

Jefferson County Public Schools
Policy and Procedures Project
Procedures - Set #9
April 21, 2020 Board Meeting

JCBE Policy	KSBA Procedure Name	Description
03.22322 AP.1 Family & Medical Leave (Classified)	03.22322 AP.1 Family & Medical Leave Compliance (Classified)	Sets forth requirements for compliance with FMLA notification. There are no changes to current practice.
03.123 Leaves & Absences (Certified)	03.123 AP.2 Sick Leave and Affidavit (Certified)	Sets forth procedures for sick leave requests. There are no changes to current practice.
03.223 Leaves & Absences (Classified)	03.223 AP.2 Leave Request Form and Affidavit (Classified)	Sets forth procedures for sick leave. There are no changes to current practice.
08.133 Extended School/Direct Student Services	08.133 AP.2 Notification of Child's Eligibility for Extended School Services	Sets forth procedure for notifying parents/ guardians of ESS eligibility. There are no changes to current practice.
03.1235 Educational/ Professional Leave (Certified)	03.1235 AP.2 Educational- Professional Leave Request (Certified)	Sets forth procedures for educational and professional leave requests. There are no changes to current practice.
05.5 Maintenance (School Facilities)	05.5 AP.2 Facility Security Inspection	Requires the District to use the state-mandated District School Risk Assessment Tool during facility security inspections. There are no changes to current practice.
03.2236 Emergency Leave (Classified)	03.2236 AP.2 Emergency Leave (Classified)	Sets forth requirements for emergency leave. There are no changes to current practice.
03.2233 Child Rearing/ Adoption Leave (Classified)	03.2233 AP.2 Child Rearing/ Adoption Leave (Classified)	Sets forth requirements for child rearing or adoption leave. There are

		no changes to current practice.
03.12322 AP.1 Family & Medical Leave (Certified)	03.12322 AP.1 Family & Medical Leave Compliance (Certified)	Sets forth requirements for compliance with FMLA notification. There are no changes to current practice.
03.1236 Emergency Leave (Certified)	03.1236 AP.2 Emergency Leave (Certified)	Sets forth requirements for emergency leave. There are no changes to current practice.
03.15 Personnel Records (Certified)	03.15 AP.1 Personnel Records Procedures (Certified)	Sets forth procedure to request personnel records, and establishes limitations. There are no changes to current practice.
03.123 Leaves & Absences (Certified)	03.123 AP.1 Leaves and Absences Procedures (Certified)	Sets forth procedures for leaves and absences. There are no changes to current practice.
03.223 Leaves & Absences (Classified)	03.223 AP.1 Leaves & Absences Procedures (Classified)	Sets forth procedures for leaves and absences. There are no changes to current practice.
03.1233 Child Rearing/ Adoption Leave (Certified)	03.1233 AP.2 Child Rearing/ Adoption Leave (Certified)	Sets forth requirements for child rearing or adoption leave. There are no changes to current practice.
03.25 Personnel Records (Classified)	03.25 AP.2 Personnel Records Procedures (Classified)	Sets forth procedure to request personnel records, and establishes limitations. There are no changes to current practice.
03.162 Harassment/ Discrimination (Certified)	03.162 AP.23 Resolution Response (Certified)	Set forth the manner in which resolution responses to harassment/ discrimination complaints will be handled. There are no changes to current practice.
09.42811 Harassment/ Discrimination (Students)	09.42811 AP.24 Resolution Response (Student)	Sets forth the manner in which resolution responses to harassment/ discrimination complaints by students will be handled. There are no

		changes to current practice.
03.2235 Educational/ Professional Leave (Classified)	03.2235 AP.2 Educational Leave Request (Classified)	Sets forth procedure for educational leave requests. There are no changes to current practice.
032231 Personal Leave (Classified)	03.2231. AP.2 Personal Leave Procedures (Classified)	Sets forth procedures for personal leave. There are no changes to current practice.
03.1231 Personal Leave (Certified)	03.1231. AP.2 Personal Leave Procedures (Certified)	Sets forth procedures for personal leave. There are no changes to current practice.
03.162 Harassment/ Discrimination (Certified)	03.162 AP.21 Harassment/ Discrimination Investigation & Appeals (Certified)	Set forth procedures for investigation and appeal of harassment/ discrimination complaints. There are no changes to current practice.
09.42811 Harassment/ Discrimination (Students)	09.42811 AP.21 Harassment/ Discrimination Investigation & Appeals (Student)	Set forth procedures for investigation and appeal of harassment/ discrimination complaints by students. There are no changes to current practice
08.1131 Alternative Credit Options	08.1131 AP.2 Alternative Credit Options	Sets forth procedures and options for students to receive alternative credit, and provides application forms. There are no changes to current practice.
03.262 Harassment/ Discrimination (Classified)	03.262 AP.2 Harassment- Discrimination Reporting Form (Classified)	Directs people to the harassment/discrimination reporting form on the District website. There are no changes to current practice.
03.16 Grievances (Certified)	03.16 AP.1 Grievance Procedures (Certified)	Sets forth grievance procedures. There are no changes to current practice.
10.5 Visitors to Schools	10.5 AP.1 Visitors to Schools	Sets forth procedures for visitors to schools. There are no changes to current practice.

