

EXPLANATION: AMENDMENTS TO 703 KAR 5:225 REFLECT ADDITIONAL REQUIREMENTS THAT MAY BE NECESSARY BY THE RECEIPT OF FEDERAL FUNDS UNDER THE ELEMENTARY AND SECONDARY EDUCATION ACT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.111 AP.2

### **District Planning**

#### **PROCESS GUIDELINES**

Consistent with requirements of 703 KAR 5:225 and ESSA, the development of the Comprehensive District Improvement Plan (CDIP) shall comprise of the following steps.

1. Identify data to be collected and analyzed to determine causes and contributing factors, which must include an annual review of disaggregated student assessment data and a standards-based process for measuring organizational effectiveness.
2. Review gap targets established by the Board. Schools who did not meet their gap target will revise their improvement plans and submit to the Superintendent for approval.
3. *Conduct a needs assessment* between October 1 and November 1 that includes, but is not limited to:
  - A description of the data reviewed and process used to develop the needs assessment;
  - A review of the previous plan and its implementation to inform development of the new plan; ~~and~~
  - Perception data gathered from the administration of a valid and reliable measure of teaching and learning conditions; and
  - Any additional requirements made necessary by the receipt of federal funds authorized by the Elementary and Secondary Education Act.
4. Use the reporting structure and timelines required by Kentucky Administrative Regulation.
5. Develop goals, objectives, strategies, and activities to enhance student achievement based on the needs assessment and analysis, which shall include targets or measures of success, timelines, persons responsible, and a budget that addresses funding and other resources needed.
6. Schedule a review and update of the plan at least once a year.
7. Submit updated plan to Superintendent and Board, school staff, school councils, and the community for review and comment as directed by Policy 01.111.
8. Maintain copies of the plan permanently and other documentation to illustrate compliance with state and federal requirements. The CDIP and District report card will be made available to the public by:
  - Posting on the District's website
  - ~~Mailing the District's report card to parents~~
  - Publishing the location where the public can access these documents in the newspaper of the largest circulation in the county

The format of the District plan shall be consistent with parameters set forth by the Kentucky Department of Education.

EXPLANATION: SB 1 CHANGES THE PROCESS FOR HIRING THE PRINCIPAL FROM THE COUNCIL TO THE SUPERINTENDENT WITH CONSULTATION WITH THE COUNCIL AND REMOVES THE ALTERNATIVE SELECTION PROCESS. PER KRS 160.345, THE SUPERINTENDENT SHALL FILL THE POSITION OF PRINCIPAL AT A SCHOOL AFTER CONSULTATION WITH THAT SCHOOL'S SCHOOL BASED DECISION MAKING (SBDM) COUNCIL. PRIOR TO CONSULTATION WITH THE SBDM COUNCIL, EACH MEMBER SHALL SIGN A NONDISCLOSURE AGREEMENT FORBIDDING THE DISCLOSURE OF INFORMATION SHARED AND DISCUSSIONS HELD DURING CONSULTATION.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## ADMINISTRATION

02.4244 AP.2

### **Confidentiality Statement/Nondisclosure Agreement (SBDM)**

Prior to consultation by the Superintendent with a school-based decision making (SBDM) council regarding the selection of a principal to fill a vacancy, each member of the SBDM council shall sign the nondisclosure agreement/confidentiality statement under Administrative Procedure 03.11 AP.2 forbidding the disclosure of information shared and discussions held during the consultation. This Nondisclosure Agreement (the "Agreement") is entered into by and between the members of the \_\_\_\_\_ SchoolBased \_\_\_\_\_ Council ("SBDM") and \_\_\_\_\_ School District, for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below.

For purposes of this Agreement, "Confidential Information" shall include all information, written material whether hardcopy or digital, media, communications, other files, or discussions that are part of the consultation between the Superintendent and the SBDM related to the hiring of the school Principal.

For purposes of this Agreement, "Confidential Information" shall NOT include information that is publicly known at the time of disclosure, or information that is publicly disclosed by the Superintendent.

For purposes of this Agreement, "consultation" means the act of discussing or deliberating together where information is exchanged between the Superintendent and the SBDM and its members.

SBDM Member

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Nondisclosure Agreement/Confidentiality Statement -**  
**Recruitment/Interview Section Process**

**To Screening/Interview Committee Members or School-Based Decision Making (SBDM) Council Members:**

As a member of a screening/interview committee for applicants for a vacant position, or as a member of an SBDM council consulting with the Superintendent to hire a principal under KRS 160.345, you will have access to confidential information. Jefferson County Public Schools considers the entire screening/interview process and consultation process to be confidential in nature, including any materials, ratings, questions/responses, comments and discussions, and recommendations made in connection with the screening/interviews and consultations.

Because of the confidentiality and sensitivity of the screening/interview process and consultation process, you have an affirmative responsibility not to discuss or disclose any information relating to the screening/interviews or consultations. Each committee member or SBDM council member is viewed as an agent of the school system. During the selection process, it is important we do not create a liability for the District or for ourselves as individuals.

