

EXPLANATION: HB 449 AMENDS KRS 160.180 TO EXPAND THE ACCEPTABLE DOCUMENTATION FOR EVIDENCING A SCHOOL BOARD CANDIDATE'S COMPLETION OF HIGH SCHOOL.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF BOARD OF EDUCATION

01.3 AP.21

Application for Board Vacancy

| | | | |
|---------------------------------|-------|-------|------------------|
| Jefferson County Public Schools | | | |
| District # _____ | | | |
| Name: _____ | | | Birthdate: _____ |
| Last | First | MI | |
| Address: _____ | | | |
| Street or Box # | | State | Zip Code |
| Telephone: _____ | | | |
| Business | | Home | Cell |
| Email Address: _____ | | | |

1. Have you been a citizen of Kentucky for a minimum of at least the last three (3) years? Yes No
2. Are you registered to vote in the District you wish to serve? Yes No
3. Are you an officer of, or employed by, any city, county, consolidated local government, or other municipality? Yes No
If yes, please identify. _____
4. Does the School District where you reside presently employ you? Yes No
5. Do you have any relatives employed by the District? Yes No
If yes, please indicate their relationship to you:
 Brother Sister Husband Wife Son Daughter Father Mother
 Other _____
6. Have you ever been a member of any local Board of Education in Kentucky? Yes No
If so, which District _____ and when _____?
7. Do you currently hold any elective federal, state, county, or city office? Yes No
If yes, please identify. _____
8. Do you own or are you a stockholder in a business involved in sales or other contracts with the Board or with individual schools of the District? Yes No
If yes, please identify. _____
9. Do you work for a company that provides any goods or services to the District or with the individual schools of the District? Do you receive any commissions or other benefits as a result of any contracts or business with the District? Yes No
If yes, please describe. _____
10. Have you ever been fined or convicted for violation of any law? Are you now facing any charges for any violation of law? Yes No
If yes, please describe. _____

Application for Board Vacancy
COUNTY CLERK'S CERTIFICATION

RESIDENCE AND VOTER REGISTRATION FOR SCHOOL BOARD APPOINTMENT

JEFFERSON COUNTY CLERK: Please complete this form as it applies to the legal residence status of the applicant for school board appointment.

_____ who resides at _____
Name Address

is a resident and registered voter in _____ School District.

Certified by: _____

Jefferson County Clerk's Office

Date: _____

NOTE: This form must be completed by the County Clerk and returned to Superintendent, ATTN: Board Vacancy, VanHoose Education Center, 3332 Newburg Road, Louisville, KY 40218, along with the other four (4) pages of the application.

Substantially equivalent electronic forms may be used by the District in lieu of these paper forms.

RELATED PROCEDURE:

01.3 AP.2

EXPLANATION: HB 449 AMENDS KRS 160.570 REMOVING THE LIMIT OF DEPOSITORYIES A DISTRICT MAY APPOINT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.2 AP.1

Depositories

SELECTION OF DEPOSITORY(IES)

| The Superintendent shall notify the Board if a depository or depositories (~~up to 3~~) are to be selected with an effective date of July 1.

EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION

06.0 AP.1

Implementation of Transportation System

District personnel shall comply with requirements established in Kentucky Administrative Regulations, [the Statewide Transportation Services Policy Guidelines](#), the *Pupil Transportation Management Manual*, and other documents and forms prepared and distributed by the Kentucky Department of Education, Division of Pupil Transportation, [and Board Policy 09.2261](#).

EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING DRIVER RIGHTS AND THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION

06.22 AP.1

Driver's Rights and Responsibilities

Bus driver qualifications and responsibilities are found in state regulation, local transportation manuals, District job descriptions, and in documents distributed by the Kentucky Department of Education.

DRIVER RIGHTS

[Driver rights are delineated in KRS 158.110 and Board Policy 06.22.](#)

EXPLANATION: THE ADMINISTRATIVE OFFICE OF THE COURTS (AOC) HAS DEVELOPED THEIR OWN FORM AOC-JW-8 FOR CERTIFYING THIS INFORMATION. THIS FORM IS RECOMMENDED TO BE RESCINDED AND THEIR FORM TO BE USED INSTEAD.