03.162 Harassment/ Discrimination (Certified)	03.162 AP.22 Witness Disclosure (Certified)	Establishes that witnesses will be provided the opportunity to submit a signed, written statement. There are no changes to current practice.
09.42811 Harassment/ Discrimination (Students)	09.42811 AP.22 Witness Disclosure (Student)	Establishes that witnesses will be provided the opportunity to submit a signed, written statement. There are no changes to current practice.
03.162 Harassment/ Discrimination (Certified)	03.162 AP.2 Harassment- Discrimination Reporting Form (Certified)	Directs people to the harassment/discrimination reporting form on the District website. There are no changes to current practice.
03.26 Grievances (Classified)	03.26 AP.1 Grievance Procedures (Classified)	Sets forth grievance procedures. There are no changes to current practice.
09.14 Student Records	09.14 AP.24 Release-Inspection of Student Records to 3rd parties	Sets forth procedures for the release of student information or student records to a third party. There are no changes to current practice.
09.12 Admissions & Attendance	09.12 AP.22 Nonresident Student Admissions	Sets forth procedures for non-resident student admissions. There are no changes to current practice.
09.12 Admissions & Attendance	09.12 AP.23 Notice of Expulsion-Conviction	Requires notification when a student enrolling in the district has been expelled from a previous school or has been convicted of certain crimes. There are no changes to current practice.
09.42811 Harassment/ Discrimination (Students)	09.42811 AP.2 Harassment- Discrimination Reporting Form (Student)	Directs people to the harassment/discrimination reporting form on the District website. There are no changes to current practice.
09.111 Withdrawals	09.111 AP.21 Home Schooling Notification	Provides the letter to be submitted by a parent or guardian to the District when a student is withdrawn to be home schooled. There are no changes to current practice.

09.224 Emergency Medical Treatment	09.224 AP.21 Consent for Treatment-Emergency Information	Sets forth the procedures and the form to be used to get consent for the medical treatment of students. There are no changes to current practice.
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Family and Medical Leave Compliance

Please refer to Procedure 03.12322 AP.1 for procedures to comply with the Family and Medical Leave Act.

RELATED PROCEDURE:

03.12322 AP.1

Sick Leave and Affidavit

Certified employees shall be credited with sick days according to contract base days specified in the charts below.

Certified	
Base Days	Annual Sick
Less than 143	0
143-189	10
190-205	10.5
206-259	11
260	12

Part-time Certified Teachers	
Base Days	Annual Sick
0-89	0
90-139	5
140 and greater	10

Part-time Certified Teachers and Administrators	
Base Days	Annual Sick
0-89	0
90-139	5
140 -184	10
185 and greater	10

Employees must submit the Application for Sick Leave Affidavit, kept by the respective department secretary, stating that the employee or member of the employee's immediate family was ill on the day or days the employee was absent from duty providing the employee has not exhausted the current and accumulated sick leave credit. Employees who miss ten (10) or more or consecutive days due to sick leave or have exhausted all credited leave time shall present a Certification of Healthcare Provider form to the Leave Center. Sick leave shall be granted in accordance with District leave policies and applicable negotiated labor agreement.

Leave Request Form and Affidavit

Classified employees shall be credited with sick days according to contract base days specified in the chart below.

Base Days	Annual Sick
Less than 143	0
143-210	10
211-259	11
260	12

Employees must submit the Application for Sick Leave Affidavit, kept by the respective department secretary, stating that the employee or member of the employee's immediate family was ill on the day or days the employee was absent from duty providing the employee has not exhausted the current and accumulated sick leave credit. Employees who miss ten (10) or more or consecutive days due to sick leave or have exhausted all credited leave time shall present a Certification of Healthcare Provider form to the Leave Center. Sick leave shall be granted in accordance with District leave policies and applicable negotiated labor agreement.

Notification to Parents of Child's Eligibility for Extended School Services

Schools shall notify parents/guardians when their child has been identified to receive Extended School Services.

Additionally, when students are identified to receive Extended School Services as a result of the supports provided by a school's Multi-Tiered System of Support (MTSS) structure, schools are required to notify the parent/guardian and identify the types of supports and interventions being provided.

- CERTIFIED PERSONNEL -**Educational/Professional Leave Request**

Certified employees may be granted a leave of absence from the District , pursuant to the terms of Policy 03.1235. Employees shall submit written requests, proof of enrollment and course of study to request educational leaves. Educational leaves shall not be granted for more than three (3) years and at no cost to the District.

Professional leave may be granted for training or professional activities when those activities are related to the employee's job or to other jobs an employee might hold in the school system. Employees shall submit the Professional Leave Request Form on the District website.

Facility Security Inspection

The District will use the current School Risk Assessment Tool developed by the Office of the State School Security Marshal in the Kentucky Department of Criminal Justice Training (DOCJT) as required by KRS 158.4410.

REFERENCE:

KRS 158.4410

Emergency Leave Procedures

All full-time classified employees shall be credited with two (2) days of emergency leave per year. Employees shall submit the Application for Emergency Leave Form, kept with the respective department secretary, to their immediate supervisor or the appropriate administrator. The Superintendent's designee shall review Applications for Emergency Leave and determine if the requests meet the District's criteria in accordance with Board policy 03.2236 and any applicable negotiated labor agreement.

Childrearing/Adoption Leave

See Procedure 03.1233 AP.2 Childrearing/Adoption Leave.

RELATED PROCEDURE:

03.1233 AP.2

- CERTIFIED PERSONNEL -**Family and Medical Leave Compliance****REQUIRED NOTICES**

As required by law, the District shall post information and distribute notices using documents prepared by the United States Department of Labor (DOL) to implement the federal Family and Medical Leave Act. The FMLA poster provided by the DOL must be displayed in a conspicuous place at all locations where employees and applicants for employment can see it, including those work locations to which no eligible employees are assigned.

Emergency Leave Procedures

All full-time certified employees shall be credited with two (2) days of emergency leave per year. Employees shall submit the Application for Emergency Leave Form, kept with the respective department secretary, to their immediate supervisor or the appropriate administrator. The Superintendent's designee shall review Applications for Emergency Leave and determine if the requests meet the District's criteria in accordance with Board policy 03.1236 and any applicable negotiated labor agreement.