An appropriate response to a question from an individual applicant or the public about any aspect of the selection process should be:

Selection is a confidential process and therefore I am unable to respond to your question.

The recruitment process is treated with confidentiality, so it would be inappropriate for me to answer your question or that of any applicant.

If a person is not satisfied with your response, please ask them to refer the question to the Jefferson County Public Schools Department of Personnel Services.

If you are a member of an SBDM council and you violate this Nondisclosure Agreement/Confidentiality Statement, a written complaint may be filed with the Kentucky Board of Education, and you may be subject to removal from the SBDM council in accordance with KRS 160.345.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**Nondisclosure Agreement/Confidentiality Statement -**

**Recruitment/Interview Selection Process**

See Procedure 03.11 AP.2 for the Nondisclosure Agreement/Confidentiality Statement -  
Recruitment/Interview Selection Process.

EXPLANATION: HB 283 AMENDS KRS 160.380 TO PERMIT STUDENT TEACHERS TO SUBMIT AND PROVIDE A COPY OF A NATIONAL AND STATE CRIMINAL BACKGROUND CHECK SUBMITTED THROUGH AN ACCREDITED TEACHER EDUCATION INSTITUTION.

FINANCIAL IMPLICATIONS: SAVINGS RESULTING FROM INSTITUTIONS PAYING FOR THE CHECKS

PERSONNEL

03.11 AP.252

### **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.

A student teacher ~~Student teachers~~ who has a clear CA/N check may submit and provide a copy of a national and state criminal background check by the Kentucky State Police and the Federal Bureau of Investigation through an accredited teacher education institution in which the student teacher is enrolled ~~and who have a clear CA/N check.~~

EXPLANATION: THE FEDERAL BUREAU OF INVESTIGATION (FBI) REQUIRES THAT THE KENTUCKY STATE POLICE (KSP) AUDIT SCHOOL DISTRICTS FOR COMPLIANCE WITH CRIMINAL HISTORY RECORD INFORMATION (CHRI). IN COLLABORATION WITH KSP, THIS PROCEDURE WILL ASSIST DISTRICTS WITH COMPLIANCE.

FINANCIAL IMPLICATIONS: COSTS OF TRAINING/MAINTAINING/DESTROYING RECORDS

PERSONNEL

03.11 AP.2521

## **Criminal History Record Information**

### **PURPOSE**

The District may use Criminal History Record Information (CHRI) obtained from the Kentucky State Police (KSP) to check qualifications for employment or service as provided in KRS 160.380 and related policies and for authorizing personnel who will make fitness determinations. CHRI may not be used for any other purpose.

### **AUTHORITY**

The District has the authorization to submit fingerprints to KSP for a fee-based state and federal background check pursuant to KRS 160.380.

### **NONCRIMINAL JUSTICE AGENCY CONTACT (NAC) & LOCAL AGENCY SECURITY OFFICER (LASO)**

The Superintendent ~~shall will~~ designate employee(s) to serve as the NAC and LASO points of contact with KSP through whom ~~which~~ communication regarding audits, District personnel changes, training, and security ~~shall be are~~ conducted. The NAC and LASO ~~shall will~~ receive and disseminate communications from KSP to all authorized District personnel. Additionally, the LASO ~~shall~~, where applicable:

1. Identify who ~~has access to and~~ is using the Criminal Justice Information Services (CJIS) Systems Agency (CSA) approved hardware, software, and firmware, and ensure no unauthorized individuals or processes ~~has have~~ access to the same.
2. Identify and document how the equipment is connected to the state system.
3. Ensure that personnel security screening procedures are ~~being~~ followed as stated.
4. Ensure approved and appropriate security measures are in place and ~~work working~~ as expected.
5. Support policy compliance and ensure the CSA Information Security Officer is promptly informed of security incidents.

### **AUTHORIZED PERSONNEL**

Authorized personnel ~~shall will~~ be given access to view and handle CHRI after completing the required Security Awareness Training and any additional training required by KSP. Only authorized personnel may access, discuss, use, possess, disseminate, or destroy CHRI.

The District ~~shall will~~ keep an updated list of authorized personnel that will be available to the KSP Auditor during the audit process.

## Criminal History Record Information

### TRAINING OF AUTHORIZED PERSONNEL

The District ~~shall will~~ ensure all persons authorized to have CHRI access ~~will~~ complete Security Awareness Training via CJIS Online immediately upon hire or appointment to access CHRI. The NAC ~~shall will~~ keep ~~on file~~ the Security Awareness Training certificate ~~on file~~ for ~~on~~ all authorized personnel.

The District ~~shall will~~ ensure authorized users complete recertification of Security Awareness Training every twenty-four (24) months.

