

Jefferson County Public Schools
Policy and Procedures Project
Procedures - Set #10
May 12, 2020 Board Meeting

JCBE Policy	KSBA Procedure Name	Description
03.23251 Drug-Free/Alcohol-Free Schools (Classified)	03.23251 AP.1 Drug-Free Workplace Notice (Classified)	Sets forth the notice to be posted regarding drug-free workplaces. There are no changes to current practice.
09.429 Threat Assessment	09.429 AP.1 Threat Assessment Team Procedures	Sets forth procedures to be used by the District Threat Assessment Team in accordance with state law. There are no changes to current practice.
03.13251 Drug-Free/Alcohol-Free Schools (Certified)	03.13251 AP.1 Drug-Free Workplace Notice (Certified)	Sets forth the notice to be posted regarding drug-free workplaces. There are no changes to current practice.
09.1231 Dismissal from Schools	09.1231 AP.21 Student Entry and Exit Log	Provides a log to record student entries and exits from school. There are no changes to current practice.
09.43 Student Disciplinary Processes	09.43 AP.21 Teacher Report of Student Conduct	Sets forth procedures for reporting and recording student misconduct. There are no changes to current practice.
09.432 Detention	09.432 AP.2 Notification to Parent of Detention-Saturday School	Requires parent/guardian notification of student detention. There are no changes to current practice.
03.131 Assignment (Certified)	03.131 AP.1 Assignment of Personnel (Certified)	Provides procedures for the assignment of personnel. There are no

		changes to current practice.
03.231 Assignment (Classified)	03.231 AP.1 Assignment of Personnel (Classified)	Provides procedures for the assignment of personnel. There are no changes to current practice.
09.423 Use of Alcohol, Drugs, and Other Prohibited Substances	09.423 AP.2 Prohibited Substances Violation Referral Form	Sets forth procedures for reporting and recording of student prohibited substances violations. There are no changes to current practice.
09.22 Student Health & Safety	09.22 AP.22 Request for Student Health Services & Procedures	Provides a form for a parent/guardian to request health services for a student. There are no changes to current practice.
03.27 Discipline, Suspension, and Dismissal of Classified Employees	03.27 AP.22 Notice of Employee Separation (Classified)	Sets forth requirements for notification of employee separation. There are no changes to current practice.
06.21 Inclement Weather	06.21 AP.1 Inclement Weather Plan	Set forth procedures for District response to inclement weather. There are no changes to current practice.
03.2311 Transfer Request (Classified)	03.2311 AP.2 Transfer Request (Classified)	Provides procedures for employee transfer requests. There are no changes to current practice.
09.11 School Attendance Areas	09.11 AP.22 Student Transfers	Sets forth procedures for student transfers. There are no changes to current practice.
03.17 Discipline/ Nonrenewal/ Resignation (Certified)	03.17 AP.1 Personnel Actions (Certified)	Sets forth procedures for notification of personnel actions. There are no changes to current practice.

09.2212 Use of Physical Restraint & Seclusion	09.2212 AP.21 Physical Restraint & Seclusion Forms	Provides forms to be used to report and record physical and seclusion. There are no changes to current practice.
09.438 Student Support & Behavior Intervention Handbook	09.438 AP.21 Parent Notification of Code Violation	Requires parent/guardian notification of student misconduct. There are no changes to current practice.
03.17 Discipline/Nonrenewal/Resignation (Certified)	03.17 AP.21 Notice of Employee Separation (Certified)	Sets forth requirements for notification of employee separation. There are no changes to current practice.
03.112 Certification and Records (Certified)	03.112 AP.21 Course Request Form for Local School Use	Provides form to be used to request a new course. There are no changes to current practice.
09.43 Student Disciplinary Processes	09.43 AP.1 Juvenile Court Records	Sets forth procedures for receipt and disclosure of juvenile court records. There are no changes to current practice.
08.2323 Access to Electronic Media	08.2323 AP.23 Consent for Software or Online Service	Provides a form to be completed by a parent/guardian to authorize a student to access specific software or an online service. There are no changes to current practice.
03.1311 Transfer (Certified)	03.1311 AP.2 Transfer Request (Certified)	Provides procedures for employee transfer requests. There are no changes to current practice.
09.43 Student Disciplinary Processes	09.43 AP.21 Incident Report From	Sets forth procedures for reporting and recording student misconduct. There are no changes to current practice.
03.27 Discipline, Suspension, and	03.27 AP.1 Personnel Actions (Classified)	Sets forth procedures for notification of personnel

Dismissal of Classified Employees		actions. There are no changes to current practice.
09.36 Field Trips and Excursions	09.36 AP.211 School-Sponsored Student Permission Slip and Release Form	Requires completion of a signed permission and release form for field trip participation. There are no changes to current practice.

