provide students a balanced perspective concerning current events, education, government, history, politics, or any other phase of life.

Instructional Resource Procedures**PROCEDURE FOR SELECTION, PURCHASE, AND REMOVAL****Media in the Library Media Center**

The media librarian shall evaluate the school's existing materials collection using collection analysis data and identified curriculum needs; shall solicit recommendations for purchase from faculty, students, and parents; and shall consult reputable, professionally prepared aids and other appropriate sources in recommending materials for the Library Media Center.

The purchase of materials shall follow the Kentucky Model Procurement Code and established procedures and schedules set forth by Board policy and the SBDM Council.

Gift materials shall be judged and accepted or rejected on the basis of the criteria above.

The media librarian shall supervise the removal of media materials no longer appropriate and the replacement of lost and worn materials that are still of educational value based on established weeding guidelines, such as those available from Library Media Services.

Text Materials

The SBDM Council shall determine which text materials shall be provided in the school. Selection shall be consistent with the general criteria for materials selection noted above.

Following state guidelines, the SBDM Council shall prepare a Textbook Plan and file the plan with the District Office of the Textbook Coordinator.

The purchase of materials shall follow the Kentucky Model Procurement Code and established procedures and schedules set forth by Kentucky law Board policy, and the SBDM Council.

The Superintendent or the Superintendent's designee shall notify the Kentucky Department of Education (KDE) that the school textbook plan is on file with the District Office of the Textbook Coordinator.

The SBDM shall establish procedures for the removal of text materials no longer appropriate and the replacement of lost and worn materials that are still of educational value.

Internet-based and Electronic Resources

The IT3 Department, working with District content specialists, will make recommendations for instructional software applications.

Local schools should select those programs that meet the requirements of their instructional programs. Due to the wide variety of software programs installed in schools, the IT3 Department cannot guarantee support of all applications.

The purchase of materials shall follow the Kentucky Model Procurement Code and established procedures and schedules set forth by Board policy and the SBDM Council.

Gift materials shall be judged and accepted or rejected on the basis of the criteria above.

The School Technology Coordinator (STC) shall supervise the removal of electronic resources no longer appropriate.

Instructional Resource Procedures

REFERENCES:

¹KRS 160.345
KRS 156.410
KRS Chapters 156 and 157
704 KAR 3:455

RELATED PROCEDURES:

04.7 AP.2 (inventory form)
09.15 AP.21

Record of Removal

If a student is removed from a school for a violation of Board Policy or the provisions of the Student Support and Behavior Intervention Handbook, or because the student appears to pose an imminent threat to the safety and well-being of themselves or others, the Principal/designee shall create a complete record of the incident in Infinite Campus.

Information to be collected shall include but not be limited to:

1. Student name
2. Student grade
3. School
4. Date of removal
5. Classroom/District vehicle from which the student was removed
6. Site to which the student was removed
7. Employee who removed the student and their position
8. Involvement of law enforcement, if any
9. Cause(s) for removal
10. Names of witnesses and their roles (e.g. employee, student, parent, other)
11. Other information needed to provide a complete understanding of the incident

- CLASSIFIED PERSONNEL -

Letter of Intent

ANNUAL SURVEY

Each year, classified employees will be asked to provide the District reasonable notice of their employment intentions for the coming school year via electronic form. These forms are distributed during the annual budget and staffing process and may be completed electronically or printed and retained in the school or department office.

School-Related Student Trip Requests

Consult the JCPS Field Trip Procedures Manual, available on the District website, for the process for submitting field trip requests.

- CERTIFIED PERSONNEL -

Letter of Intent

ANNUAL SURVEY

Each year, certified employees will be asked to provide the District reasonable notice of their employment intentions for the coming school year via electronic form. These forms are distributed during the annual budget and staffing process and may be completed electronically or printed and retained in the school or department office.

Request for 504 Shortened School Day

SCHOOL YEAR _____

This form shall be kept on file as part of the student's permanent record for auditing purposes.

Requesting Party: _____

Phone Number: _____

Submitted to Principal: _____

On this Date: _____

STUDENT DATA:

Name: _____ Age: _____ Grade: _____

School: _____

SECTION 504 CHAIRPERSON/SUPERINTENDENT'S DESIGNEE:

Name: _____ Other Job Title(s): _____

PERSON(S) TO MONITOR PLAN:

Name: _____ Title: _____

LENGTH OF SCHOOL DAY

1. What are the typical beginning and ending times for students in this school?

BEGINNING TIME: _____ ENDING TIME: _____

2. What are the beginning and ending times the Section 504 team has determined for this student?

BEGINNING TIME: _____ ENDING TIME: _____

3. The student requires a shortened school day for the following reasons:

4. Is this student returning to school after being in a Home/Hospital Instruction Program?

☐ Yes☐ No

If yes, describe circumstances:

Request for 504 Shortened School Day

5. Identify steps the Section 504 Team will take to promote full attendance for this student in the future.

6. Has a shortened school day been requested for this student in previous school years?

☐ Yes ☐ No

If yes, list the previous school year(s): _____

7. Is there a signed physician statement? ☐ Yes ☐ No

The District shall maintain the following documentation for all shortened school days approved by the Board:

- Approval by the Board (Student confidentiality procedures must be followed when listing student information in Board minutes.);
- Minutes of the Section 504 Team meeting documenting the decision that a shortened school day is needed;
- A copy of the student's Section 504 Accommodation Plan documenting the shortened school day; and
- A copy of the physician statement of the supporting medical need.

=====

Board Approved Request: ☐ Yes ☐ No Date: _____ Order # _____

=====

Criminal Records/Child Abuse and Neglect Checks

All classified new hires must pay for and complete the criminal background check (CRC) and the child abuse and neglect (CA/N) check before signing a contract or beginning to work. New certified hires who receive CRC or CA/N check findings that are in violation of Board policy will be afforded due process and are subject to termination in accordance with Board policy and applicable collective bargain agreements.

RELATED PROCEDURE:

03.11 AP.252

Disrupting the Educational Process

The following procedures shall be used when an individual or a group is disrupting the educational process:

1. The Principal and staff shall make every effort to keep the disturbance isolated and keep uninvolved students from the scene.
2. A staff member should accompany the Principal/designee to the area in which the disturbance is occurring. If the students involved do not respond to the Principal's directions, the staff member is to telephone for additional staff assistance or for the police as directed by the Principal/designee.
3. School schedules and operations shall be maintained at a normal level to the extent appropriate.
4. Teachers shall continue normal classroom activities unless otherwise instructed.
5. Teachers shall not permit students to leave the room; however, teachers should not try to physically restrain students from leaving the room.
6. The staff shall avoid physical involvement except for self-protection or protection of students.
7. The staff shall cooperate with the Principal/designee and shall identify those involved in the disruption.
8. Normal disciplinary action shall be administered to those involved in the disturbance.
9. The Principal/designee shall notify the supervising Assistant Superintendent, as appropriate.

Authority for Use of Buses

Consult the JCPS Field Trip Procedures Manual, available on the District website, for information relating to student field trips.

Incident Report

(INAPPROPRIATE BEHAVIOR TOWARD EMPLOYEES BY VISITORS)

In the event an employee feels threatened by a visitor, the employee should report the incident to the building administrator who will address the issue with the visitor and/or determine if security needs to be notified.

- CERTIFIED PERSONNEL -

Applicant Screening Assessment

Certified applicants will complete a job inventory assessment, included in the online application, which compares the applicant's preferred working style with the needs of the position applied for.

RELATED PROCEDURES:

03.11 AP.22; 03.11 AP.23

- CLASSIFIED PERSONNEL -

Applicant Screening Assessment

See existing procedure 03.11 AP.24 for applicant screening information.

RELATED PROCEDURES:

03.21 AP.22; 03.21 AP.23

Driving Records Release Authorization

All bus driver applicants shall complete the Motor Vehicle Record (MVR) in the Welcome Center. Bus driver applicants with a Commercial Driver's License (CDL) must also complete the Release for Information from Previous Employers Alcohol and Controlled Substance Testing form in the Welcome Center.

Performance-Based Credit**WORK-BASED LEARNING**

The fundamental purposes of work-based education are to provide opportunities for students to learn under real-life work conditions and to develop occupational competencies (attitudes, technical skills, and knowledge) needed to be successful in a given career. It is the responsibility of each administrator, principal, teacher, or director to be aware of and in compliance with all legal aspects related to student employment. It is the direct responsibility of the teacher/coordinators to promote compliance with all state and federal laws and regulations when placing students in a work-based program. Details can be found in the *Kentucky Work-Based Learning Manual* and the *JCPS [Work-Based Learning Manual](#)*.

In accordance with KRS 164.7874 and 11 KAR 15:090, students are required to take five (5) courses yearly to qualify for Kentucky Educational Excellence Scholarship (KEES). Students participating in Work-Based Learning can earn a maximum of one (1) credit per academic year to count for the purposes of satisfying yearly KEES curriculum requirements.

RELATED POLICY:

08.113

Student Enrollment and Immigration/Visa/Language Status**IMMIGRATION 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.