Authorized personnel ~~shall will~~ review the KSP website Noncriminal Justice Agency (NCJA) section for policies, procedures, and forms necessary for CHRI handling and fitness determination.

### FINGERPRINT CARD PROCESSING

The District shall contract with a third-party vendor to conduct fingerprinting for every covered person for whom a fingerprint is required. The third-party vendor shall:

1. Require a covered person to provide a valid, unexpired form of government-issued photo identification to verify the covered person's identity;
2. Document a proper reason for fingerprinting a covered person; and
3. Implement proper chain of custody procedures protecting the integrity of a covered person's fingerprints prior to submission.

A covered person that has disclosed a conviction must still be fingerprinted.

A copy of the FBI Privacy Rights Notification will be provided to a covered person prior to fingerprinting. A covered person shall be advised of the process regarding a challenge of the criminal history record.

The District requires that all covered persons for whom fingerprint check is required must provide a valid, unexpired form of government issued photo identification prior to fingerprinting to verify their identity.

A copy of the FBI Privacy Rights Notification will be provided to the covered persons prior to fingerprinting. Covered persons will also be advised of the process regarding a challenge of the criminal history record.

Covered persons that have disclosed a conviction must still be fingerprinted. Proper reason for fingerprinting must be documented in the "Reason for Fingerprinting" box.

Proper chain of custody procedures protecting the integrity of the covered person's fingerprints prior to submission will include maintaining fingerprints in a secure environment, in a sealed envelope.

### COMMUNICATION

Authorized personnel may discuss the CHRI results with a covered person ~~persons~~ in a secure, private area. Extreme care ~~shall will~~ be taken to prevent overhearing, eavesdropping, or interception of communication.

The District ~~shall will~~ not allow a covered person to have a copy of his/her/their record or take a picture of it with an electronic device.

## **Criminal History Record Information**

### **COMMUNICATION (CONTINUED)**

The District ~~shall will~~ provide the covered person with required forms and options to obtain his/her/their record if a record is to be challenged.

### **PHYSICAL SECURITY**

The District ~~shall will~~ ensure that information system hardware, software, and media used to access CHRI are physically protected through access control measures, including that the ~~by ensuring the perimeter of a~~ physically secured location is ~~shall be~~ prominently posted and separated from non-secure locations by physical controls.

The District ~~shall will~~:

1. ~~Ce~~ontrol all access points (except for those areas within the facility officially designated as publicly accessible) and ~~shall will~~ verify ~~individual~~ access authorization of an individual ~~authorizations~~ before granting access. ~~The District will~~
2. ~~Ce~~ontrol physical access to information system distribution and transmission lines within the physically secure location. ~~The District will~~
3. ~~Ce~~ontrol physical access to information system devices that display Criminal Justice Information (CJI) and ~~shall will~~ position information system devices in such a way as to prevent unauthorized individuals from accessing and viewing CJI. ~~The District will~~
4. ~~Mm~~onitor physical access to the information system to detect and respond to physical security incidents. ~~The District will~~
5. ~~Ce~~ontrol physical access by authenticating visitors before authorizing escorted access to the physically secure location (except for those areas designated as publicly accessible) and ~~shall ensure that visitors to will escort visitors in~~ a secured location are escorted by an authorized individual.

### **STORAGE AND RETENTION OF CRIMINAL HISTORY RECORD INFORMATION (CHRI)**

The fingerprint results from KSP ~~shall should~~ only be handled by authorized personnel.

During the fitness determination:

1. CHRI ~~shall will~~ be stored in a locked drawer/container at the Central Office that is ~~and only~~ accessible ~~only~~ to authorized personnel.
2. CHRI ~~shall will~~ be stored in a separate file from other personnel records.
3. CHRI ~~that cannot be released for any public records request and shall will~~ not be archived in a publicly accessible location.
4. CHRI results ~~shall will~~ be stored electronically ~~the agency using appropriate proper~~ security and encryption methods.
5. If CHRI is stored electronically, the District ~~shall will~~ ensure compliance with ~~of~~ CJIS Security Policy for the Network Infrastructure, to include the following:
  - a. Network Configuration;
  - b. Personally Owned Information Systems;
  - c. Publicly Accessible Computers;
  - ~~a.d.~~ System Use Notification;



## Criminal History Record Information

### STORAGE AND RETENTION OF CHRI (CONTINUED)

- e. Identification/User ID;
  - f. Authentication;
  - ~~b.g.~~ Session Lock;
  - h. Event Logging;
  - i. Advance Authentication;
  - j. Encryption;
  - k. Dial-up Access;
  - l. Mobile Devices;
  - m. Personal Firewalls;
  - n. Bluetooth Access;
  - o. Wireless (802.11x) Access;
  - p. Boundary Protection;
  - q. Intrusion Detection Tools and Techniques;
  - r. Malicious Code Protection;
  - s. Spam and Spyware Protection;
  - t. Security Alerts and Advisories;
  - u. Patch Management;
  - v. Voice over Internet Protocol (VoIP);
  - w. Partitioning and Virtualization; and
  - x. Cloud Computing
6. Per KRS 61.878, CHRI is not subject to disclosure under the Kentucky Open Records Act and shall not be released under an open records request will not be archived in a publicly accessible location.