Drug-Free Workplace Notice

See Procedure 03.13251 AP.1 for Drug-Free Workplace Notice for all personnel.

Threat Assessment Team Procedures

The following procedures cover threat assessment teams, in conjunction with any District-selected threat assessment guidelines and forms, to identify and respond to students exhibiting behavior that indicates a potential threat to school safety or school security.

THREAT ASSESSMENT TEAM PLANNING AND PREPARATION

The following actions are recommended prior to undertaking a threat assessment:

1. Guidelines and forms to facilitate threat assessments undertaken by a threat assessment team will be developed or utilized by or with the assistance of the District School Safety Coordinator (SSC) to assist teams in defining behaviors that will indicate if and when a threat assessment is advisable.
2. The SSC job functions will include providing input and assisting, teams in assessing identified, potential threats and determining appropriate responses to the threats. Under the supervision of the Principal and Superintendent/designee, the District SSC will recommend, arrange for, or provide training for the team.
3. The Superintendent/designee shall determine if and when a parent or guardian will be notified that their student has been identified by a team as exhibiting behavior that indicates a potential threat to school safety or school security and that needs to be assessed by the team.
4. The team's activities will include notification, as appropriate considering relevant circumstances, to a potential target of behavior deemed to present a substantiated potential threat.

IDENTIFICATION OF A POTENTIAL THREAT

The threat assessment team, utilizing available data and exercising reasonable discretion to assess student behavior, shall identify and respond to students exhibiting behavior that indicates a potential threat to school safety or school security. The process shall not use a profile of characteristics to identify a threat, and should be calculated to take into consideration behaviors, statements, or other communications to identify a potential threat to school safety and school security as follows:

1. Any team member receiving information indicating a potential threat to school safety and school security shall notify:
 - a. The District SSC;
 - b. The rest of the team; and
 - c. The team for any additional schools of the District potentially involved in the identified threat.
2. The District SSC shall appropriately notify any other District SSC for other school Districts identified in the threat or during the threat assessment process, as well as the leader of any non-public school identified in a threat or during the threat assessment process.

Threat Assessment Team Procedures

ASSESSMENT OF A POTENTIAL THREAT

Upon identification of a potential threat, the team shall undertake the threat assessment:

1. In accordance with Board policy;
2. Informed by guidelines and applicable forms as described above; and
3. Giving consideration to applicable circumstances regarding the identified student and the behaviors giving rise to his/her identification.

POST-ASSESSMENT RESPONSE

The team shall consider all information gathered during the assessment to determine the type of response that is appropriate to address school safety and school security, and to address the needs of students identified during assessment of the threat. The team shall document the response it takes, as well as all communication from the team and other school staff with students identified during the threat assessment and their parents or guardians relating to the assessment and any resulting response.

ONGOING REVIEW OF THREAT ASSESSMENT PROCESS

The District SSC and the Superintendent shall review the work of each threat assessment team of the District, and make efforts to improve the work of all teams, and adherence to Board policy goals, and legal requirements.

Drug-Free Workplace Notice

All employees shall receive the following notice via District email on an annual basis, which includes links to related Board policies and additional resources. Drug free workplace notices shall be posted in conspicuous d areas within each workplace.

NOTICE TO ALL EMPLOYEES

Jefferson County Public Schools is a drug-free workplace. Board policies regarding maintaining the District as a drug-free workplace (03.13251 and 03.23251) can be found on the District website. The District offers support and resources to employees and their families in need of help regarding drug or alcohol use through the Employee Assistance Program (EAP). If an employee or a family member is battling addiction, free counseling services with a licensed professional will be provided through the program. Additional information about the EAP is available on the District website.

Student Entry and Exit Log

Student Entry and Exit Logs must include the date, pupil's legal name, grade, time of late arrival and/or time of early departure (with the reason for both listed), parent's or legal guardian's signature.