FOREIGN STUDENTS WITH VISAS**J-1 Visa Guidelines (Foreign Exchange Students)**

Any Foreign Exchange Student (FES) agency contacting a high school must be referred to the District Office of Pupil Personnel. The Office of Pupil Personnel will check the most current Counsel on Standards for International Education Travel (CSIET) to determine if the FES agency has Full Approval Status or will verify that the FES agency has the proper U.S. State Department-sponsored program credentials for FES placement in a District School. The District accepts only foreign students through an approved agency because they have the J-1 Visa. The J-1 Visa is for the student and the U.S. organization that hosts the student. The FES agency must be designated as a J-1 sponsor by the U.S. State Department.

The FES agency will provide for review by the Office of Pupil Personnel the complete student application with the following information:

- Host family—full name, address, and phone number, and, if appropriate, the names and ages of their high school students currently attending a District school.
- FES full application package for CSIET-approved agency.
- Evidence of a valid passport.
- Health immunization records, documentation of current physical, and signed parent/guardian authorization to provide any medical treatment.
- School records, including a transcript of academics (in English).
- Acceptable proficiency of the English language as indicated by the English Language Test for international Students (ELITiS) with a raw score between 40 and 44 and a standard score between 226 and 230.

Based on the host family's address, the Office of Pupil Personnel will contact the resides school's Principal to request placement of the FES.

The Principal has the right to accept or deny the FES school placement. If denied, the Office of Pupil Personnel will attempt to place the FES at another high school, beginning with schools in the same career theme network. If transportation is needed because the placement is not at the resides school, Pupil Personnel will contact the Transportation Department to make necessary bus arrangements.

Upon appropriate placement, Pupil Personnel will contact the FES agency and email or fax verification that the student has been accepted for enrollment in a District high school.

Student Enrollment and Immigration/Visa/Language Status**FOREIGN STUDENTS WITH VISAS (CONTINUED)**

Schools exempt from FES placement are Brown, Butler, Central, duPont Manual, and Louisville Male High schools.

(See the Pupil Personnel Manual for Foreign Exchange Student Placement Guidelines.)

All Other Visa Guidelines

Students with I-20 Visas (including F-1 Visas) or visitor Visas (including B-1 business and B-2 pleasure, tourism, or medical treatment Visas) must be referred to the English as a Second Language (ESL) Office to facilitate enrollment.

Students from Non-English Language Background

The U.S. Department of Education Office for Civil Rights obligates school districts receiving federal funds to identify and locate all students coming from a Non-English Language Background (NELB) in order to determine if these students are eligible to receive special English-language classes and support services offered by the District. An NELB student could be a:

- Student not born in the United States and for whom standard American English is not the primary language.
- U.S.-born student whose family is migratory and English is not the primary language spoken by the parent(s) or the primary caregiver in the home.
- Student who is Native American or Alaskan Native who comes from an area where English is not the primary language.

Based on the designated language provided in response to home language questions on the Student Information Form, each newly enrolled student identified as speaking a language other than English should be referred to the ESL Office for an assessment and assistance to the family to ensure student in need of services receive them.

- CERTIFIED PERSONNEL -**Interview Evaluation**

Interview teams, as appointed by the Superintendent/designee, shall determine those applicants to be interviewed in accordance with the needs of the District. Interview teams led by the school Principal, hiring manager, and/or the SBDM council, as appropriate under law, which may include subject area specialists and Principals, shall review and evaluate only those applicants who meet minimum qualifications.

Applicants may be requested to provide additional information or to undergo further interviews regarding position-specific qualifications. Certified applicants must provide contact information for seven (7) references. Four (4) professional references from that contact list must respond prior to job offer. Applicant interview screening forms are available in the Human Resources Department.

Driving Record Violations and Personnel Actions**NEW/RETURNING BUS DRIVERS**

The District shall perform a driving history check on school bus drivers prior to initial employment and after a break in service (excluding summers). Decisions to employ or re-employ an individual shall be contingent on receipt of records revealing no driving history convictions that would, as determined by the Superintendent, affect the individual's ability to perform the job.

A person shall not be employed as a school bus driver if convicted within the past five (5) years of driving a motor vehicle under the influence of alcohol or any illegal drug.

CURRENT EMPLOYEES

Current bus drivers shall undergo driving records checks, controlled substance and alcohol use testing and medical examinations at intervals determined by Board policy and Department of Transportation (DOT) regulations. Those whose driving record checks reveal findings that are in violation of Board policy will be afforded due process and subject to termination in accordance with Board policy and applicable collective bargain agreements.

Review of Applications

See existing Procedure 03.11 AP.22 for review of application information.

RELATED PROCEDURE:

03.11 AP.22

Notification of FERPA Rights

Notice of FERPA rights set forth in this procedure shall be distributed annually to parents and students in the Student Support and Behavior Intervention Handbook.

