

## PERSONNEL

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### - CERTIFIED PERSONNEL -

#### Hiring

The following procedures shall apply in the recruitment, selection, and employment of all certified personnel hired in the District.

##### RECRUITMENT

Recruiting shall be the responsibility of the Superintendent/designee. Efforts shall be made to recruit a quality staff to include, but not be limited to:

1. Working through placement bureaus of regional and state colleges and universities;
2. Working with state educational associations and the state department of education;
3. Advertising through appropriate media.

##### POSTING

Vacancies shall be posted on the Kentucky Department of Education and District web sites.

##### CERTIFIED VACANCIES

The Superintendent/designee shall notify the Chief State School Officer of the vacancy at least fifteen (15) days prior to filling the position. When such a vacancy needs to be filled in fewer than fifteen (15) days to prevent disruption of necessary instructional or support services, a waiver may be requested from the Chief State School Officer. If the waiver is approved, the appointment shall not be made until the person selected has been approved by the Chief State School Officer.

##### APPLICATIONS

All applications for positions shall be made utilizing electronic forms furnished by the Department of Human Resources.

The Superintendent/designee shall review each application for completeness and shall send an e-mail notice to each applicant indicating (a) the date of the review and (b) any additional materials requested.

##### CRIMINAL RECORD INQUIRY

The District shall make appropriate inquiries with law enforcement agencies to ascertain if an applicant has a criminal record. ~~The applicant shall submit with the application his/her check or money order in the required amount made payable to the "Fayette County Board of Education."~~ To complete this requirement, the applicant recommended for hire shall be finger-printed by the Department of Human Resources or other agency authorized by the Kentucky State Police.

##### EEOC COMPLIANCE

The Equal Employment Opportunity Commission recordkeeping regulations require the District to maintain records in chronological order of the name, address, sex and race of all persons who have applied for employment, including the dates on which such applications are made.

**Hiring****ELIGIBILITY VERIFICATION**

The United States Immigration and Naturalization Service (INS), Immigration Reform and Control Act of 1986, requires that eligibility for employment in the United States shall be verified. Accordingly, the applicant shall file with the Department of Human Resources the required documents for verification as specified by the INS. The applicant shall advise the Department of Human Resources, in advance, of the need to determine appropriate alternative documents if s/he is unable to provide the required documents.

**SUPPORTING MATERIALS**

*Certification* - Certified personnel shall hold valid certification issued by the state of Kentucky and shall file the certificate with the Department of Human Resources. Individuals who are to complete the beginning teacher internship shall file a valid Confirmation of Employment/Statement of Eligibility.

The Department of Human Resources shall review the files of all certified employees appointed to positions and provide the appropriate administrator with a listing of any credentials that are incomplete.

*References* - Beginning teachers shall include in their list of references the names of their supervising or cooperating teacher and college coordinator of student teaching. Experienced personnel should include the name of their present principal and/or supervisor. The applicant shall provide specific and correct names, mailing addresses (including ZIP code), and email addresses for all references.

For other applicants, three (3) confidential references are required. The applicant shall provide specific and correct names, addresses (including ZIP code), and email addresses for all references.

**EXPIRATION OF CERTIFICATION/LICENSURE**

When an employee's required certification/license has expired, the following process shall be implemented:

1. The employee will be notified in writing of the expired certificate/license and temporary placement and guidelines.
2. When an employee has allowed a certification/license to expire, the employee will be temporarily placed in a non-certificate/license required position for thirty (30) days to allow for follow up on renewal of the certificate/license.
3. When the period of thirty (30) days has lapsed and certificate/license has not been renewed/updated, the employee will be terminated.
4. The employee may reapply when the certificate/license has been renewed; however the District will be under no obligation to rehire the individual.
5. The employee's salary will be adjusted to the thirty (30) temporary placement job salary, and the District will be under no obligation to retroactively pay the individual once the certificate/licenses has been renewed/updated.

**Hiring****EXPIRATION OF CERTIFICATION/LICENSURE (CONTINUED)**

6. If the employee is able to renew/update the certificate/license before the thirty (30) day timeline, they will be placed in a position similar to the one previously held; however, there is no guarantee of placement in the same position or at the same location.

**ADDITIONAL DOCUMENTS**

In the event employment is offered to the applicant, s/he shall submit the following additional required support documents/items or take the appropriate additional action, as specified:

Health Certificate - Prior to beginning work, employees are required to submit a health certificate. The certificate shall verify a completed medical examination within the ninety (90) day period immediately prior to the employment date.

ADA Form - The Special Notice to Disabled Individuals shall be available to employees who wish to volunteer information concerning any personal physical or mental disability in accordance with the Rehabilitation Act and Americans with Disabilities Act.

Tax Exemption Certificates - The W-4 (federal) and K-4 (Kentucky) tax exemption certificates shall be completed for income tax purposes.

Employment Eligibility Verification - The Form I-9 shall be completed for employment eligibility.

Job Description - New employees shall sign their job description, which shall delineate the general duties and responsibilities of the position. (Job descriptions shall not be considered all-inclusive descriptions of the job, but shall indicate the general parameters of the duties and responsibilities of the position.)

Letter from the Cabinet for Health and Family Services – stating there are no administrative findings of child abuse or neglect on record.