[illegible]

DAILY LOG SHEETS SHALL BE KEPT ON FILE FOR TWO (2) FULL SCHOOL YEARS.

Teacher Report of Student Conduct

Teachers and other school staff shall use the Student Disciplinary Referral Form to document and report student conduct and code violations to school administrators.

Notification to Parent of Detention/Saturday School

The discipline letter generated by the student information system serves as parent notification for detention/Saturday School.

- CERTIFIED PERSONNEL -

Assignment of Personnel

All personnel assignments shall be recorded on the Board report and submitted by the Superintendent for acknowledgement by the Board.

New applicants and employees shall be required to complete the disclosure question on the online application regarding known relatives who are employed by the District. Human Resources shall not approve an assignment that causes an administrator to be a supervisor of a relative as defined in Board Policy 03.131, or to be supervisor of a person with whom the administrator is in a dating relationship, as defined in Board Policy 01.0.

An employee shall notify the District if a change in assignment or personal status causes the employee to supervise or be supervised by a relative or a person with whom such employee is in a dating relationship.

PERSONNEL

03.231 AP.1

~~—CLASSIFIED PERSONNEL—~~

Assignment of Personnel

Please refer to existing Procedure 03.231 AP.1.

Prohibited Substances - Violation Referral Form

School teachers, staff, and administrators shall use the Student Disciplinary Referral Form to document and report student possession or use of drugs, alcohol or other prohibited substances. All events shall be entered into the student information system as required by the Kentucky Department of Education.

Request for Student Health Services and Procedures

(NON-MEDICATION NEEDS ONLY)

The District provides health services to students so that their attendance and/or school-related program participation is not interrupted.

If your child requires a specific health service or procedure, please obtain the information below from your child's health care provider and return this completed form to: School Health Services 4309 Bishop Lane, Louisville KY 40218 or fax to (502) 485-3670. District School Health Plans may be used in place of this form.

Please be advised that District personnel will review the information provided for possible Section 504 or IDEA service considerations.

STUDENT'S NAME _____ **DOB** _____**STUDENT'S SCHOOL** _____

Parent/Guardian or Student 18 or Older Signature

*Date***TO BE COMPLETED BY PHYSICIAN/HEALTH CARE PROVIDER:**

Duration of service/procedure: ☐ _____ school year ☐ until treatment is changed.

Describe the service/procedure in detail and include any specific instructions. (Please use the back of this form if needed, and sign at the end of your additional comments.) _____

Times to be administered: _____

Physician/Health Care Provider Signature

Date

Physician/Health Care Provider Address

Date

TO ASSURE COMPLIANCE WITH HIPAA REQUIREMENTS, SUBMIT THE ATTACHED "REQUEST FOR PROTECTED HEALTH INFORMATION" FORM TO YOUR HEALTH CARE PROVIDER OR USE THE HIPAA FORM REQUIRED BY THAT PROVIDER.

RELATED PROCEDURES:

03.111 AP.21; 09.2241 (all medication-related procedures)

PERSONNEL

03.27 AP.22

- CLASSIFIED PERSONNEL -

Notice of Employee Separation

Please see existing Procedure 03.17 AP.21/Notice of Employee Separation.

Inclement Weather Plan**(PROCEDURES FOR DETERMINING SCHOOL CLOSINGS OR ALTERATIONS TO SCHOOL DAY DUE TO SEVERE WEATHER)****SCHOOLS CLOSURE**

Staff in Operations division patrols the entire county during the evening and early morning hours. In the event severe weather conditions develop, staff will maintain communication with the radio operator at C.B. Young Service Center and appropriate administrators.

If the Operations staff reports that the roads are becoming hazardous, the Executive Administrator of Transportation will alert the Transportation staff to evaluate road conditions.

The Executive Administrator of Transportation will contact the Chief Operations Officer, who will notify the designated staff to call in the snowplow drivers and workers to begin snow-removal operations when weather conditions require it.

If members of the Operations team determine that road conditions are too hazardous to safely operate the buses, the Executive Administrator Transportation will confer with appropriate civil agencies and communicate the situation to the Chief Operations Officer.

The Superintendent will confer with designated Cabinet members, and a final decision will be made as early as possible about a school delay or closure. The Chief Communications Officer will publicize the decision using multiple communication platforms. If a decision can be made the night before an anticipated weather event, an announcement will be made then.