Personnel Records Procedures

All personnel files will be stored and only reviewed in the District Personnel Records Room to ensure security of the files. Personnel records may be inspected only by the employee and by District supervisory personnel having a legitimate educational interest. Portions of personnel files containing material of a personal nature, the disclosure of which would constitute an invasion of privacy, are not open for public inspection.

Employees and supervisory personnel shall submit a written or verified electronic request to the District Personnel Records Room to review their personnel file. Employees shall not be permitted to view confidential documents in their file such as reference responses.

A log of all personnel files reviewed will include the information listed below and shall be maintained by the District Personnel Records Room.

- Employee name of file reviewed
- Name of reviewer
- Reviewer's department name
- Date file reviewed

RELATED PROCEDURE:

03.25 AP.2

Leave and Absence Procedures

An absence from duty not associated with an approved leave shall be treated as job abandonment regardless of an employee's intent to return to work and may result in termination. Authorization of leave and time taken off from one's job shall be in accordance with specific District leave policies, procedures and the applicable negotiated labor agreement relating to leave policies listed below.

- Personal Leave 03.1231/03.2231
- Sick Leave 03.1232/03.2232
- Family and Medical Leave 03.12322/03.22322
- Child Rearing/Adoption Leave 03.1233/03.2233
- Medical Leave 03.1234/03.2234
- Educational/Professional Leave 03.1235/03.2235
- Emergency Leave 03.1236/03.2236
- Court Appearance/Jury Leave 03.1237/03.2237
- Military/Disaster Services Leave 03.1238/03.2238
- Leave for Political Activities 03.1239/03.2239

RELATED POLICIES:

03.1231; 03.1232; 03.12322; 03.1233; 03.1234
03.1235; 03.1236; 03.1237; 03.1238; 03.1239
03.2231; 03.2232; 03.22322; 03.2233; 03.2234
03.2235; 03.2236; 03.2237; 03.2238; 03.2239

Leave and Absence Procedures

Please see existing Leave and Absence Procedures 03.123 AP.1

RELATED PROCEDURE:

03.123 AP.1

Child Rearing/Adoption Leave

Employees shall submit a written request, release to return to work from their physician and an official birth certificate for the birth or adoption of their child to be approved for a child rearing or adoption leave. Leave for no less than thirty (30) days and no more than two (2) consecutive years or major portion shall be granted for child rearing up to preschool defined as age three (3). Employees who request a child rearing leave immediately following the birth of their newborn may be approved for child rearing leave less than thirty (30) days. Leave for FMLA medical and childrearing or adoption leave shall run concurrently.

Personnel Records Procedures

Please refer to Personnel Records Procedures 03.15 AP.1.

RELATED PROCEDURE:

03.15 AP.1

Resolution Response

The Director of Compliance and Investigations has the authority to investigate all written grievances. The Director of Compliance and Investigations/designee will prepare a written report of the investigation, which shall include the following:

- a. A clear statement of the allegations of the grievance and remedy sought by the grievant.
- b. A signed statement of the facts, as contended by the party, certifying that the party has read the document.
- c. A statement of the facts, as found by the Director of Compliance and Investigations, and identification of evidence to support each fact.
- d. A list of all witnesses interviewed and documents reviewed during the investigation.
- e. A narrative describing attempts to resolve the grievance.
- f. A state of conclusion as to whether the allegations in the grievance are meritorious and explicitly state if discrimination occurred.
- g. A preponderance of the evidence will be the standard used in investigating a complaint.

Resolution Response

The Director of Compliance and Investigations has the authority to investigate all written grievances. The Superintendent may designate other investigators as warranted. If possible, and agreeable with the grievant, the Director of Compliance and Investigations will facilitate the resolution of the grievance at any stage in the proceedings. The Director of Compliance and Investigations/designee will prepare a written report of the investigation, which shall include the following:

- a. A clear statement of the allegations of the grievance and remedy sought by the grievant.
- b. A signed statement of the facts, as contended by the party, certifying that the party has read the document.
- c. A statement of the facts, as found by the Director of Compliance and Investigations, and identification of evidence to support each fact.
- d. A list of all witnesses interviewed and documents reviewed during the investigation.
- e. A narrative describing attempts to resolve the grievance.
- f. A state of conclusion as to whether the allegations in the grievance are meritorious and explicitly state if discrimination occurred.
- g. A preponderance of the evidence will be the standard used in investigating a complaint.

- CLASSIFIED PERSONNEL -**Educational Leave Request**

Classified employees may be granted a leave of absence from the District , pursuant to the terms of Policy 03.2235. Employees shall submit written requests, proof of enrollment and course of study to request educational leaves. Educational leaves shall not be granted for more than two (2) years and at no cost to the District.

Professional leave may be granted for training or professional activities when those activities are related to the employee's job or to other jobs an employee might hold in the school system. Employees shall submit the Professional Leave Request Form on the District website.

Personal Leave Procedures

All full-time classified employees shall be credited with three (3) days of personal leave per year which may be used at the employee's discretion. Employees must submit the Personal Leave form, kept with the respective department secretary, to their immediate supervisor or the appropriate administrator. Personal leave shall be approved by the employee's immediate supervisor or the appropriate administrator if the employee's absence will not interrupt or impede the work program or violate any applicable negotiated labor agreement.

Personal Leave Procedures

All full-time certified employees shall be credited with three (3) days of personal leave per year which may be used at the employee's discretion. Part-time teachers and job share employees shall be credited with personal leave as specified in the collective bargain agreement. Employees must submit the Personal Leave form, kept with the respective department secretary, to their immediate supervisor or the appropriate administrator. Personal leave shall be approved by the employee's immediate supervisor or the appropriate administrator if the employee's absence will not interrupt or impede the work program or violate any applicable negotiated labor agreement.