### MEDIA TRANSPORT

The District shall will protect and control digital and physical CHRI media during transport outside of controlled areas and shall will restrict the activities associated with the transport of CHRI such media to authorized personnel.

### DISPOSAL OF ~~MEDIA~~ CHRI MEDIA

The District shall will properly retain ~~sanitize~~ or destroy physical or electronic CHRI in accordance with per the Kentucky Department of Libraries and Archives (KDLA) Public School District Records Retention Schedule. If a third party performs the destruction, an authorized person shall accompany the CHRI media through the destruction process. For electronic media, the District shall overwrite three (3) times or degauss digital media prior to disposal or release. Inoperable digital media shall be destroyed; (e.g., cut up, shredded, etc.) The District shall ensure the overwriting, degaussing, ~~sanitation~~ or destruction is witnessed or carried out by authorized personnel.

### MISUSE OF CHRI

In the event of deliberate or unintentional misuse of CHRI by an employee, the District shall will subject the employee to disciplinary action in accordance per Board policy and procedures, up to

**Criminal History Record Information**

**MISUSE OF CHRI (CONTINUED)**

and including termination, and, if warranted, refer the matter to an appropriate authority or request for criminal investigation/charges.

EXPLANATION: THE FEDERAL BUREAU OF INVESTIGATION (FBI) REQUIRES THAT THE KENTUCKY STATE POLICE (KSP) AUDIT SCHOOL DISTRICTS FOR COMPLIANCE WITH CRIMINAL HISTORY RECORD INFORMATION (CHRI). IN COLLABORATION WITH KSP, THIS PROCEDURE WILL ASSIST DISTRICTS WITH COMPLIANCE.

FINANCIAL IMPLICATIONS: COSTS OF TRAINING/MAINTAINING/DESTROYING RECORDS

PERSONNEL

03.21 AP.2521

### **Criminal History Record Information**

See existing Procedure 03.11 AP.2521 for Criminal History Record Information.

#### **RELATED PROCEDURE:**

03.11 AP.2521

EXPLANATION: 704 KAR 7:120 HAS BEEN REPEALED AND REPLACED WITH 702 KAR 7:150.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.1312 AP.1

### **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 signed by an appropriate licensed medical professional that includes, ~~with~~ a diagnosis and the 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 Application for Home/Hospital Instruction ~~application~~ is incorporated by reference in 702 KAR 7:150 ~~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

EXPLANATION: SB 1 AMENDS KRS 160.345 TO REQUIRE THE SUPERINTENDENT TO DETERMINE WHICH CURRICULUM, TEXTBOOKS, INSTRUCTIONAL MATERIALS, AND STUDENT SUPPORT SERVICES SHALL BE PROVIDED IN THE SCHOOL AFTER CONSULTING WITH THE BOARD, THE PRINCIPAL, AND THE SCHOOL COUNCIL.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2322 AP.1

## **Review of Challenged Instructional Materials**

~~Despite the quality of the selection process, occasional objections to instructional materials will be made. The Board supports principles of intellectual freedom inherent in the First Amendment to the Constitution of the United States and expressed in the *Library Bill of Rights* of the American Library Association (ALA) and the *Students' Right to Read* of the National Council of Teachers of English (NCTE). When materials are questioned, the principles of intellectual freedom, the right to access of materials, and the integrity of the staff must be defended rather than the materials.~~

### **REQUEST FOR REVIEW**

~~The review of instructional materials, including textbooks, supplementary materials, library books, audiovisual media, class content, and technology on the basis of citizen concerns shall will be conducted in response to a properly filed request. A form Forms for such a request shall requests will be made available to any resident of the District at the Principal's Office and on the District's website. The request shall include a statement of the reason for the objection and a statement of the desired action regarding the material.~~

~~In the event of a citizen complaint regarding instructional materials, freedom of information and professional responsibility shall be the guiding principles. The use of challenged material may be restricted by the Principal until a final disposition has been made and students However, individuals may be assigned other materials in lieu of those being challenged.~~

### **SCHOOL REVIEW COMMITTEE**

~~The Principal Superintendent/designee shall establish a School Review Committee, composed of the Principal, professional librarian(s), two (2) staff members as designated by the Principal and whose subject area is affected, and two (2) parents designated by the Principal. All committee members shall represent the school receiving the complaint.~~