**SELECTION FACTORS**

The Superintendent/designee shall screen applicants based on the following factors:

1. Certification (when required for the position)
2. Educational background
3. Previous work experience
4. Recommendations
5. Results from required testing

**HIRING OF RELATIVES OF THE PRINCIPAL/HIRING MANAGER**

The Superintendent shall not employ a relative of a member of the Board.

A relative of the Superintendent shall not be employed except as provided by KRS 160.380.



### **Hiring**

#### **HIRING OF RELATIVES OF THE PRINCIPAL/HIRING MANAGER (CONTINUED)**

The Superintendent shall not employ a relative of any employee to work under the direct or indirect supervision of that employee. "Relative" means father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, (including subcategories of in-law, half and step relatives).

Exception to the above is substitute personnel.

#### **COMPLETION OF EMPLOYMENT PROCESS**

For SBDM schools, hiring shall follow statutory guidelines and the provisions of Policy 02.4244, and the Superintendent shall complete the hiring process. Decisions on ~~District Office~~ ~~It's About Kids—Support Services~~ and District-wide personnel shall be made by the Superintendent/designee. The Superintendent shall inform the Board of the appointment of all personnel.

#### **HIRING OF RETIRED PERSONNEL**

Re-employment on a full-time basis of persons previously retired from the District shall not be a standard practice. In an emergency situation, however, consideration and employment of retired personnel is acceptable, as long as it can be demonstrated that the individual is the best qualified person for a particular vacancy.

#### **SCREENING/INTERVIEW**

Interview teams, as appointed by the Superintendent/designee, shall determine those applicants to be interviewed in accordance with the needs of the school system.

The first phase of applicant screening for basic qualifications shall be conducted by the Department of Human Resources. Interview teams led by the school Principal, hiring manager, and/or the SBDM council, as appropriate under law, which include subject area specialists and principals, shall review and evaluate only those applicants who have successfully completed the credential screening by the Department of Human Resources.

The Division of Human Resources shall make available to the Principal and SBDM councils information regarding qualified applicants.

Applicants may be requested to provide additional information or to undergo further interviews regarding position-specific qualifications.

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

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



**Hiring****USE OF CONSULTANTS**

Consultant contracts must be approved in accordance with Board policy 01.11.

Consultants are those individuals retained by the District via contract to provide services to the District or an individual school that present District staff are unable to provide. The kinds of assistance sought from consultants may include, but are not necessarily limited to, services such as: conducting fact-finding studies, surveys, and research; providing counsel and/or training in areas requiring special expertise; and, assisting the District with policy development and/or program recommendations.

Before entering into any agreement with a consultant, the District shall obtain from the consultant a written proposal that details, at a minimum, the following information regarding the consultant and services to be provided:

1. The qualifications held by the consultant, which offer proof of the individual's experience and expertise in the appropriate service area;
2. The specific measurable objectives to be accomplished;
3. The specific tasks to be performed;
4. The target dates for completion of tasks;
5. The method to be used to report results to the District and/or to deliver any "product," e.g., plans, recommendations, training, etc.; and;
6. Total costs.

Written contracts, based on the above proposal, shall be required in all cases where a consultant is employed by the District. Such contracts shall specify the full amount to be expended for the contracted services, including amounts for travel and related expenses.

Employees that have retired under the Teachers' Retirement System (TRS) may be used as consultants on a limited basis, but only in keeping with requirements of TRS.

**CONTRACT**

Personnel hired by the Superintendent shall be notified of their contractual obligations electronically. Electronic contracts must be signed and returned to the Department of Human Resources within thirty (30) days of receipt.

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### Request for Protected Health Information

This form may be used to grant release of a patient's protected health information by the health care provider for an employee or student for purposes other than treatment, payment or health care operations.

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_  
*Name of Employee, Student 18 or older, or Parent/Guardian* *Name of Physician/Practice*  
to use and/or disclose my protected health information described below to \_\_\_\_\_  
*School District*

My protected health information will be used or disclosed upon request for the following purposes (name and explain each purpose): \_\_\_\_\_

This authorization for use and/or disclosure applies to the following information (please mark those that apply):

- ☐ Any and all records in the possession of the above-named physician or physician's practice, including mental health, HIV, and/or substance abuse records. (Please cross out any item you do not authorize to be released.)
- ☐ Records regarding treatment for the following condition or injury \_\_\_\_\_  
on or about \_\_\_\_\_.
- ☐ Records covering the period of time \_\_\_\_\_ to \_\_\_\_\_.
- ☐ Other (Specify and include dates.) \_\_\_\_\_.

I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to above-named physician/practice. I also understand that my revocation is not effective to the extent that the persons I have authorized to use and/or disclose my protected health information have acted in reliance upon this authorization.

I understand that I do not have to sign this authorization and that the above-named physician/practice may not condition treatment or payment on whether I sign this authorization.

I understand that information used or disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and no longer protected by federal laws and regulations regarding the privacy of my protected health information. **NOTE:** Redisclosure of HIV information shall comply with KRS 214.181 and KRS 214.625, which impose additional limitations on release of such information.

This authorization expires on the following date or event: \_\_\_\_\_.

I certify that I have received a copy of this authorization.