Harassment/Discrimination Investigation and Appeals

WRITTEN COMPLAINT AND INVESTIGATION

When a District employee believes that harassment/discrimination has occurred, they may choose to solve it informally by first discussing it with their immediate supervisor. Complaints of sexual harassment may be discussed with the Director of Compliance and Investigations or first-line supervisor or administrator who is not involved in the alleged harassment.

If the matter is not voluntarily resolved to the satisfaction of the grievant, then within five (5) working days of the informal decision, the grievant may file a formal written complaint and submit it to:

Director of Compliance and Investigations
Jefferson County Public Schools
C.B. Young Jr. Service Center
3001 Crittenden Drive
Louisville, KY 40209-1104

The complaint must contain a signed statement from the person claiming to be aggrieved. This statement must be sufficiently precise to identify the aggrieved individual and the operating unit or departmental office or school and to describe generally the action(s) or practice(s) that forms the basis of the complaint. The complaint also must contain a telephone number and address where the complainant or his or her representative may be contacted. Formal grievances should be submitted on the Employee Discrimination Grievance Form provided in the JCPS Discrimination Procedure Handbook.

The Director of Compliance and Investigations has the authority to investigate all written grievances. The Superintendent may designate other investigators as warranted. If possible, and agreeable with the grievant, the Director of Compliance and Investigations will facilitate the resolution of the grievance at any stage in the proceedings. If the grievant and responding official cannot agree on the resolution, the Director of Compliance and Investigations or designee will prepare a written report of the investigation.

After receipt of the written grievance, the Director of Compliance and Investigations or designee will complete the investigation and issue a decision within twenty-five (25) working days of the clarifying interview. The decision shall state findings of fact and conclusions of law presented on the record and may recommend that action be taken. The decision shall contain such terms, conditions, and other provisions as are consistent with and will effectuate the purposes of these procedures.

APPEAL OF DECISIONS

The following procedures apply when appealing the decisions of the Director of Compliance and Investigations:

1. Within five (5) working days after receipt of the Compliance and Investigations Director's decision, any party may appeal any part of the findings and corrective actions to the Superintendent by filing a written appeal from the decision with the Superintendent/designee. The appeal shall briefly state the reasons for the appeal.

Harassment/Discrimination Investigation and Appeals

APPEAL OF DECISIONS (CONTINUED)

2. The Superintendent/designee shall review the previously presented information and administrative decisions and conduct any necessary meetings and investigations in order to render a fair and impartial decision.
3. The Superintendent/designee shall issue a written decision within five (5) working days after receipt of the appeal from the Compliance and Investigations Director's decision. The Superintendent's/designee's decision shall be final. Copies of the final decision shall be sent to all appropriate parties.

RELATED POLICIES:

09.2211, 09.227

RELATED PROCEDURES:

09.227 AP.1, 03.162 (all procedures)

Harassment/Discrimination Investigation and Appeals**WRITTEN COMPLAINT AND INVESTIGATION**

When a student believes that harassment/discrimination has occurred, they may choose to solve it informally by first discussing it with their Principal/designee.

If the matter is not voluntarily resolved to the satisfaction of the grievant, then within five (5) working days of the informal decision, the grievant may file a formal written complaint and submit it to:

Director of Compliance and Investigations
Jefferson County Public Schools
C.B. Young Jr. Service Center
3001 Crittenden Drive
Louisville, KY 40209-1104

The complaint must contain a signed statement from the person claiming to be aggrieved. This statement must be sufficiently precise to identify the aggrieved individual and the operating unit or departmental office or school and to describe generally the action(s) or practice(s) that forms the basis of the complaint. The complaint also must contain a telephone number and address where the complainant or his or her representative may be contacted. Formal grievances should be submitted on the Student Discrimination Grievance Form provided in the JCPS Discrimination Procedure Handbook.

The Director of Compliance and Investigations has the authority to investigate all written grievances. The Superintendent may designate other investigators as warranted. If possible, and agreeable with the grievant, the Director of Compliance and Investigations will facilitate the resolution of the grievance at any stage in the proceedings. If the grievant and responding official cannot agree on the resolution, the Director of Compliance and Investigations or designee will prepare a written report of the investigation.

After receipt of the written grievance, the Director of Compliance and Investigations or designee will complete the investigation and issue a decision within twenty-five (25) working days of the clarifying interview. The decision shall state findings of fact and conclusions of law presented on the record and may recommend that action be taken. The decision shall contain such terms, conditions, and other provisions as are consistent with and will effectuate the purposes of these procedures.

APPEAL OF DECISIONS

The following procedures apply when appealing the decisions of the Director of Compliance and Investigations:

1. Within five (5) working days after receipt of the Compliance and Investigations Director's decision, any party may appeal any part of the findings and corrective actions to the Superintendent by filing a written appeal from the decision with the Superintendent/designee. The appeal shall briefly state the reasons for the appeal.

Harassment/Discrimination Investigation and Appeals

APPEAL OF DECISIONS (CONTINUED)

2. The Superintendent/designee shall review the previously presented information and administrative decisions and conduct any necessary meetings and investigations in order to render a fair and impartial decision.
3. The Superintendent/designee shall issue a written decision within five (5) working days after receipt of the appeal from the Compliance and Investigations Director's decision. The Superintendent's/designee's decision shall be final. Copies of the final decision shall be sent to all appropriate parties.

RELATED POLICIES:

09.2211, 09.227

RELATED PROCEDURES:

09.227 AP.1, 03.162 (all procedures)

Alternative Credit Options**VIRTUAL/ONLINE LEARNING OPPORTUNITIES**

High School students may need to make up significant work for many reasons. To facilitate this need, JCPS offers multiple ways students can either get real-time support for content and skill development as well as credit recovery.