The Family Educational Rights and Privacy Act (FERPA) affords parents and “eligible students” (students 18 years of age or older or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

1. ***The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.***

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

2. ***The right to inspect and review logs documenting disclosures of the student’s education records.***

Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.

3. ***The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.***

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him\her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. ***The right to provide written consent prior to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.***

Exceptions that permit disclosure without consent include:

- a. Disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a volunteer, or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.

This may include contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions.

Notification of FERPA Rights

- b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.
- c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.
- d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

Designated Kentucky State agencies may be permitted access to student record information, which will depend on the authority granted to their particular agency.

5. ***The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.***

To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.

6. ***The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U. S. Armed Forces and its service academies, the Kentucky Air National Guard, the Kentucky Army National Guard and institutions of higher education.***

Unless the parent or student who has reached age 18 requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

7. ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.*** The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Enrollment and Homeless/Foster Care Status**GUIDELINES FOR ENROLLMENT**

1. In general, only minimal information, such as name and age, can be required to enroll any student in school.
2. 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
 - 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.
3. A student's exact date of birth (month, day and year) is not required for initial enrollment.

HOMELESS STUDENTS AND UNACCOMPANIED YOUTH

In accordance with the McKinney-Vento Homeless Assistance Act and applicable state law, Board Policy 09.12 Admissions and Attendance:

- Defines the terms "residence," "school of origin," and "homeless."
- Sets forth the rights of children and unaccompanied youth experiencing homelessness.
- Establishes the process for resolution for a dispute regarding eligibility, school selection, or enrollment .
- Sers forth the responsibilities of the District Homeless Liaison.
- Requires that decisions regarding the enrollment of a homeless child shall be based on a determination of the best interest of the child.

The District student assignment plan is in effect for all students, including students experiencing homelessness. All students have the right to file for a transfer to request placement in a school that is out of their local resides area. Transfers allow for the appropriate placement of all District students.

Student Enrollment and Homeless/Foster Care Status**HOMELESS STUDENTS AND UNACCOMPANIED YOUTH (CONTINUED)**

When a District student loses housing, the parent/ guardian or unaccompanied youth (with the assistance of the District Homeless Liaison) is to complete a transfer form with the District's homeless coordinator to request that the student remains in the school of origin, defined as "the school the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled." This transfer allows the District to process the continued placement of a homeless student who may be attending a school outside of the local resides area. Proof of homelessness can be provided to parents/guardians or unaccompanied youth by the District homeless coordinator's office working in collaboration with the student assignment staff.

If the District is unable to place a homeless student in the requested school, a letter will be sent to the parent/guardian. The parent/guardian has the right to appeal the decision to the District homeless coordinator's office under the McKinney-Vento Act. If the parent/guardian disagrees with the decision made, he or she shall follow the dispute resolution process in Board Policy 09.12. If the dispute remains unresolved, the parent/guardian may appeal the decision to the state homeless coordinator's office at the Kentucky Department of Education (KDE).

The District Homeless Liaison assists with placement of students who are homeless, including students who are living with a friend, relative, or someone else due to economic hardship, loss of housing, or similar reason. Once a child is designated with the homeless status, "the status is retained for the entire school year, even if he or she obtains housing."

CHILDREN IN FOSTER CARE

In accordance with applicable state law and policy guidance from the Cabinet for Families and Children, Board Policy 09.12 Admissions and Attendance:

- Defines "foster care."
- Describes the role of the District Foster Care Liaison.
- Requires that decisions regarding the enrollment of a child in foster care shall be based on a determination of the child's best interest.

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.

Review of Applications

Human Resources staff review all applications for each certified job posting. Principals/hiring managers are then provided access to all applicants who meet minimum qualifications.

Verification of Employment

Applicants must list relevant work experience beginning with the most recent on their online Application. The information will be used by Human Resources to verify work experience.

Criminal Records/Child Abuse and Neglect Checks

All certified new hires must pay for and complete the criminal background check (CRC) and the child abuse and neglect (CA/N) check before signing a contract or beginning to work. New certified hires who receive CRC or CA/N check findings that are in violation of Board policy will be afforded due process and are subject to termination in accordance with Board policy and applicable collective bargain agreements.

Alterations to Buildings and Grounds**BUILDING ALTERATIONS, MODIFICATIONS, AND DEMOLITION**

Alterations may not be made to the building structure, by the school or contractors, without the approval of the Building Modification Committee or the Superintendent/designee. Building modification requests must be submitted by the Principal and approved by the Building Modification Committee. Modifications and alterations include the removal or addition of building components, such as walls, ceilings, floors, doorways, windows, walkways, supporting structures, building control systems, sheds, and exterior structures. Modifications and alterations shall adhere to current Kentucky Building Code and Kentucky Department of Education