In general, when schools are closed for the entire day, all scheduled activities, including athletic events, will be canceled in accordance with the Jefferson County Athletics/Activities Rules and Regulations. The Superintendent/designee may make an exception and permit a scheduled activity to be held, if it is determined that it is necessary.

EARLY DISMISSAL

Severe weather conditions may prompt the Superintendent's decision to close schools early. Any decision will be made with consideration given to completion of the required school day.

- The same staff responsible for advising the Superintendent in determining the closing of schools will confer on the early dismissal of schools.
- Announcements concerning early dismissal will be made as soon as possible so that families have as much time as possible to make arrangements for childcare.

SCHOOL RESPONSIBILITY

Each school is responsible for answering any questions that parents/guardians may have on inclement weather procedures.

NOAA WEATHER RECEIVERS

NOAA Weather Receivers are housed in the following locations:

- C.B. Young Jr. Service Center
- Security
- Transportation
- Radio Room

Inclement Weather Plan
(PROCEDURES FOR DETERMINING SCHOOL CLOSINGS OR ALTERATIONS TO SCHOOL DAY DUE TO SEVERE WEATHER)

PARKING LOTS

Excessive accumulation of snow/ice on school/facility parking lots may become a factor. Operations will follow a priority snow removal and sanding schedule as follows:

- a. Bus compounds
- b. C.B. Young Jr. Service Center to allow maintenance trucks to leave
- c. School bus routes with steep hills adjacent to schools
- d. Van Hoose Education Center
- e. Bus driveways at all remaining schools
- f. Other priorities as determined by the Chief Operations Officer

In an extreme snow emergency, the Chief Operations Officer may hire private contractors to remove snow/ice.

PERSONNEL

03.2311 AP.2

- **CLASSIFIED PERSONNEL** -

Transfer Requests

Please see existing Procedure 03.1311 AP.2

Form to be used by resident students requesting assignment to a District school outside their attendance area/zone.

NOTICE

- I UNDERSTAND THAT, IF APPROVED, THIS CHANGE IN ASSIGNMENT WILL BE GRANTED FOR ONLY ONE (1) SCHOOL YEAR. I FURTHER UNDERSTAND THAT TRANSPORTATION IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN, WITH THE EXCEPTION OF STUDENTS THAT MAY BE TRANSPORTED FROM AN IDENTIFIED PICKUP LOCATION IF THEIR CONTINUED ENROLLMENT BASED ON NCLB REGULATIONS IS GRANTED AFTER THEIR ORIGINAL SCHOOL IS NO LONGER SUBJECT TO NCLB CONSEQUENCES.**

<i>Principal's Signature</i>	<i>Date</i>
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Application	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date _____
Parent contacted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date _____
Present School Contacted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date _____
Requested School Contacted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date _____
Professional recommendation, if required _____			

_____ <i>Superintendent/designee's Signature</i>	_____ <i>Date</i>
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- CERTIFIED PERSONNEL -

Notice of Personnel Actions

With assistance as necessary from the Board Attorney, the Superintendent/designee shall provide written notification to an employee of personnel actions, including but not limited to, termination, nonrenewal, reduction in force, sanctions, suspension, and reinstatement.

Physical Restraint and Seclusion Forms
PHYSICAL RESTRAINT AND SECLUSION NOTICE TO PARENT/GUARDIAN

NOTICE TO PARENT/GUARDIAN

ADMINISTRATIVE NOTE: AS SOON AS POSSIBLE WITHIN TWENTY-FOUR (24) HOURS FOLLOWING EACH INCIDENT INVOLVING USE OF PHYSICAL RESTRAINT OR SECLUSION, NOTICE SHALL BE PROVIDED TO THE PARENT/GUARDIAN OF A STUDENT WHO IS NOT EMANCIPATED EITHER VERBALLY OR BY EMAIL, IF EMAIL IS AVAILABLE TO THE RECIPIENT. IF THE RECIPIENT CANNOT BE REACHED WITHIN TWENTY-FOUR (24) HOURS, A WRITTEN COMMUNICATION SHALL BE MAILED VIA U. S. MAIL. IN ANY EVENT, THIS FORM SHOULD BE COMPLETED AND KEPT ON FILE TO DOCUMENT THE NOTIFICATION.