Content Supports are designed to provide “just-in-time” assistance to students who need additional learning opportunities to understand a unit of study. This assistance could be employed during a course or shortly after completion of a course. To be eligible for content support, a student must work with her or her teacher to identify the modules to be completed. A grade contract may be used if a grade change is requested.

Credit Recovery Is used by students to make up a failing grade that has been recorded. To be eligible for credit recovery, a student must work with his or her counselor (if the student is no longer enrolled in the course to be recovered) to identify courses to be recovered. Credit recovery results in an additional entry on the student transcript.

Initial Credit is a course taken in an alternative setting (not a traditional classroom) for first-time credit. Students must work with his or her counselor to identify courses eligible for initial credit. Generally, students take initial credit to work ahead of their cohort or if a course is not available at their home school.

Below are some of the online opportunities (but not limited to) for content support or credit recovery:

JCPS eSchool

JCPS *eSchool* is a digital learning platform where students can take online, high school courses for initial credit, credit acceleration, credit recovery, and content recovery. Students are able to meet educational needs through a teacher-led online classroom that allows for the completion of coursework virtually. Highly qualified teachers grade coursework, encourage student achievement through regular communication, and monitor the successful completion of courses. A student may participate in JCPS *eSchool* while still enrolled in his/her home school under specific circumstances as approved by the student’s school administration.

Common Digital Learning Platform (currently Edmentum)

A common digital learning platform will be used by all JCPS high schools to ensure that students are supported for content recovery and acceleration as well as credit recovery. The Common Digital Learning Platform can be used to supplement individual classroom work, to recover credit after unsuccessful completion of a course, or as a stand-alone initial credit opportunity.

ALTERNATIVE CREDIT APPLICATION FORM

Student's	Name			
		<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
Student's	Address			
		<i>City</i>	<i>State</i>	<i>ZIP Code</i>
School			Grade	in the upcoming school year

THE ABOVE NAMED STUDENT REQUESTS PRIOR APPROVAL TO EARN CREDIT THROUGH AN ALTERNATIVE ROUTE.

Course(s) requested: _____

☐ Summer School Course (approved by Superintendent/designee) ☐ Online Course

☐ College Credit ☐ Performance-Based Credit (provide information required on next page)

From what source _____

Total number of credits anticipated: _____

Reason for taking this course:

- ☐ Graduation with class
- ☐ Enrichment/Elective
- ☐ Course not available within the District
- ☐ Simultaneous high school/college credit
- ☐ Other, _____

I recommend this student be permitted to take the alternative credit option.

Principal/designee's Signature	Date
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I understand that it is my responsibility to submit an official transcript of my grade to the school by the date specified by the counselor in order to receive credit toward graduation.

Student's Signature	Date
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Number of credits earned _____	Date _____	grade _____	received _____
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Principal/designee's Signature	Date
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Alternative Credit Options**PERFORMANCE-BASED CREDIT APPLICATION**

High school course for which credit is being requested: _____

NOTE: Requests will be accepted only for those courses the student has not yet

☐ enrolled in☐ passed

Credit may be granted to students demonstrating proficiency for learning taking place outside the normal classroom setting. Please describe the non-traditional and/or prior learning setting in which the learning occurred for credit being requested:

To be completed by Principal/designee

Request was ☐ Approved ☐ Denied Date _____

If approved, student performance will be assessed as follows:

ASSESSMENT METHOD	MINIMUM SCORE REQUIRED FOR CREDIT
Course exit exam	
State exam (_____)	
Other: _____	

Date of assessment: _____ Supervised by: _____

Student/Parent contacted ☐ Yes ☐ No Date __________
Principal/designee Signature_____
Date

Harassment/Discrimination Forms

Please refer to procedures coded to the 03.162 policy area. Those procedures provide the opportunity for an employee to report violation(s) of Board Policy 03.262 and to secure at the lowest administrative level an equitable and prompt resolution.

Grievance Procedures

COMPLAINT/APPEAL PROCEDURE FOR EMPLOYEES EXEMPT FROM REPRESENTATION

This Complaint Procedure was developed by the Superintendent pursuant to Board Policy 03.16 to provide employees, classified as exempt from representation by a recognized employee organization an opportunity to formally bring to the attention of appropriate administrative staff their complaints, regarding the effect of the application of a policy, procedure, or rule on them. Employees making allegations of harassment or discrimination must follow the administrative grievance procedures developed by the Superintendent pursuant to Board Policy 03.162. All forms are on the District website

1. An employee seeking resolution of a complaint related to the application of a policy, procedure, or rule shall follow the steps outlined below:

- a. Level I A

An employee who believes there is a basis for a complaint shall, within ten (10) days of the employee's awareness of the decision or circumstance giving rise to the complaint, meet and discuss the complaint with the employee's immediate supervisor, with the objective of resolving the complaint informally.

- b. Level I B

If the employee does not accept the immediate supervisor's resolution of the complaint, the employee, within five (5) days after the Level I A meeting, may submit the complaint in writing to the employee's immediate supervisor on Complaint Form A. The employee shall send a copy of Complaint Form A to Employee Relations. The supervisor will provide the employee a written response within five (5) days on Complaint Form B. A copy of Complaint Form B will be submitted to Employee Relations and to the appropriate administrator.

- c. Level II

If the employee is not satisfied with the written response, of the supervisor, the employee may appeal the supervisor's response to the administrator to whom the supervisor reports, within five (5) days of receiving the written response, by completing the appeals section in Complaint Form B, signing the form on the appropriate signature line, and submitting the completed and signed form to Employee Relations. The completed and signed Complaint Form B will be forwarded by Employee Relations to the appropriate administrator and the supervisor.

The administrator to whom the Complaint Form B is forwarded, will schedule a meeting to review the appeal with the employee and will provide a written decision on Complaint Form C to the employee within five (5) days after the meeting. The administrator will provide copies of Complaint Form C to the employee's immediate supervisor and Employee Relations.