\_\_\_\_\_  
*Signature of Patient or Legally Recognized Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name of Patient or Legally Recognized Representative*

\_\_\_\_\_  
*Legally Recognized Representative's Authority*



**Notice of Privacy Practices**

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

Fayette County Public Schools ("FCPS"), as your group health plan, is required by federal law (the Health Insurance Portability and Accountability Act of 1996 or "HIPAA") to protect your personal health information by keeping it private and following certain rules that dictate whether and when FCPS can use or disclose your health information. Additionally, the law requires that FCPS maintain and provide upon request this Notice of Privacy Practices to inform its health plan members of their rights regarding health information and legal duties of FCPS and privacy practices with respect to protected health information.

FCPS is required to follow the terms of the Notice currently in effect. However, FCPS reserves the right to change the terms of this Notice and apply those changes to all protected health information currently maintained by FCPS. If this Notice is changed, you will be notified of the changed Notice within 60 days after the change is made, and a copy of the new Notice will thereafter be available upon request through the office of the Privacy Official.

For further information about this Notice, your rights and legal duties of FCPS regarding your health information, please contact FCPS Privacy Official, ~~450 Park Place~~ ~~H26 Russell Cave Rd.~~, Lexington, KY 405 ~~1105~~, 859-~~422-0316~~ ~~381-4118~~.

**PROTECTED HEALTH INFORMATION**

Protected health information is any written and oral health information about you, including demographic data that can be used to identify you. This is health information that is created or received by FCPS and that relates to your past, present or future physical or mental health or condition. It includes but is not limited to your name, age, address, a history of your illness or condition, injury or symptoms, tests given, x-rays taken and laboratory work conducted, and treatment provided to you. This Notice describes how your protected health information may be used or disclosed and what controls you may exercise over the use of your health information.

**USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION**

FCPS may use your protected health information for purposes of providing treatment, obtaining payment for treatment, and operating the health plan. Your protected health information may be used or disclosed only for these purposes unless FCPS has obtained your authorization or the use or disclosure is otherwise permitted by the HIPAA privacy regulations or state law. Disclosures of your protected health information for the purposes described in this Notice may be made in writing, orally, or by facsimile. Listed below are descriptions of specific ways in which FCPS may use and disclose your protected health information.

**TREATMENT**

FCPS may use and disclose your protected health information to coordinate or manage your health care and any related services. For example, FCPS may disclose your protected health information to physicians or other health care providers who may be treating you or consulting with respect to your care. FCPS may also disclose your protected health information to others who may be involved in your medical care such as health care workers, family members, or clergy.



**Notice of Privacy Practices****PAYMENT**

Your protected health information will be used, as needed, to obtain payment for the health care services provided to you. This may include communications to your insurance carrier or the Kentucky Office of Public Employee Health Insurance. For example, FCPS may need to disclose information to your insurance carrier to determine your eligibility for certain benefits or whether a particular service is covered under your plan. FCPS may also need to disclose protected health information to authorize payment of certain services provided to you.

**OPERATIONS**

FCPS may use or disclose your protected health information as necessary for the operation of the health plan. For example, FCPS may use your protected health information in order to conduct utilization reviews. FCPS may also use your protected health information in order to evaluate the effectiveness of the health plan. Additionally, FCPS may use your protected health information for the purpose of renewing or replacing a health insurance contract or health benefits. Some other uses and disclosure for health care operations may include: activities related to improving health care or reducing health care costs; underwriting and other insurance related activities; business planning and/or development; and internal grievance resolution.

**TREATMENT ALTERNATIVES**

FCPS may use or disclose your protected health information to tell you about or recommend possible treatment options or alternatives that may be of interest to you.

**HEALTH RELATED BENEFITS AND SERVICES**

FCPS may use or disclose your protected health information to tell you about health related benefits or services that may be of interest to you.

**INDIVIDUALS INVOLVED IN YOUR CARE OR PAYMENT OF YOUR CARE**

FCPS may use or disclose your protected health information to a friend or family member who is involved in your medical care or the payment of your medical care. FCPS may also tell your family or friends your location at the time of your care or that information may be communicated to an entity assisting in a disaster relief effort in order to communicate your condition status and location to your family. If you want any of this information restricted, then you must communicate that to FCPS using the appropriate procedure.

**AS REQUIRED BY LAW**

FCPS will disclose your protected health information when required to do so by federal, state, or local law. This may include reporting of communicable diseases, wounds, abuse, disease/trauma registries, health oversight matters and other public policy requirements. FCPS may be required to report this information without your permission.

**TO AVERT A SERIOUS THREAT TO HEALTH OR SAFETY**

FCPS may use and disclose protected health information to avert a serious threat to health or safety. FCPS may use and disclose protected health information for the following public activities and purposes: to prevent, control or report disease, injury or disability as permitted by law; to report vital events such as birth or death as permitted or required by law; to conduct public health surveillance, investigation and interventions as permitted or required by law; to collect or report adverse events and product defects; to notify a person who has been exposed to a communicable disease or who may be at risk of contracting or spreading a disease as authorized by law.

**Notice of Privacy Practices****HEALTH OVERSIGHT ACTIVITIES**

FCPS may disclose protected health information to a health oversight agency authorized by law for audits, investigations, inspections, and licensure. Health oversight agencies generally oversee the health care system, government health programs (such as Medicare and Medicaid), and the enforcement of civil rights laws.