Date

Dear parent/guardian,

On _____, authorized school personnel used the following with your child:

Date

☐ Seclusion

☐ Physical Restraint

The following is a summary description of the measure used:

This occurrence took place at _____
Location and Time Frame

and was necessary due to the following behavior by your child:

Because the safety of students, school personnel and visitors is our utmost concern, we did not take this action lightly.

Please contact me directly if you have questions about this information or if you want to request a debriefing session. The District must receive such request within five (5) school days from the date you received notice of the use of physical restraint or seclusion. We will do our best to schedule a meeting as soon as practicable, but no later than five (5) school days following receipt of your request, unless we mutually agree otherwise.

I can be reached at _____.
Telephone Number

Sincerely,

Signature

Position

Physical Restraint and Seclusion Forms**PHYSICAL RESTRAINT AND SECLUSION INCIDENT FORM**

1. This form is to be utilized to document all incidents where a student was restrained or secluded.
2. The form shall be submitted to the Principal/designee to be entered into the student information system before the end of the day.
3. This confidential form shall be kept in a secure file.

Incident Detail Information

Staff Name _____ Date of Incident _____ Time of Incident _____

Student LName _____ Student FName _____

Per Code of Conduct: Event Type: _____ Law/Board Violation: _____

Location of Incident: _____ Room: _____

Infinite Campus Resolution Code (Check all that apply)

- ☐ SSP3: Out of School Suspension ☐ SSP7: Restraint
- ☐ INSR: In School Removal (including ISAP) ☐ SSP8: Seclusion

Response Type (Check all that apply):

Response Type	Examples of Response Type	Response Start Time	Response End Time
<input type="checkbox"/> BR01: Control position restraint	Side Assist		
<input type="checkbox"/> BR02: Kneeling position restraint	Bicep Assist, Cradle Transition to Floor, S/K Bicep Assist, S/K Cradle Assist		
<input type="checkbox"/> BR03: Other			
<input type="checkbox"/> BR04: Release/escape restraint			
<input type="checkbox"/> BR05: Seclusion			
<input type="checkbox"/> BR06: Standing position restraint	Extended Arm, Cradle Assist, MP Extended Arm, MP Upper torso Assist, Cross Arm Assist, MP S/K Upper Torso, Shoulder Assist, Upper Torso Assist		
<input type="checkbox"/> BR07: Transport position restraint	Extended Arm Transport, Hook Transport, Cradle Transport, Cradle Carry, Hook Carry		

Pre-Response Intervention

- | | |
|---|---|
| <input type="checkbox"/> PRI01: Assigned seats | <input type="checkbox"/> PRI15: Provide reminders |
| <input type="checkbox"/> PRI02: Behavior momentum | <input type="checkbox"/> PRI16: Provide space |
| <input type="checkbox"/> PRI03: Communicate concerns with student | <input type="checkbox"/> PRI17: Provide warning and correction |
| <input type="checkbox"/> PRI04: Independent activities | <input type="checkbox"/> PRI18: Recognize and respond to behavior |
| <input type="checkbox"/> PRI05: Involve students in the plan | <input type="checkbox"/> PRI19: Redirect |
| <input type="checkbox"/> PRI06: Modify task | <input type="checkbox"/> PRI20: Relaxation strategies |
| <input type="checkbox"/> PRI07: Opportunities to respond | <input type="checkbox"/> PRI21: Schedules/routines |
| <input type="checkbox"/> PRI08: Physical arrangement | <input type="checkbox"/> PRI22: Speak privately to student |
| <input type="checkbox"/> PRI09: Positive direction and limits | <input type="checkbox"/> PRI23: Specific /concrete directions |
| <input type="checkbox"/> PRI10: Present options | <input type="checkbox"/> PRI24: Teach appropriate behavior |
| <input type="checkbox"/> PRI11: Problem solving | <input type="checkbox"/> PRI25: Teach standard consequence |
| <input type="checkbox"/> PRI12: Prompting/cueing | <input type="checkbox"/> PRI26: Teacher proximity |
| <input type="checkbox"/> PRI13: Provide a specific direction | <input type="checkbox"/> PRI99: Other – describe in pre-response text box |
| <input type="checkbox"/> PRI14: Provide choices | |

STUDENTS

09.2212 AP.21

(CONTINUED)

Physical Restraint and Seclusion Forms
PHYSICAL RESTRAINT AND SECLUSION INCIDENT FORM

Pre-Response Actions (attach additional pages as needed): Document an account of the actions by involved students and staff before the response. Describe events leading up to the response, including possible factors contributing to the dangerous behavior. Document the effectiveness of any Pre-Response Interventions. Describe how the student's behavior posed an imminent danger of physical harm to self or others.