Grievance Procedures**COMPLAINT/APPEAL PROCEDURE FOR EMPLOYEES EXEMPT FROM REPRESENTATION**

d. Level III

If the employee is not satisfied with the Level II decision, the employee may appeal the Level II decision to the Superintendent/designee, within five (5) days of receiving the Level II decision, by completing the appeal section in Complaint Form C, signing the form on the appropriate signature line, and submitting the completed and signed form to Employee Relations, with copies to the appropriate administrator and the immediate supervisor. Following a meeting, the Superintendent/designee will provide the employee a written decision, which will be final, on Communication form D within ten (10) days of the request with copies to the immediate supervisor and appropriate administrator.

e. Legal remedies

If the employee is not satisfied with the Level III decision of the Superintendent/designee, the employee may pursue such legal remedies as the law may provide.

2. The time limits provided for in this Complaint Procedure shall be strictly observed unless extended by written mutual agreement. Failure of the employee to proceed with a complaint or an appeal within the time limits provided shall result in its dismissal.

Failure of the immediate supervisor or administrator(s) to respond within the time limits provided shall entitle the employee to proceed to the next step in the Complaint Procedure.

For the purposes of this procedure, days are defined as days of the week, excluding Saturday, Sunday, and holidays.

Nothing in this policy is intended to alter the requirements for notice or affect an employee's right under KRS 161.765 or KRS 161.790. If an employee opts to pursue a complaint using another agency or another process as provided for by statute, the employee waives the right to the District complaint procedure.

An employee or supervisor may contact Employee Relations at 485-3151 for information and to obtain forms.

RELATED PROCEDURE:

03.16 AP.2

Visitors to the Schools**REPORT TO FRONT OFFICE**

All visitors to the school are to report to the front office of the building, provide valid identification, and state the purpose of the visit. The school shall provide a visitor's badge to be visibly displayed on a visitor's outer garment.

CLASSROOM VISITATION

Requests for classroom observation by parents, educators, or other local citizens with legitimate educational interests pertaining to the District's public school program shall be made to the Principal with reasonable notification. The Principal may grant the request if:

1. The teacher involved is notified in advance of the arrangement.
2. The number in the group is small enough to be accommodated in the classroom without interfering with the class.
3. The frequency of the visits does not interfere with the scheduled instructional program in the classroom.

LUNCH WITH FAMILY MEMBER

Parents, guardians, grandparents, or other immediate family members as approved by the Principal/designee may request to have lunch with their child/grandchild. Otherwise, except for authorized District personnel, each school shall observe a closed campus at lunch.

SPECIAL INVITATION

A special invitation for parents and other interested persons to visit the schools may be extended during appropriate school programs or activities and special occasions.

SEX OFFENDER REGISTRANTS

No sex offender registrant, as defined by KRS 17.500, nor any person residing outside of Kentucky who would be required to register under KRS 17.510 if the person resided in Kentucky, may be present on school grounds without prior written authorization from the Principal.

Any sex offender registrant, as defined by KRS 17.500, or person who would be required to register under KRS 17.510 if the person resided in Kentucky who is a parent, legal guardian, or person designated by a parent or legal guardian to have access to a student, must notify the Principal of their status and receive written permission to come onto school grounds prior to arriving on school grounds.

Notification must be made in writing either via mail or email. Registrants shall not deliver notification in person. Notification must include:

1. Full disclosure of the person's status under KRS 17.510 as a registrant under Kentucky law or as a sex offender from another state;
2. All registrant information as required in KRS 17.500;
3. The reasons for which the person is requesting permission to come onto school grounds.

Visitors to the Schools**SEX OFFENDER REGISTRANTS (CONTINUED)**

The following are the only reasons for which permission may be granted:

1. To pick up or drop off their child each day.
2. To pick up the child who is injured or ill.
3. To confer with school staff concerning academic, disciplinary or placement issues involving the student, including matters required by federal or state law.
4. To attend a school activity, including athletic practices and competition, in which the student is a participant.
5. To vote when the school has been designated as a polling place.

The Principal shall respond to the request in writing, either by mail or email. Principals may deny a request by a registrant to come onto school grounds, request additional information from the registrant, approve the request, or approve the request with additional restrictions. For requests made for reasons 3 and 4 above, Principals may require that the registrant seek advanced written permission for each conference or event individually and may impose restrictions on an event by event basis.

Principals retain the right to rescind or modify permissions that were previously granted. In order to rescind or modify permission, the Principal shall notify the registrant in writing of the change.

Witness Disclosure Form

Witnesses are given the opportunity to provide a signed and dated statement to District Investigators when they have been named as a witness in an investigation.

Witness Disclosure Form

Witnesses are given the opportunity to provide a signed and dated statement to District Investigators when they have been named as a witness in an investigation.

Harassment/Discrimination Reporting Form

The form that provides the opportunity for an employee to report alleged incidents of discrimination and to secure an equitable, prompt, and appropriate resolution is available in the Discrimination Grievance Manual which can be found on the District website. The form should be completed and mailed to:

Director of Compliance and Investigations
Jefferson County Public Schools
C.B. Young Jr. Service Center
3001 Crittenden Drive
Louisville, KY 40209-1104
(502) 485-3341

Grievance Procedures**COMPLAINT/APPEAL PROCEDURE FOR EMPLOYEES EXEMPT FROM REPRESENTATION**

Employees exempt from negotiated agreements with recognized employee organizations wishing to initiate a formal grievance about the application of a Board policy, administrative rule, or procedure shall refer to Procedure 03.16 AP.1/Grievance Procedures and use the form provided by Procedure 03.16 AP.2/Grievance Initiation Form.