**IN CONNECTION WITH JUDICIAL AND ADMINISTRATIVE PROCEEDINGS**

FCPS may disclose your protected health information in the course of any judicial or administrative proceeding in response to an order of a court or administrative tribunal as expressly authorized by such order. In certain circumstances, FCPS may disclose your protected health information in response to a subpoena to the extent authorized by state law if we receive satisfactory assurances that you have been notified of the request or that an effort was made to secure a protective order.

**FOR LAW ENFORCEMENT PURPOSES**

FCPS may disclose protected health information if asked to do so by a law enforcement official under the following circumstances: If you have incurred certain injuries or wounds that are legally required to be reported; in response to a court order, subpoena, warrant, summons, investigative demand, or similar process; to identify or locate a suspect, fugitive, material witness, or missing person; under certain limited circumstances when you are the victim of a crime; if FCPS suspects criminal conduct on its premises; in emergency circumstances to report a crime, its location, or information about the person who may have committed the crime.

**USES AND DISCLOSURES THAT YOU AUTHORIZE**

Other than as stated above, FCPS will not disclose your health information without your written authorization. After having given your authorization, you may revoke it in writing at any time except to the extent that FCPS has taken action in reliance upon your authorization.

**INDIVIDUAL RIGHTS**

You have the following rights regarding your protected health information:

**Right to Request Restrictions.** You have the right to request that FCPS not use or disclose certain parts of your protected health information for the purposes of treatment, payment or health care operations. You may also request that FCPS not disclose your protected health information to family members or friends. For example, you may request that FCPS limit what information it provides to your family members regarding claims being processed for your health care.

**FCPS is not required to agree to your request.** If FCPS agrees to your restrictions, FCPS will comply with your wishes unless the information is needed to provide emergency treatment to you. To request restrictions, you must make a written request to the Privacy Official identified on page 1 of this Notice. In your written request, you must state (1) the specific information you want to limit; (2) whether you want to limit use of the information and/or disclosure of the information; and (3) to whom you want the restriction to apply (for example, disclosures to your spouse). Upon receipt of your request, you will be notified whether or not FCPS will agree to your restrictions. Either you or FCPS may terminate the agreement to a restriction under certain circumstances.

**Notice of Privacy Practices****INDIVIDUAL RIGHTS (CONTINUED)**

**Right to Request Confidential Communications.** You have the right to request that FCPS communicate with you using alternative means or at alternative locations if you clearly state to FCPS that the disclosure of all or part of that information could endanger you. For example, you may ask that FCPS call you at a certain phone number and indicate whether or not to leave a message for you.

To request confidential communications, you must make a written request to the Privacy Official identified on page 1 of this Notice. In your written request, you must state specifically how or where you wish to be contacted and that communication by regular means could endanger you. FCPS will honor all reasonable requests for confidential communications.

**Right to Inspect and Copy Your Protected Health Information.** You have the right to inspect and copy your protected health information, including most of your medical and billing records. You do not have the right to review any psychotherapy notes, information created for use in legal actions, or other information covered by certain laws.

If you would like to inspect and/or copy your protected health information, you must submit your request in writing to the Privacy Official identified on page 1 of this Notice. If you request a copy of the information, FCPS may charge you a reasonable fee for copying, postage, or other expenses related to your request.

FCPS may deny your request to inspect and/or copy your health information. If your request is denied, depending on the circumstances of that denial, you may have the right to have a decision of denial reviewed.

Please contact the Privacy Official identified on page 1 of this Notice if you have questions about access to your protected health information.

**Right to Request Amendments to Your Protected Health Information.** If you think the protected health information FCPS has in your record is incorrect or incomplete, you may request an amendment of the information for as long as FCPS maintains this information. You may make a request for an amendment in writing to the Privacy Official as noted on page 2 of this Notice. FCPS must act on your request no later than 60 days after receipt of it. FCPS will provide written notification of the acceptance or denial of your request. FCPS may deny your request for an amendment if you ask to amend information that: (1) was not created by FCPS, unless you provide a reasonable basis that the person or entity created the information is no longer available to make the amendment; (2) is not part of the health information kept by FCPS; (3) is not part of the information which you would be permitted to inspect and copy; or (4) is accurate and complete. If FCPS denies your request for amendment, you have the right to file a statement of disagreement with FCPS and FCPS may prepare a rebuttal to your statement. If such rebuttal is prepared, FCPS will provide you with a copy.

**Right to Receive an Accounting.** You have the right to receive an accounting of certain disclosures of your protected health information made by FCPS in the six years prior to the date on which the accounting is requested. This right applies to disclosures for purposes other than treatment, payment or health care operations as described in this Notice. FCPS is also not required to account for disclosures that you requested, disclosures that you agreed to by signing an authorization form, disclosures for a directory, disclosures to family or friends involved in your care or the payment of your care, or certain other disclosures FCPS is permitted to make without your authorization.



**Notice of Privacy Practices****INDIVIDUAL RIGHTS (CONTINUED)**

**Right to Receive an Accounting** (continued). The request for an accounting must be made in writing to the Privacy Official identified on page 1 of this Notice and must specify the time period sought for the accounting. FCPS must act on your request for an accounting no later than 60 days after receipt of such request. FCPS is not required to provide an accounting for disclosures that occur prior to April 14, 2003. FCPS will provide the first accounting you request during any 12-month period free of charge. Subsequent accounting requests by you within the same 12-month period will be subject to a reasonable cost-based fee. After learning of the exact amount of the fee, you have the right to withdraw or modify your request in order to avoid or reduce the fee.