FINANCIAL IMPLICATIONS: TIME SAVINGS NOT HAVING TO FILL OUT MULTIPLE FORMS

STUDENTS

09.14 AP.2

Juvenile Justice Agency Certification Form

Date: _____

Name of Agency Receiving Records: _____

The _____ Schools have released education records of

_____, who was born on _____

Student's Name

~~to the above named agency. On behalf of the above named agency, I certify that the student records received shall not be released to anyone except those authorized by law to receive them without the written consent of the parent of the above named child.~~

Printed Name of Agency Representative

Signature of Agency Representative

Date

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

EXPLANATION: HB 829 CREATES KRS 218B.045 WHICH REQUIRES THE BOARD TO ENACT A POLICY BY DECEMBER 1, 2024, TO EITHER PERMIT OR PROHIBIT THE USE OF MEDICINAL CANNABIS BY A STUDENT ON SCHOOL PROPERTY.
IF THE BOARD DOES NOT PERMIT THE USE OF MEDICINAL CANNABIS, THIS FORM IS NOT NEEDED.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2242 AP.2

Medicinal Cannabis Administration

I (the school nurse or other school staff member) refuse to administer or supervise the administration of medicinal cannabis on school property.

Name: _____ Title: _____

Signature: _____ Date: _____

EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED UPON KDE TRANSPORTATION SERVICES POLICY GUIDELINES. AND AT LEAST ONE (1) PARENT OR GUARDIAN OF EACH STUDENT TO ACKNOWLEDGE IN WRITING THE RECEIPT, COMPREHENSION, AND AGREEMENT OF ADHERENCE TO THE TRANSPORTATION SAFETY POLICY WITHIN SEVEN (7) DAYS OF THE STUDENT'S FIRST DAY OF ATTENDANCE DURING EACH SCHOOL YEAR. PER KRS 148.158, KDE SHALL DEVELOP OR UPDATE AS NEEDED AND DISTRIBUTE TO ALL DISTRICTS BY AUGUST 31 OF EACH EVEN-NUMBERED YEAR THE TRANSPORTATION SERVICES POLICY GUIDELINES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2261 AP.2

Transportation Services Policy Acknowledgement Form

Per KRS 148.158, the Superintendent/designee shall require every student in the District and at least one (1) parent or guardian of each student to acknowledge in writing the receipt, comprehension, and agreement of adherence to the [Transportation Services Policy](#) within seven (7) days of the student's first day of attendance during each school year. Failure to submit written acknowledgement by a student or their parent or guardian may be grounds for revocation of a student's transportation privileges until the acknowledgment is properly received.

I ACKNOWLEDGE THE RECEIPT, COMPREHENSION, AND AGREEMENT OF ADHERENCE TO THE TRANSPORTATION [SERVICES](#) POLICY (09.2261) PROVIDED BY THE DISTRICT.

SCHOOL: _____ DATE: _____

STUDENT NAME (PRINTED) _____ STUDENT SIGNATURE _____

PARENT/GUARDIAN NAME (PRINTED) _____ PARENT/GUARDIAN SIGNATURE _____

Per KRS 148.158, [the Kentucky Department of Education](#) shall develop or update as needed and distribute to all districts by August 31 of each even-numbered year the [Transportation Services Policy Guidelines](#).

EXPLANATION: HB 271 AMENDS KRS 620.030 TO ALLOW A WRITTEN REPORT, INCLUDING BUT NOT LIMITED TO ELECTRONIC SUBMISSION, OF DEPENDENCY, NEGLECT, OR ABUSE OF A CHILD.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.227 AP.1

Child Abuse/Neglect/Dependency

MAKING AN OFFICIAL REPORT

District employees who receive information from or about a student that causes them to know or gives them reasonable cause to believe that a child is dependent, neglected, abused, or is a victim of human trafficking, or is a victim of female genital mutilation, will promptly make an official oral or written report, including but not limited to electronic submission, to the proper authorities listed in the *JCPS Safety and Emergency Procedures Manual, Child Abuse/Neglect/Dependency* in the manner provided in the manual. All employees who know or have reasonable cause to believe that a child is dependent, neglected, or abused have the responsibility to report. Any attempt to prevent such a report is illegal.

The individual making an official report should make a personal record of the report, including the date and time of report and name of the individual to whom the report was made.

The confidentiality of identifying information pertaining to individuals making a report is protected as provided by ~~statute~~ (KRS 620.050).