Release/Inspection of Student Records
TO THIRD PARTY

STUDENT EDUCATIONAL RECORDS REQUEST

The **single** use form provided below shall be used to request/grant one-time access to a student record.

EDUCATIONAL RECORDS AND INFORMATION RELEASE

The District Education Records and Information Release Form shall be used to grant ongoing access to student information which remains in effect until revoked by the parent/guardian.

STUDENT EDUCATIONAL RECORDS REQUEST

To: ☐ Principal: _____ School Name: _____

☐ Records/Transcript Office

I, as parent/guardian of the student listed below or the eligible student listed below:

☐ hereby request to view or copy the student's education records.

☐ hereby authorize the release of the student's education records to the person/entity listed below.

Student Name: _____

Birthdate: _____

Last JCPS School Enrolled: _____

Address: _____

Person/Entity Authorized to Receive Records: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

The records to be released are:

☐ All permanent records

☐ Grades and/or academic standing, credits/units

☐ Individual standardized achievement test results

☐ Health forms

☐ Key to grading system

☐ Exceptional child education records including Individual Education Programs (IEP)

☐ Due process forms and psychological evaluation

☐ Other (Please specify): _____

Purpose of Release: _____

This release is effective only for the specified records or types of records (including electronic) on hand as of the date you sign below. If you wish to authorize ongoing release of specified records or types of records to the entity/individual specified please complete the District Education Records & Information Release Form.

Parent/Guardian or Eligible Student, 18 or Older or Attending a Post-Secondary Institution:

Printed Legal Name: _____

Signature: _____

Nonresident Student Admissions**NONRESIDENT TRANSFERS**

Those nonresident pupils requesting enrollment in a school in this District shall follow these procedures:

1. Complete the school's registration forms, which must be signed by the parent(s).
2. The Principal will review the application and the pupil's school records. The pupil shall provide the following documents to the school:
 - Report card and other academic information including the entire cumulative folder from the student's former school, if the student has the folder in his/her possession.
 - Statement of student's attendance.
 - Student's physical examination and immunization records.
3. Nonresident pupils will only be admitted when they can be assigned to classes where the enrollment is below the allowable maximum.
4. A student expelled from his/her previous school during the last school year will have his/her records and experiences reviewed before permission is granted for enrollment.
5. Nonresident pupils may be admitted to the District's schools in accordance with Board policy.

Notice of Expulsion/Conviction

The parent, guardian, Principal, or other person or agency responsible for the student shall inform the school during the enrollment process any of the following that have occurred in or outside Kentucky:

1. If a student has been expelled from school; or
2. If a student has been adjudicated guilty/convicted of, homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs.

Assault shall mean any physical assault, including sexual assault.

If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school in Kentucky or any other state and then moves into the District and seeks to enroll, the District shall review the details of the charges, suspension, or expulsion and determine if the student will be admitted, and if so, what conditions may be imposed upon the admission.

Harassment/Discrimination Reporting Form

The form that provides the opportunity for a student or parent/guardian to report alleged incidents of discrimination and to secure an equitable, prompt, and appropriate resolution is available in the Discrimination Grievance Manual which can be found on the District website. The form should be completed and mailed to:

Director of Compliance and Investigations
Jefferson County Public Schools
C.B. Young Jr. Service Center
3001 Crittenden Drive
Louisville, KY 40209-1104
(502) 485-3341

Home Schooling Notification

Home Schooling Notification Date _____

Jefferson County Public Schools
Pupil Personnel/Home School
PO Box 34020
Louisville, Kentucky 40232

Dear Superintendent,

This letter is to serve as notification to Jefferson County Public Schools that the child(ren) listed below will be homeschooled during the academic school year.

PLEASE PRINT

Student's Full Legal Name	Age	Birth Date:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/Guardian Name _____

Name of Homeschool _____

Address _____ Zip Code _____

Phone Number _____

Email _____

I understand that I must send a letter of intent to homeschool each school year and notify the JCPS Home School office if I withdraw my student(s) from homeschool anytime during the current school year. This notice may be dissolved upon enrollment or re-enrollment of the above named child(ren) in a school in the District or any other public or private school. At such time a home-schooled child re-enrolls in the District, it is understood that certified personnel of the school system shall either place the student according to successful performance in courses that are sequential such as English, math, history, and science or conduct tests similar in nature and content to that used for other students receiving credit in that subject. Once assessment of the child's educational development is completed, a final determination of grade placement will be made. KRS 158.140, 704 KAR 3:307

Sincerely,

Parent / Guardian Signature

Home Schooling Notification**PROCEDURE**

The DPP/designee will offer to meet with the home school teacher to review legal requirements, provide a copy of the best practice document, offer other supplemental materials available from the District and request a copy of the home school curriculum from the home school teacher. If a meeting is not possible, copies of the “Home School Information Packet and Best Practice Document” and related information shall be mailed to the home school teacher. The DPP/designee shall use the summary below as a guideline for discussing topics with a prospective home school teacher.

SUMMARY OF REQUIREMENTS

Those intending to homeschool their students must:

Home school teachers are required by state law to do the following:

- Teach the child reading, writing, spelling, grammar, history, math, and civics. KRS 156.160
- Provide no fewer student attendance days than required in current state law.
- Maintain attendance records. KRS 159.040.
- Maintain academic records. It is suggested that you maintain a portfolio (compilation) of the child’s best work from year to year. KRS 159.040/KRS 156.160
- Make records available in case of inquiry. KRS 159.040
- Make sure that children between the ages of six (6) and eighteen (18) shall attend an educational institution as described in Kentucky compulsory attendance law. KRS 159.010

Home Schooling Notification

Parents of home-schooled students are required by state law to do the following:

- If moving from the District, notify the Superintendent in writing. KRS 159.160
- After notifying the Superintendent of intent to home school, continue to notify the Superintendent each school year prior to the opening of the new school year if planning to continue the home school for the new school year. KRS 159.160

A current immunization certificate shall be required for home-schooled students prior to attending one (1) or more in-school classes or participating in sports or other school-sponsored extra-curricular activities.