~~The following steps shall be taken by the School Review Committee:~~

- ~~1. Review the specific written complaint-;~~
- ~~2. Read and/or examine the materials in question-;~~
- ~~3. Determine the likely general level of acceptance of the challenged materials in the community, other school systems, and professional media-;~~
- ~~4. Discuss the complaint and merit of the challenged material;~~
- ~~5. Mmake a value-judgment regarding the merit of based on the materials as a whole, and not on parts taken out of context-;~~
- ~~6. Determine the merit of potential alternative instructional materials-;~~
- ~~7. Prepare a recommendation for disposition of the complaint-; and~~
- ~~8. File a written decision with the Principal and/or school council, as appropriate, and send a copy to the Superintendent/designee.~~

~~The Principal shall inform the complainant in writing of the decision within ten (10) school days after receipt of the completed form.~~

## **Review of Challenged Instructional Materials**

### **DISTRICT APPEAL COMMITTEE**

The Superintendent shall establish a District Appeal Committee, composed of the Assistant Superintendent for the school for which a decision is being appealed, and standing members including the Executive Director, Library Media Services/designee; Assistant Superintendent, Teaching and Learning/designee; Specialist, SBDM; President of the 15th District PTA/designee, and other member(s) as determined by the Superintendent.

### **APPEAL**

Within ten (10) school days after the complainant has been informed of the Local Review Committee's ~~committee's~~ decision, the complainant may appeal ~~it the decision,~~ in writing, to the Assistant Superintendent/designee for the school.

Upon receipt of the appeal, the Assistant Superintendent/designee shall convene the District Appeal Committee, which shall ~~will~~ review the challenged material and the decision of the Review Committee and make a determination whether to uphold or reverse the decision. ~~Within and, within ten~~ (10) school days, the Assistant Superintendent shall notify the complainant and Principal of the District ~~his/her~~ determination.

Within ten (10) school days after the complainant has been informed of the decision of the Assistant Superintendent/designee, the complainant may appeal the decision, in writing, to ~~the-the~~ Superintendent Board.

The Superintendent shall ~~Board will~~ consider the appeal ~~at the next scheduled meeting~~ and so notify the complainant of ~~his/her/their its~~ final decision within ten (10) school days regarding the challenged material.

~~The process for the review and reevaluation of instructional materials is the responsibility of the SBDM Council, or in schools without an SBDM Council, the School Leadership Team (SLT). The SBDM Council/SLT may solicit a recommendation from an appointed SBDM/SLT Review Subcommittee. It is the responsibility of the SBDM Council/SLT to determine whether it will serve as the Review Committee or will solicit a recommendation from an appointed SBDM/SLT Review Subcommittee. The challenged materials will be retained or withdrawn as mandated by the decision of the SBDM Council/SLT.~~

### **LEVEL I: INITIAL CONCERN**

- ~~1. — The complainant states to the local school Principal, unit head, or a designee a concern related to instructional materials.~~
- ~~2. — The Principal, unit head, or designee schedules with the complainant a conference intended to resolve the complaint.~~
- ~~3. — Within five business days following the conference, the Principal, unit head, or designee provides the complainant a written decision concerning use of the instructional materials. (During this time, the materials will remain in use.)~~

~~Note: At Level I, the Principal, unit head, or designee will attempt to resolve the issue informally by explaining the rationale for including the materials in the instructional program. The explanation should focus on the selection procedures and criteria, qualification of persons selecting the materials, the place the challenged materials occupy in the educational program, the materials' intended educational usefulness, and additional information regarding their use.~~

**Review of Challenged Instructional Materials****APPEAL (CONTINUED)****~~LEVEL II: WRITTEN REQUEST FOR REVIEW AND REEVALUATION~~**

~~If, after consultation at Level I, the complainant wishes to file a written request for review and reevaluation of the instructional materials, the Principal, unit head, or designee assists the complainant in taking the following steps:~~

- ~~1. The complainant completes a Request for Reconsideration of Instructional Materials form (found in Administrative Procedure 08.2322 AP.21), signs the form, and files it with the Principal, unit head, or designee.~~

~~Notes: Access to challenged instructional materials shall not be restricted during the reconsideration process. In unusual circumstances, however, access may be restricted temporarily by unanimous agreement of the SBDM Council/SLT.~~

**~~LEVEL II: WRITTEN REQUEST FOR REVIEW AND REEVALUATION~~**

~~The Principal, unit head, or designee shall follow procedures established by the SBDM Council/SLT and may use the form Staff/School Council Reconsideration of Instructional/Library Materials found in Procedure 08.2322 AP 22 during consideration.~~

**~~LEVEL II: WRITTEN REQUEST FOR REVIEW AND REEVALUATION (CONTINUED)~~**

- ~~2. Follow Board Policy 02.42411 Appeal of Decisions and use the form Staff/School Council Reconsideration Decision found in Procedure 08.2322 AP 23 to share the decision with the complainant.~~

**MISCELLANEOUS**

- ~~1. The decision of the SBDM Council/SLT is intended for the school it serves and does not apply to instructional materials in any other school.~~
- ~~2. Requests to reconsider materials that have previously been before the SBDM Council/SLT must receive the approval of a majority of its members before the materials will again be reconsidered. Every reconsideration request form shall be acted upon by the SBDM Council/SLT.~~