**Right to Obtain a Paper Copy of This Notice.** You have the right to receive a paper copy of this Notice from FCPS upon your request even if you have already received a copy or have agreed to accept this Notice electronically.

**COMPLAINTS**

You have the right to complain to FCPS and to the Secretary of the United States Department of Health and Human Services if you believe your privacy rights have been violated. You may file a complaint in writing to FCPS by contacting the FCPS Privacy Official, ~~450 Park Place~~ ~~1126 Russell Cave Rd.~~, Lexington, Kentucky 405 ~~1105~~, 859-~~422-0316~~ ~~381-4118~~. You will not be retaliated against or otherwise penalized for filing a complaint.

**- CERTIFIED PERSONNEL -****Salary Procedures****SALARY SCHEDULE DEVELOPED AND APPROVED**

The Board shall approve a single-salary schedule, which shall be based on 189 days/9.5 months of employment. Compensation for employment contracted beyond 187 days shall be prorated on the base pay for 187 days. One (1) year of experience credit step-up requires employment for a minimum of 140 days as a FCPS certified employee in a single school year and performance of teaching duties for the equivalent of at least seventy (70) full school days during that school year, regardless of the schedule on which those duties are performed. Twelve-month salaried certified staff must work 70% of the school calendar to be credited with one (1) year of experience. Teachers who perform teaching duties for the equivalent of at least 140 days during two (2) consecutive school years shall be credited with one (1) year of experience.

The single-salary schedule shall meet state requirements for Ranks I, II, III, ~~and IV~~ and V, provide employment for the school term as set by the Board in keeping with statutory requirements, and contain experience categories.

The Board also shall approve a separate salary schedule or index system for extra services and supervision, and a salary schedule for substitute teachers during or before the June Board meeting. Extra services compensation shall be based on expanded duties and responsibilities, time demands and expertise, and shall be paid only upon documentation of services rendered.

A District may provide monetary compensation, in addition to that provided through the single salary schedule, to all classroom teachers employed in a school that is identified by the Kentucky Department of Education as being in targeted or comprehensive support and improvement status.

The substitute salary schedule shall be a per-diem schedule based on rank and experience but may be lower than the rate of pay for regular full-time teachers.

Salary amounts shall be paid on the prescribed dates without deductions for days in which schools are closed except that salaries shall not be paid when schools are closed as a result of a strike or other work stoppage, or when schools are open and salaried employees fail to render services.

**PAYMENT SCHEDULE**

Each year, employees shall be notified of the dates on which salaries shall be paid. Regular pay dates for salaried employees shall be in accordance with the schedule adopted by the Board of Education.

Certified employees shall be paid semi-monthly on the 15<sup>th</sup> and last day of the month as designated in the schedule approved annually by the Board. If a pay date falls on a weekend, payment shall be made on the prior Friday. All direct deposits, including the July and August deferred payrolls, shall be made on the regularly scheduled pay date, but shall be available for deposit at the close of the school year, if those employees have completed all responsibilities and duties and have requested to be paid their remaining salary prior to June 30<sup>th</sup>.

The Department of Financial Services shall annually prepare a listing of due dates for salaried employees payroll information. This listing shall include the following information for each pay period:



**Salary Procedures****PAYMENT SCHEDULE (CONTINUED)**

1. The cut-off date that shall be included in the report each month;
2. The deadline for submitting payroll information to the Business Office;
3. The date of each payday;
4. The pay dates that are only for twelve-month employees or those employees who receive twenty-four (24) checks; and
5. The paydays that will be addressed in a forthcoming memo.

All reports shall be submitted to the Payroll Office by the specified due date. If a report cannot be delivered by courier, it shall be delivered to the Payroll Office by the person responsible.

The District shall post salary schedules for all categories of employees.

**VOLUNTARY PAYROLL DEDUCTIONS**

The Offices of Payroll and **Employee Benefits** shall make available to all employees information about voluntary deduction programs in which they may participate.

**CREDIT FOR EXPERIENCE**

For the purpose of calculating salaries for certified and salaried classified employees, the District allows credit for a maximum of twenty (20) years of professional experience outside the Fayette County Public Schools. Credit for professional experience shall be recognized in compliance with KRS 157.320 (10) and 702 KAR 3:070.

At the time of employment, the initial salary calculation for an employee shall be based upon the number of years of professional service for which valid verification is on file in the Department of Human Resources.

**CHANGES IN RANK OR CREDITS**

Credits and/or rank changes to be considered in determining the salary of a teacher for the current year shall be completed prior to September 15 and submitted on an official transcript or certification document to the Department of Human Resources prior to the last business day of December.

The Department of Human Resources shall calculate the salary rank of certified employees based upon the official transcripts, teaching certificates and other required supporting documents on file in the Department of Human Resources on September 15. Salary adjustments for salary rank effective on or before September 15 which are received after that date may be made only until the last business day of December.