Nurse Office Consent for Treatment/Emergency Information

OVER THE COUNTER MEDICATIONS

The following are available to all students whose consent forms have been signed/returned:

Over the counter medications following assessment by School Nurse if available.

Cross out any over the counter medications below you DO NOT want your child to receive.

Albuterol Nebulizer Solution	Lip Ointment (Chapstick/Carmex/Blistex/Vaseline, etc.)
Acetaminophen (Tylenol)	Lotion
Ibuprofen (Motrin)	Hydrocortisone Cream 1%
Midol (only for students age 12 and older)	Burn Cream
Tums	Sting Relief Swabs
Cough Drops/Throat Lozenges	Topical mouth/tooth pain relievers (Orajel/Anbesol)
Diphenhydramine (Benadryl) only for allergic reactions	Antibiotic Ointment (Neosporin/Bacitracin, etc.)
Topical Antiseptic (Benzalkonium Chloride)	Eye Wash, Irrigating Solution
Hydrogen Peroxide	

Reminders:

- The medications listed above will **only be given by licensed medical personnel** (Licensed Practical Nurse [LPN], Registered Nurse [RN], and/or Advanced Practice Registered Nurse [APRN]) **when they are available in the building.**
- Unlicensed school staff cannot give any of these medications, they may only be given by licensed medical staff.
- No other District employee may give these medications. These medications cannot be given for more than three (3) days in a row without a note from your child's health care provider.

OTHER SERVICES PROVIDED BY SCHOOL NURSES:

Health Assessments:

- Nursing assessment of health complaints, nursing management, and referral as needed.
- Hearing Screenings
- Dental Screenings
- Vision Screenings
- Immunization Outreach and Follow-Up
- Preventive Health Exam (APRN)

Health Education Services:

- Physical Health Conditions
- Physical and Dental Health Education
- Classroom Instruction per request as time allows
- School Health Plans:

PLEASE CONTACT YOUR SCHOOL NURSE IF NEEDED

(Check if your child has any of the following):

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Dietary Needs (including food allergies) | <input type="checkbox"/> G-Tube |
| <input type="checkbox"/> Allergy to something other than food | <input type="checkbox"/> Seizure |
| <input type="checkbox"/> Other Health Conditions (for other conditions not listed above) | |

School Nurses also provide care coordination by working with students, parents, and healthcare providers to manage chronic health needs.

CONFIDENTIALITY:

All medical records are the property of District and protected under FERPA. No other agency will have access to these records without your written consent. We protect the privacy of your child's health information by:

- Limiting how we use and disclose health information.
- Providing physical safeguards (secure offices and storage facilities, electronic protections, and procedures).
- Training employees about privacy policies and procedures.

Nurse Office Consent for Treatment/Emergency Information

Consent for School Health Services
 Jefferson County Public Schools
 502-485-3387

Please Return to School

Reviewed by: _____ Entered: <input type="checkbox"/>

CHILD/STUDENT INFORMATION

Grade _____ Team _____ Homeroom Teacher _____

Child's Last Name _____ First Name _____
 (Please give child's complete legal name)

Child's Birth Date _____ ☐ Male ☐ Female

Street Address _____ City _____ Zip _____

Mother _____ Phone # 1 _____ Phone # 2 _____

Father _____ Phone # 1 _____ Phone # 2 _____

Legal Guardian _____ Phone # 1 _____ Phone # 2 _____

Emergency Contact Person **OTHER** than parent or guardian _____

Emergency Contact Person Phone # 1 _____ Phone # 2 _____

Has your child EVER attended a Jefferson County Public School? ☐ Yes ☐ No

If YES, what School (s) did student attend in the past? _____

My child HAS the following **life threatening condition** that may need EMERGENCY TREATMENT or MEDICATION (Epi-Pen, Glucagon, Emergency Seizure medications, Asthma Inhaler, etc.) at school:

☐ Diabetes ☐ Asthma ☐ Seizures ☐ severe allergies ☐ Other: _____

Is your child ALLERGIC to: (Check all that apply)

☐ **Medications:** Please LIST: _____

☐ **Peanuts:** EXPLAIN REACTION: _____

☐ **Tree Nuts:** EXPLAIN REACTION: _____

☐ **Bee/Wasp Sting:** EXPLAIN REACTION: _____

☐ **Other:** EXPLAIN REACTION: _____

CHILD'S Other Medical History (Heart Conditions, Cancer/Blood Disorders, Behavior Emotional, G-Tube, etc.):

Important medical history that staff should know about: _____

Medications taken every day: _____

CHILD'S MEDICAL Insurance:

Does your child have a KY Medicaid Card? ☐ Yes ☐ No Medicaid Number: _____

Other Health Insurance? ☐ Yes ☐ No No Insurance? ☐ Yes ☐ No

Child's Health Care Provider: _____ Phone # _____

Child's Dentist: _____ Phone # _____

CONSENT FOR HEALTH SERVICES

I consent to care for my child that may include screenings, exams, assessments, treatment, first aid, over-the-counter medications as listed on the Consent for Treatment form, and any other health services given to me/my child by staff/licensed volunteers of this School Health Office. I understand that no guarantees are being made as to the effect of any exam or treatment on me/my child. I authorize the School Health Office to receive and release medical/dental/immunization/vision information about my child to his/her individual school, healthcare provider, immunization registry, dental or vision provider as needed or requested.

Signature: _____ **Date:** _____
 (Parent/Guardian) (Expires in one [1] year)