Response Details: Document an account of the student's behavior during the response. Describe how school personnel responded to the dangerous behavior. Document interactions between the student and the school personnel during the response. Document the effectiveness of this response type.

Post-Response Action: Document an account of the student and staff following the response. Document the effectiveness this response had in deescalating the situation. Describe the planned positive behavioral interventions which shall be used to reduce the future need for restraint or seclusion of the student. Document a referral to Program 504 or IDEA, if student not previously identified. Describe basis for declining to refer the student to Program 504 or IDEA, if applicable.

Injury

To Student ☐ Yes ☐ No

- ☐ 01: Minor
☐ 02: Severe: Extreme Physical Pain
☐ 03: Severe: Loss or Impairment of Function

To Participant (school employee) ☐ Yes ☐ No

- ☐ 01: Minor
☐ 02: Severe: Extreme Physical Pain
☐ 03: Severe: Loss or Impairment of Function

Injury type & description

- ☐ 04: Severe: Protracted & obvious disfigurement
☐ 05: Severe: Substantial Risk of Death
☐ 06: Death

Injury type & description

- ☐ 04: Severe: Protracted & obvious disfigurement
☐ 05: Severe: Substantial Risk of Death
☐ 06: Death

Is the Workers Compensation Location Report Form is completed: ☐ Yes ☐ No

Physical Restraint and Seclusion Forms
PHYSICAL RESTRAINT AND SECLUSION INCIDENT FORM

Employees Involved: Add response participants defined as the people who are restraining the students, assisting in the restraint or observing the restraint or seclusion

Role	Staff Name	SCM Trained	SCM Cert. Date	Last Practice Attended	Pick roles from this list.	
					P1-Staff Primary/Lead	S3-SRO
					P2-Other Primary/Lead	Secondary
					P3-SRO Primary/Lead	O2-Other
					S1-Staff Secondary	Observer
					S2-Other Secondary	O3-SRO
						Observer
						O4-Student
						Observer

Guardian Contact: Complete if guardian is contacted.

Date: _____ **Time:** _____ **Contact Name:** _____ **Debriefing Date:** _____

Details: Enter any details discussed during the contact including the method of contact:

Parent Notification of Code Violation

The Student Disciplinary Referral Form is used to document and report code violations in the student information system and to parents. Parents/guardians also have access to the Parent Portal on the District Website where they can review code violations.

Notice of Employee Separation

Employees shall receive notice of separation in the form of a Personnel Action Form (PAF) which will list pertinent information such as employee demographics, effective date of separation or termination, and wages.

- CERTIFIED PERSONNEL -**Course Request Form for Local School Use**

Proposed Name of Course: _____

Level: ☐ High ☐ Middle ☐ Elem Maximum Credits (HS Only): _____

Proposed JCPS Base Number: _____

State Content Area: _____ Aligned with State Code: _____

Available to the following populations (check all that apply):

Comp ☐ HNR ☐ ECE ☐ ESL ☐ ADV ☐

Course Description (attach):

Alignment with Kentucky Academic Standards and/or identify specific discipline standards (attach):

Course Syllabus (attach):

Recommended Course Text or Resources Used (attach):

Rationale for Course Addition or Change (attach):

Counselor/Assistant Principal Signature: _____ Date: _____

Principal Signature: _____ Date: _____

School: _____

Course Request Form for Local School Use

FOR DISTRICT OFFICE USE ONLY

_____ Course Request APPROVED Approved BASE JCPS Course number: _____

_____ Course Request DENIED

_____ Duplicate Course, use Course #: _____

_____ Does not exist on KY State File

_____ Does not exist in the Program of Studies

REQUIRED SIGNATURES

Instructional Lead: _____ Date: _____

Director: _____ Date: _____

Assistant Superintendent: _____ Date: _____

Juvenile Court Records**RECEIPT BY PRINCIPAL**

Certain juvenile court records concerning students adjudicated youthful or violent offenders may be received by the Principal from the Superintendent via the courts pursuant to KRS 610.345. Such records are not education records and must be maintained, stored, and secured according to KRS 610.345. Court records must be kept in a locked file.