Statutory funding provisions stipulate that any teacher who has a higher rank certified by the Education Professional Standards Board effective after September 15 shall not be entitled to the salary at the higher rank until the beginning of the next school year. Therefore, after the last business day of December, eligible salary rank changes shall be credited for salary calculation purposes at the beginning of the next school year. (Graduate semester hours earned at the AB + 15 or MA + 15 pay levels effective after September 15 shall not entitle the employee to salary at a higher pay level until the beginning of the next school year.)



**Salary Procedures****CHANGES IN RANK OR CREDITS (CONTINUED)**

An increase in salary for each higher training level shall be based on graduate semester hours of training counting toward a higher degree or rank. Such semester hours of training cannot be a part of the requirements for the previous degree or rank. Upon approval of the Superintendent, training that a teacher obtains subsequent to receipt of a bachelor's degree which is not credited toward a master's degree may be credited toward achieving the second step on the salary schedule based on training.

**EXTENDED EMPLOYMENT/SUPPLEMENTAL DUTY**

School level employees will have the opportunity to apply for supplemental duties, extra services pay or extended employment.

The Department of Human Resources shall prepare notification for the Board and the payroll office and officially notify employees of the salary amount due for extra duty assignments.

All extended and supplemental duty assignments are to be effective for the current school year only. Compensation for such duties cannot be assumed by the employee beyond the year of nomination to the position.

**PAYROLL DEPOSITS**

Employees' net earnings shall be deposited electronically to the bank of their choice designated on the Payroll Direct Deposit Authorization form located on the District web site.:

<https://my.feps.net/forms>

Certified employees shall be paid their salary in twenty-four (24) equal checks from August to July.

**NOTE:** Teachers who resign or take a leave of absence after the beginning of the school year shall receive a final lump-sum paycheck which includes all wages earned that have been set aside for the June and/or July-August paychecks.

For those teachers who begin teaching after the beginning of the school year or who return from a leave of absence during the school year, the amount due the escrow fund to provide for full June and/or July paychecks shall be set aside prior to receiving a current paycheck.

Salary for increased experience and training changes shall be adjusted at the same time as new salary schedules are implemented.

**PAYROLL OFFICE DATA**

Payroll-related data shall be maintained in a supplemental file located in the Office of Payroll Services. These items shall be considered a part of the official personnel file and made available for review, subject to the previously described conditions. Data maintained in the payroll file shall include:

1. Federal and State tax withholding forms;
2. Address change forms;
3. A record of all leaves, including sick, emergency, personal, jury duty, professional, without pay, vacation and military;

**Salary Procedures****PAYROLL OFFICE DATA (CONTINUED)**

- ~~4. Leave cards signed by the employee for all leaves, including sick, emergency, personal, jury duty, professional, without pay, vacation and military;~~
- ~~5.4.~~ Authorization forms for all payroll deductions, including the credit union, insurance, and the United Way; and
- ~~6. Salary change notices (SA2); and~~
- ~~7.5.~~ Sick leave bank enrollment forms.

**FLEXIBLE WORK DAYS**

No administrator/salaried classified personnel employed for twelve (12) months may work more than five (5) flexible days in any school year. The flexible days accrued by those employees may not carry over to the new calendar year.

**SALARY FOR PERSONNEL WHO RESIGN**

Certified personnel who resign during the school year or at the end of the school year will be paid in full on the regular payday of the month following the resignation. Final payment will be calculated as follows: Annual salary divided by the number of days of employment, times number of days taught, minus salary previously received, equals balance due at time of resignation. Staff may be paid only for those holidays occurring prior to resignation.



## Leave of Absence Procedures

### IMPACT ON BENEFITS

Upon receipt of a certified employee's written request for a leave of absence for fifteen (15) or more consecutive working days, the Department of ~~Employee Benefits~~~~Human Resources~~ shall inform the employee of the following areas, as appropriate, that will be affected by a leave of absence:

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1. Work experience credit
2. Procedures for extending, returning from leave or resigning from leave
3. Subsequent job placement

### NOTIFICATION TO EMPLOYEE

The Department of ~~Employee Benefits~~~~Human Resources~~ shall provide information to the employee regarding the following areas that may be affected by a long-term leave of absence:

1. Kentucky Teachers' Retirement System or County Employees Retirement System, as appropriate
2. Payroll procedures
3. State-sponsored public school employees' life insurance
4. Board-sponsored employees' life insurance programs
5. Federal Credit Union
6. Tax sheltered programs
7. State-sponsored health insurance
8. Voluntary benefits
9. Change of employee's address
10. FMLA
11. The actual number of days of experience acquired by the employee, prior to the leave of absence, for the school year in which the leave occurs.
12. The number of days of experience that may be acquired by the employee for the school year in which s/he returns from leave of absence.
13. For certified personnel, the 140-day minimum service required during a school year to be eligible for one year of experience on the salary schedule.

### INTENT TO RETURN

Employees who are placed on leave of absence shall be notified by the Department of ~~Employee Benefits~~~~Human Resources~~ that Board policy requires the employee to notify the Superintendent in writing by February 28 of his/her intent to return to the school system for the next year.



**Leave of Absence Procedures**

**EXPERIENCE CREDIT**

The total number of paid days acquired during the year in which an employee is placed on a leave of absence shall be recorded on the Salary Notice ~~(SA2)~~ by the ~~Human Resources~~ Office of Employee ~~Benefits~~ Services. This form will contain the following information:

1. Effective date of leave;
2. Days worked up to the leave;
3. Board agenda date documenting the leave of absence;
4. Return date of the leave;
5. Days left in the years; and
6. Total days worked by the employee.