EXPLANATION: SB 1 AMENDS KRS 160.345 TO REQUIRE THE SUPERINTENDENT TO DETERMINE WHICH CURRICULUM, TEXTBOOKS, INSTRUCTIONAL MATERIALS, AND STUDENT SUPPORT SERVICES SHALL BE PROVIDED IN THE SCHOOL AFTER CONSULTING WITH THE BOARD, THE PRINCIPAL, AND THE SCHOOL COUNCIL. RECONSIDERATION OF INSTRUCTIONAL/LIBRARY MATERIALS IS ADDRESSED IN 08.2322 AP.21.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2322 AP.22

**Staff/School Council Reconsideration of Instructional/Library Materials**

**CHECKLIST FOR THE REVIEW OF INSTRUCTIONAL/LIBRARY MATERIALS**

**THE SBDM/SCHOOL LEADERSHIP TEAM (SLT) MAY FILL OUT THE FOLLOWING FORM WHEN RECONSIDERING INSTRUCTIONAL/LIBRARY MATERIALS.**

**SCHOOL:** \_\_\_\_\_

Please check type of materials:

- ☐ Audio recording
- ☐ Book
- ☐ Computer program
- ☐ Internet-based resource
- ☐ Pamphlet
- ☐ Periodical (magazine)
- ☐ Periodical (newspaper)
- ☐ Video recording
- ☐ Other \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher, Producer, or URL: \_\_\_\_\_

**A. PURPOSE**

1. What is the overall purpose of these materials? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. AUTHENTICITY**

1. Is the author competent and qualified in the field? ☐ Yes ☐ No
2. What is the reputation and significance of the author and publisher/producer in this field?  
\_\_\_\_\_  
\_\_\_\_\_
3. Are the materials up to date? ☐ Yes ☐ No
4. Are information sources well documented? ☐ Yes ☐ No
5. Are translations and retellings faithful to the original? ☐ Yes ☐ No

**C. APPROPRIATENESS**

1. Do the materials promote the educational goals and objectives of the school's curriculum?  
☐ Yes ☐ No
2. Are they appropriate to the level of instruction intended? ☐ Yes ☐ No
3. Are the illustrations appropriate to the subject and age levels? ☐ Yes ☐ No



**Staff/School Council Reconsideration of Instructional/Library Materials****D. CONTENT**

1. ~~Is the content of these materials well presented by providing adequate scope, range, depth, and continuity?~~ ☐ ~~Yes~~ ☐ ~~No~~
2. ~~Do these materials present information not otherwise available?~~ ☐ ~~Yes~~ ☐ ~~No~~
3. ~~Do these materials give a new dimension of direction to its subject?~~ ☐ ~~Yes~~ ☐ ~~No~~

**E. REVIEWS**

List reputable selection aids in which these materials were reviewed:

1. Source of review: \_\_\_\_\_  
Date of review: \_\_\_\_\_  
☐ Favorably reviewed ☐ Unfavorably reviewed
2. Source of review: \_\_\_\_\_  
Date of review: \_\_\_\_\_  
☐ Favorably reviewed ☐ Unfavorably reviewed
3. Source of review: \_\_\_\_\_  
Date of review: \_\_\_\_\_  
☐ Favorably reviewed ☐ Unfavorably reviewed

A substantially equivalent electronic form may be used by the District in lieu of this paper form.

EXPLANATION: SB 1 AMENDS KRS 160.345 TO REQUIRE THE SUPERINTENDENT TO DETERMINE WHICH CURRICULUM, TEXTBOOKS, INSTRUCTIONAL MATERIALS, AND STUDENT SUPPORT SERVICES SHALL BE PROVIDED IN THE SCHOOL AFTER CONSULTING WITH THE BOARD, THE PRINCIPAL, AND THE SCHOOL COUNCIL.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2322 AP.23

**Staff/School Council Reconsideration Decision**

**~~THE SBDM COUNCIL/SCHOOL LEADERSHIP TEAM (SLT) WILL USE THE FOLLOWING FORM TO RESPOND TO A REQUEST FOR RECONSIDERATION.~~**

\_\_\_\_\_  
(Date)

Dear \_\_\_\_\_:

The ~~SBDM Council/SLT~~ Review Committee has reviewed your request to reconsider\_\_\_\_\_. We have decided to:

- ☐ Take no removal action
- ☐ Remove all or part of the challenged material from the total school environment
- ☐ Allow students to use alternate titles, approved by involved school personnel
- ☐ Other, as specified \_\_\_\_\_.

You must contact me within ten (10) days of the date of this letter if you wish to appeal this decision to the Superintendent.

Thank you for your interest in our school and the instructional materials used.

Sincerely,

\_\_\_\_\_  
*Principal's Signature*

\_\_\_\_\_  
*School*

A substantially equivalent electronic form may be used by the District in lieu of this paper form.