EXPLANATION: SB 11 AMENDS KRS 610.345 TO REQUIRE NOTICE TO SCHOOLS PRIOR TO FILING OF A PUBLIC OFFENSE PETITION AGAINST A CHILD IN CERTAIN CASES AND ALLOWS THE SUPERINTENDENT TO DESIGNATE AN EMPLOYEE OF THE DISTRICT TO RECEIVE NOTICES AND CARRY OUT THE SUPERINTENDENT'S RESPONSIBILITIES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.43 AP.1

Juvenile Court Records

RECEIPT BY PRINCIPAL

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Superintendent may designate an employee of the District to receive notices and carry out the Superintendent's responsibilities. The Superintendent/designee shall provide the clerk and the court-designated worker with notice of any designation and the name and contact information for the Superintendent's designee.

~~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.

If the petition is dismissed or informally adjusted, the clerk shall notify the Superintendent or the Principal of the disposition, and all records of the incident or notification created in the District or the school shall be destroyed and shall not be included in the child's school records. For purposes of destruction, education records created by the school shall not be destroyed.

EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING DRIVER RIGHTS AND THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

DRAFT ALL NEW LANGUAGE 5/8/24

TRANSPORTATION

06.34 AP.2

Bus Driver's Report of Student Conduct

For behavior that requires a student to be removed from the bus, also complete Form 09.425 AP.21.

Date: _____ To: _____
Principal's Name

| | | | |
|-----------------------|-------------------|-----------------------------------|-----------------------|
| Student's Name | | | |
| | <i>Last Name</i> | <i>First Name</i> | <i>Middle Initial</i> |
| School | Bus Number | Trip Number, if applicable | |

STATEMENT OF MISCONDUCT: The student named above has violated the following rule or standard of conduct and has demonstrated the behavior described below, which constitutes cause for discipline which may include including, but is not limited to, suspension of bus-riding privileges.

- | | |
|---|---|
| <input type="checkbox"/> Violation of safety procedures | <input type="checkbox"/> Tobacco/Alternative Nicotine/Vapor Product |
| <input type="checkbox"/> Destruction of property | <input type="checkbox"/> Eating/Drinking/Littering |
| <input type="checkbox"/> Fighting/Pushing/Tripping | <input type="checkbox"/> Rude/Discourteous/Annoying behavior |
| <input type="checkbox"/> Excessive mischief | <input type="checkbox"/> Unacceptable language |
| <input type="checkbox"/> Graffiti/Defacing the bus | <input type="checkbox"/> Other _____ |

Incident reported by: _____ on _____ at approximately _____ AM PM
Incident investigated by: _____ on _____ at approximately _____ AM PM

Bus Driver's Signature *Date*

DISCIPLINARY ACTION TAKEN:

The above disciplinary action shall begin on _____

The above disciplinary action shall end on _____

Principal/designee's Signature *Date*

PARENT/GUARDIAN PARENTAL NOTIFICATION

This report informs you of student misconduct on the bus by your child. We encourage you to discuss the problem with your child the student and solve it before further disciplinary action is required. A student Students-whose bus-riding privileges have been withheld shall not be eligible to transfer to another bus.

LEGAL: HB 471 AMENDS KRS 159.075 TO ALLOW THE USE OF MILITARY ORDERS AS PROOF OF RESIDENCY FOR ENROLLMENT OR COURSE REGISTRATION IN A SCHOOL AND PROHIBIT IN-PERSON ENROLLMENT OR COURSE REGISTRATION WHEN PREVENTED DUE TO OFFICIAL MILITARY DUTIES. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

0909.121 AP.1

Entrance Age

MANDATORY ENROLLMENT

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

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

ENROLLMENT PROCEDURES

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

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

Entrance Age

ENROLLMENT PROCEDURES (CONTINUED)

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

The District shall not require the parent/~~or~~ guardian of a child to appear in person for enrollment or course registration, including enrollment in a specific school or program within the District, when the parent/guardian is prevented from doing so due to official military duties.

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

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

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

MINOR STUDENT NOT RESIDING WITH PARENT OR LEGAL GUARDIAN

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

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

Entrance Age

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

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

Important Note:

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

LATE ENROLLMENT

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

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

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

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

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

Entrance Age

EARLY ADMISSION TO P1 (KINDERGARTEN)

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

Criteria for Early Entrance to P1 (Kindergarten)

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

Contact the Early Childhood Office for additional information.

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

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

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

Entrance Age

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

- If a student is recommended by the Board for accelerated placement into the second level of the Primary Program, the District shall forward that recommendation to the department for approval with the following:
 - A list of data sources used in making the decision
 - A list of all individuals who submitted the data sources
 - A list of team members
 - The data needed to create a pupil attendance record

REFERENCES:

KRS 158.030; KRS 158.031
702 KAR 7:125

RELATED PROCEDURE:

09.12 AP.1