The Salary Notice ~~(SA2)~~ will be scanned into the employee's personnel file under SALARY NOTICES.

A year of experience credit will be awarded in accordance with KRS 157.320. The Payroll Supervisor will report this information to the Human Resources Director upon completion of the annual retirement reports at the end of each school year.

**- CERTIFIED PERSONNEL -****Voluntary and Involuntary Transfers****VOLUNTARY REQUESTS**

Certified personnel may be considered for vacancies that occur in the District by completing an on-line application available on the District web site.

Pursuing a voluntary transfer is the responsibility of the employee. The Division of Human Resources (HR) acts only as the authorizing agent. Final hiring decisions shall be in compliance with SBDM and Board policies. Additionally, there is no requirement for principals to interview or recommend for hiring any voluntary transfer candidate.

Involuntary transfers shall be placed prior to consideration of voluntary transfers.

No voluntary transfers shall be made after July 15 unless the transfer is the result of:

1. A promotion (defined below); or
2. An agreement between the sending and receiving principal/supervisor; or
3. Approval of the Superintendent.

~~After August 1, no voluntary transfer of instructional staff will be approved unless it is a promotion.~~

Promotion is defined as: (1) transfer to a position with increased contracted days, or (2) transfer to a position with an administrative additive.

Employees may request, in writing, a decrease in FTE, a reduction in work days, and/or demotion to a lesser position for which they are qualified (i.e., teacher to paraeducator, administrator to teacher). Supervisors will consider the request when there is a vacancy or the request will be consistent with the department/school staffing plan.

**INVOLUNTARY TRANSFERS OF TEACHERS**

*Superintendent Discretion* - Notwithstanding the remaining provisions of this administrative procedure, the Superintendent may involuntarily transfer a teacher no later than 30 days prior to the first attendance day of the succeeding school year.

SBDM council determines the impacted teaching areas.

Involuntary transfers of tenured teachers shall be made no later than 30 days prior to the first attendance day of the succeeding school year and consistent with the time line specified in KRS 161.760.

In determining teachers to be involuntarily transferred, seniority within the District, determined by the total length of service as a certified employee under a contract for District employment, shall be considered. If the length of service of two (2) or more teachers is equal, then the date of notice to the Board of employment by the District in a certified position and the date of receipt of the application for employment in a certified position shall be used as the second and third determinants, respectively.



**- CERTIFIED PERSONNEL -****Hours of Duty - Records/Conference/Staff Development Days****DEFINITION**

Records/Conference also called Staff Development Days refer to the two (2) days in the school calendar that are required by law and the two (2) days in the school calendar that are paid for by the Board and which exceed legal requirements. (KRS 158.070) The purpose of Records/Conference or Staff Development Days is to work on and participate in training activities.

**WORK SCHEDULE**

The teacher's work day of a minimum of seven and one-half (7½) hours shall be observed on Records/Conference or Staff Development Days.

**PARAMETERS**

Records/Conference or Staff Development Days will be indicated on the instructional calendar. No Records/Conference or Staff Development Days shall be flexible unless the Superintendent grants a specific exception based on a well-defined plan. Requests shall be submitted to the appropriate Director and forwarded to the Office of the Superintendent for approval.

Requests for Records/Conference or Staff Development Days to be flexible fall within these limits:

The other four (4) days may be flexible days within these limits:

1. The opening records day and the second records day shall not be flexible.
2. The closing records day at the end of the first semester shall not be flexible. The closing records day at the end of the second semester shall not be flexible, unless the Superintendent grants a specific exception in order to accommodate retiring personnel.
3. One (1) of the four (4) days may be worked at a location selected in accordance with a plan developed in accordance with SBDM Council policy and submitted to the School Chief Director. Each plan shall indicate that:
  - a. Work relates to student records and/or conferences with parents.
  - b. Work is completed during and/or prior to the scheduled day.
  - c. A documentation system is in place.
  - d. Operational practices/procedures are included.
  - e. A notification system to parents is included.
  - f. Flexibility is included to address varying teacher and parent needs.

**TELEPHONE CONFERENCE TIME**

If a school plan allows for telephone conferences, the following procedures shall be observed:

1. Parents must be notified, preferably in writing, that a telephone conference will occur.
2. A summary of the conference shall be sent to the parent and filed with the Principal.

## PERSONNEL

## - CERTIFIED PERSONNEL -

**Reduction in Force Procedures****DEFINITIONS**

Teaching field shall be defined as the field(s) for which a teacher is certified. If a teacher is certified in several fields, the "teaching field" of that teacher shall not be confined to the area in which s/he is presently teaching.

**REDUCTION BY ATTRITION**

When staff reductions are necessary, every effort shall be made to accomplish such reductions through normal attrition.

**PREFERENCE FOR CONTINUING CONTRACTS**

In effecting staff reductions, the Superintendent shall, within each teaching field affected, give preference to teachers on continuing contract and who have greater seniority. In each teaching field affected, teachers with limited contracts of employment shall be notified of nonrenewal of their contracts before the continuing contract of any teacher is suspended.