DISCLOSURE OF JUVENILE COURT RECORDS

The Principal is permitted to release information in juvenile court records only to school administrative, transportation, and counseling personnel and to teachers or other school employees with whom the student may come in contact. Since disclosure of juvenile court records is strictly limited by law, District staff shall consult the Department of Pupil Personnel before disclosing any information contained in juvenile court records.

Consent for Software or Online Service

I am the parent or guardian of _____, a student under the age of eighteen (18) who is enrolled in the District at _____ School. I hereby authorize my student to use the following product or online service: _____ which will permit my student to accomplish the following task: _____. The purpose of this product/service is to help my student meet the following _____ educational _____ outcome:

However, I understand this product/service could result in the following risks associated with this product/service.

I agree that the District, its employees, and agents shall not be responsible, nor shall they incur any liability for any disclosure made by the student using this software or service. The Family Educational Rights and Privacy Act (FERPA) and similar state statutes (KFERPA) generally require parents to consent before the educational records relating to their student(s) are disclosed to third parties.

I understand that use of the above product/service is not itself a disclosure of education records, but it may enable my student to disclose confidential educational records information or have the associated risks stated above. I specifically authorize and give consent for my student to use the product/service as described above.

I understand that once this signed form is returned to the school, it will stay in effect as long as my child is enrolled in the school listed above (unless I or my child on turning 18 requests a change).

Signature of Parent/Guardian

Date

PLEASE COMPLETE AND RETURN THIS FORM TO YOUR CHILD'S SCHOOL BY _____ (DATE).

- CERTIFIED PERSONNEL -**Transfer Requests**

Transfers shall be in accordance with Board Policy 03.1311, the Collective Bargaining Agreement (CBA), and shall be completed using the electronic system on the District website.

The transfer period shall be determined based on the CBA. When the transfer period closes, Human Resources shall provide a copy of the transfer list to the teacher's union and make the transfer list accessible to Accelerated Improvement Schools. One week later, Human Resources shall make the transfer list available to all other schools. Each Principal shall establish a teacher transfer selection committee (where applicable). Principals shall interview teachers on the transfer list for positions that will be vacant in the next school year in accordance with the CBA.

Personnel Services shall verify transfer requests and recommendations and offer the transfer to the employee. If the transfer is accepted, the transfer is noted in the District's transfer management system and the employee's transfer status changes indicating that they are no longer available for consideration by any other school. A status change depends on whether or not the employee applied for a voluntary or involuntary transfer and if a school on their voluntary list selected them or if they are satisfied with their involuntary choice.

Personnel Services shall process transfers in the hiring system effective July 1st of each year. This process shall continue as each new vacancy arises up to the deadlines outlined in the CBA.

Incident Report Form***DATE OF INCIDENT** _____ **TIME:** _____**SCHOOL** _____**PERSON(S) INVOLVED IN INCIDENT** _____**CENTRAL OFFICE PERSON NOTIFIED** _____ **TIME:** _____**INCIDENT**

ACTION TAKEN (LIST ANY EXTERNAL AGENCIES INVOLVED)

SIGNATURE OF SCHOOL ADMINISTRATOR HANDLING INCIDENT _____**DATE RECEIVED IN CENTRAL OFFICE** _____

*To be completed within twenty-four (24) hours of any incident involving law enforcement agencies, major disturbances at school or school events, school personnel involved in illegal or disruptive activities, or other situations that may prove to cause embarrassment or bad publicity to the school District.

- CLASSIFIED PERSONNEL -

Notice of Personnel Action

With assistance as necessary from the Board Attorney, the Superintendent/designee shall provide written notification to an employee of personnel actions, including but not limited to, termination, nonrenewal, reduction in force, sanctions, suspension, and reinstatement.

School-Related Student Trip Permission Slip and Medical Release Form

In order for a student to participate in a school-sponsored field trip, the school must receive a completed JCPS Field Trip Permission and Release Form signed by the student's parent/guardian prior to the field trip.