EXPLANATION: HB 563 (2021) AMENDED KRS 156.070 TO CLARIFY THAT ANY STUDENT WHO TRANSFERS ENROLLMENT FROM A DISTRICT OF RESIDENCE TO A NONRESIDENT DISTRICT SHALL BE INELIGIBLE TO PARTICIPATE IN INTERSCHOLASTIC ATHLETICS FOR ONE (1) CALENDAR YEAR FROM THE DATE OF TRANSFER.

STUDENTS

09.12 AP.21

**Nonresident Student Enrollment Transfer Registration Form**

**Jefferson County Public Schools**

Form to be used by NONRESIDENT students requesting enrollment admission.

To be submitted to the JCPS Office of School Choice

Student's Name \_\_\_\_\_  
*Last First Middle Initial*

Parent/Guardian \_\_\_\_\_  
*Last First Middle Initial*

Home Address \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Present District and School \_\_\_\_\_ Present Grade \_\_\_\_\_

Requested School \_\_\_\_\_ For School Year \_\_\_\_\_ Grade \_\_\_\_\_

Date of Request: \_\_\_\_\_

Reason for Enrollment Request Transfer \_\_\_\_\_

**NOTICE**

1. A nonresident enrollment Transfers involving athletics shall will be in accordance with Kentucky High School Athletic Association (KHSAA) By-Laws. Any student who transfers enrollment from a district of residence to a nonresident district shall be ineligible to participate in interscholastic athletics for one (1) calendar year from the date of enrollment transfer.
2. A request for enrollment shall be considered in accordance with Administrative Procedure 09.12 AP.22 based on school capacity and a review of a student's school records regarding grades, attendance, and behavior.
3. The parent/guardian shall submit the following school records for the current and prior year: report card/transcript; statement of student attendance; and behavior record.
- 2.4. A request for enrollment Requests for transfer for a nonresident middle or and high school students shall be are considered incomplete until class scheduling information has been submitted to the prospective school.

I UNDERSTAND THAT, IF APPROVED;

- THIS ENROLLMENT ASSIGNMENT WILL BE GRANTED FOR ONLY ONE (1) SCHOOL YEAR AND THAT
- ANY SPECIAL TRANSPORTATION NEEDED IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN
- THE PARENT/GUARDIAN SHALL PAY THE TUITION APPROVED BY THE JEFFERSON COUNTY BOARD OF EDUCATION.

*Parent/Guardian's Signature*

*Date*

**Nonresident Student Enrollment Transfer/Registration Form****TO BE COMPLETED BY CENTRAL OFFICE PERSONNEL**

<u>Application Complete</u>	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	Date _____
Application <u>Decision</u>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date _____
Parent <u>e</u> 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 _____			

\_\_\_\_\_  
*Superintendent/designee's Signature*\_\_\_\_\_  
*Date*\_\_\_\_\_  
*Superintendent/designee's Printed Name*

A substantially equivalent electronic form may be used by the District in lieu of this paper form.

EXPLANATION: HB 563 (2021) AMENDED KRS 158.120 TO REQUIRE THAT BY JULY 1, 2022, LOCAL BOARDS ADOPT A NONRESIDENT PUPIL POLICY TO GOVERN THE TERMS UNDER WHICH THE DISTRICT SHALL ALLOW ENROLLMENT OF NONRESIDENT PUPILS.

FINANCIAL IMPLICATIONS: NONRESIDENT PUPILS WILL BE COUNTED IN ADA FOR STATE FUNDING  
JCPS STAFF RECOMMENDED CHANGES

STUDENTS

09.12 AP.22

## **Nonresident Student Enrollment**

### **NONRESIDENT TRANSFERS**

This procedure shall be followed for a ~~These nonresident student pupils~~ requesting enrollment in a school in ~~the this District shall follow these procedures:~~

1. The parent/guardian shall complete and sign ~~Complete the~~ District's Nonresident Student Transfer/Registration Form~~school's registration forms, which must be signed by the parent/guardian(s).~~
2. The Office of School Choice shall ~~Principal will~~ review the application and the student's pupil's school records. The parent/guardian of a student pupil shall provide the following documents to the Office of School Choice~~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.
  - Student's record of any suspension or expulsion.
3. A nonresident student shall ~~Nonresident pupils will~~ only be enrolled in a ~~admitted when they can be assigned to~~ school that has capacity as determined by the Office of School Choice in accordance with Administrative Procedure 09.11 AP.22 Student Transfers~~classes where the enrollment is below the allowable maximum.~~
4. A nonresident student who was suspended or expelled from the student's ~~his/her~~ previous school during the last school year will have his/her/their records and experiences reviewed before permission is granted by the Office of School Choice for enrollment.
5. A Nonresident student pupils may be enrolled in a District school ~~admitted to the District's schools~~ in accordance with Board policies ~~policy~~ 09.1222; and 09.124.
6. The decision of the Office of School Choice ~~Principal in granting enrollment of a nonresident student pupils may be appealed to the Chief of Schools Superintendent, whose decision shall be final. If the decision of the Superintendent is not satisfactory, an appeal may be made to the Board. The decision of the Board shall be final.~~

### **RELATED POLICIES:**

09.12 (all procedures)

09.1222; 09.124 (all procedures)

THIS CHANGE IS RECOMMENDED BY JCPS HUMAN RESOURCES TO CLARIFY LANGUAGE AND ALIGN THIS ADMINISTRATIVE PROCEDURE TO CURRENT PRACTICE.

PERSONNEL

03.21 AP.23

- CLASSIFIED 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 school system. 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. Classified applicants must provide contact information for ~~five (5)~~ references. Two (2) professional references from that contact list must respond prior to a job offer. Applicant interview screening forms are available in the Human Resources Department.

Review/Revised:7/21/2020

### **Naming of Schools, Facilities, or Alternative Education Programs**

The naming or renaming of a District school, facility, or alternative education program shall be done in conformity with Board Policy 05.11 *School Property--Naming Facilities and Alterations*. A school, an alternative education program, or facility (e.g., building, athletic field, library, classroom, gymnasium, or other area of district property) shall only be named by action of the Board.

#### **NAMING A NEW SCHOOL, FACILITY, OR ALTERNATIVE EDUCATION PROGRAM**

Preference shall be given to names that are supported by residents of the school or program attendance area and their representatives. Therefore, the Superintendent/designee shall solicit input regarding the name of a new school, facility, or alternative education program from a wide range of community members and stakeholders. For a school or program that does not serve the entire District, the Superintendent/designee shall focus particular attention on soliciting input from within the school's or program's attendance area.

Recommendations shall be solicited from a variety of community members and stakeholders, who may include, but not be limited to:

1. The Principal, if he/she/they have been hired;
2. Families of school-aged children within the attendance area;
3. Neighborhood organizations;
4. Community-based organizations that serve or represent families in the attendance area;
5. Elected representatives and other community leaders; and
6. Business Association or Chamber of Commerce.

The Superintendent/designee shall synthesize and summarize the community input received and make a determination for the name to be recommended to the Board. The Superintendent shall submit a summary of community input as a single packet with the recommendation to the Board for consideration and approval.

#### **RENAMING EXISTING SCHOOLS, FACILITIES, OR ALTERNATIVE EDUCATION PROGRAMS**

Preference shall be given to names that are recommended by residents of the school or program attendance area and their representatives. Therefore, to rename a school, facility, or alternative education program, a recommendation for the name change:

1. Shall include endorsements from the following:
  - a) Principal of the school or alternative education program;
  - b) SBDM Council or other appropriate school or program-based decision making/advisory body, if applicable;
  - c) Parent Teacher Association, parent booster association /or other appropriate parent representative body, if applicable; and
2. May include endorsements from other individuals, entities, or organizations. Examples, if applicable, include, but are not limited to:
  - a) School-sponsored student organizations;
  - b) Family Resource/Youth Service Center Advisory Board;
  - c) Alumni Association;

## **Naming of Schools, Facilities, or Alternative Education Programs**

### **RENAMING EXISTING SCHOOLS, FACILITIES, OR ALTERNATIVE EDUCATION PROGRAMS (CONTINUED)**

- a) Neighborhood Association;
- b) Elected representatives or other community leaders; or
- c) Business Association or Chamber of Commerce.

A recommendation for renaming a school, alternative education program, or facility shall be submitted to the superintendent/designee a single packet by the Principal for preparation and submission to the Board for consideration and approval.

### **NAMING AN EXISTING FACILITY WITHIN A SCHOOL OR ALTERNATIVE EDUCATION PROGRAMS**

Preference shall be given to names that are recommended by residents of the school attendance area and their representatives. Therefore, for a school or alternative education program to name an existing unnamed facility (e.g., building, athletic field, library, classroom, gymnasium, or other area of district property), it is required that a recommendation to add a name include endorsements from the following:

1. Shall include endorsements from the following:
  - a) Principal of the school or alternative education program;
  - b) SBDM Council or other appropriate school or program-based decision making/advisory body, if applicable;
  - c) Parent Teacher Association, parent booster association /or other appropriate parent representative body, if applicable; and
2. May include endorsements from other individuals, entities, or organizations. Examples, if applicable, include but are not limited to:
  - a) School-sponsored student organizations;
  - b) Family Resource/Youth Service Center Advisory Board;
  - c) Alumni Association;
  - d) Neighborhood Association
  - e) Elected representatives or other community leaders; or
  - f) Business Association or Chamber of Commerce.

A recommendation for naming an existing facility within a school or alternative education program, or facility shall be submitted to the superintendent/designee a single packet by the Principal for preparation and submission to the Board for consideration and approval.