**NONRENEWAL OF LIMITED CONTRACTS**

To the extent that normal attrition is not sufficient to effect the necessary staff reductions and provide openings for tenured teachers returning from leave of absence or a Memorandum of Agreement, the returning employees shall be placed in a position in the area of certification ~~the last school they were employed~~. Principals will be required to non-renew non-tenured teacher(s) as necessary to provide a vacancy in the returning teacher's area of certification.

**RESTORATION OF CONTINUING CONTRACTS**

Teachers with continuing contracts shall have the right of restoration in continuing service status in the order of seniority of service in the District, if teaching positions become vacant or are created for which any of the teachers are or become qualified.

In order to be considered for placement in the upcoming school year, continuing contract employees whose contracts have been suspended are required to notify the Director of the Department of Human Resources by April 15 of new teaching areas in which they expect to become certified prior to the beginning of the new school year.

**DETERMINATION OF SENIORITY**

Seniority is determined by the accumulated length of paid service as a certified employee under a contract of employment within the District. . Short-term leaves of absence of fifteen (15) days or less, without pay, shall not be a consideration in determining seniority.

**BREAKING OF TIES**

In the event that the length of service of two (2) or more teachers is equal, then the date of notice to the Board of employment by the District in a certified position and the date of receipt of the application for employment in a certified position in the District shall be used as the second and third determinants, respectively.



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PERSONNEL

- CERTIFIED PERSONNEL -

### **Professional Leave**

#### **PRIOR APPROVAL OF SUPERVISOR**

Individuals who request time away from their duties to make presentations at conventions or conferences, or who have been invited to represent the Fayette County Public Schools in any manner, shall obtain the approval of their immediate supervisor.

Approval shall be obtained prior to accepting assignments or invitations, shall be reduced to writing, and shall carry the signature of the immediate supervisor.

A copy of the supervisor's authorization shall accompany the professional leave request that is filled with the Office of Professional Development.

Procedure and forms concerning professional staff development and in-service training and the District's PROFESSIONAL LEAVE HANDBOOK are available on the District web site.:

<https://my.feps.net/forms>



## PERSONNEL

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### - CLASSIFIED PERSONNEL -

#### Hiring

The following procedures shall apply in the recruitment, selection, and employment of all classified personnel hired in the District.

##### RECRUITMENT

Recruiting shall be the responsibility of the Superintendent/designee. Efforts shall be made to recruit a quality staff to include, but not be limited to:

1. Working through placement bureaus of regional and state colleges and universities;
2. Working with state educational associations and the state department of education;
3. Advertising through appropriate media.

##### POSTING

Vacancies shall be posted on the District web site.

The closing date for receiving applications shall be listed when vacancies are posted unless the position is designated as one open until filled.

##### APPLICATIONS

All applications for positions shall be made via electronic forms under the Department of Human Resources section of the District's web site.

The Superintendent/designee shall review each application for completeness and shall send a notice to each applicant indicating (a) the date of the review and (b) any additional materials requested.

##### CRIMINAL RECORD INQUIRY

The District shall make appropriate inquiries with law enforcement agencies to ascertain if an applicant has a criminal record. ~~The applicant shall submit with the application his/her check or money order in the required amount made payable to the "Fayette County Board of Education."~~ To complete this requirement, the applicant recommended for hire shall be finger-printed by the Department of Human Resources or other agency authorized by the Kentucky State Police.

##### EEOC COMPLIANCE

The Equal Employment Opportunity Commission recordkeeping regulations require the District to maintain records in chronological order of the name, address, sex and race of all persons who have applied for employment, including the dates on which such applications are made.

##### ELIGIBILITY REQUIREMENTS

No person shall be initially hired unless s/he holds at least a high school diploma or high school certificate of completion or High School Equivalency Diploma. Licenses or credentials issued by a government entity that require specialized skill or training may also substitute for this requirement.

Clerical: Applicants must take the required clerical assessments and earn a passing score and must have a high school diploma or High School Equivalency Diploma.

### Hiring

#### ELIGIBILITY REQUIREMENTS (CONTINUED)

Bus Driver and Bus Monitor: Applicants must have a high school diploma or High School Equivalency Diploma.

Food Service: Applicants must have a high school diploma or High School Equivalency Diploma.

#### ELIGIBILITY VERIFICATION

The United States Immigration and Naturalization Service (INS), Immigration Reform and Control Act of 1986, requires that eligibility for employment in the United States shall be verified. Accordingly, the applicant shall file with the Department of Human Resources the required documents for verification as specified by the INS. The applicant shall advise the Department of Human Resources, in advance, of the need to determine appropriate alternative documents if s/he is unable to provide the required documents.

#### SUPPORTING MATERIALS

Diploma or High School Equivalency Diploma - Classified personnel hired since July 13, 1990, shall hold at least a high school diploma or High School Equivalency Diploma.

Designated classified employees are required to be licensed as follows:

Food Service - All food service/school nutrition employees shall meet the qualifications of and be in compliance with the responsibilities noted in federal regulation. Food Service Supervisors shall hold a valid Driver's License, and specified food service positions will require that the employee hold a valid Kentucky Commercial Driver's License.

Instructional Support Services - Specified Instructional Support Service positions require that the employee hold a valid Kentucky Driver's License or a valid Kentucky Commercial Driver's License.

Law Enforcement - A valid Kentucky Driver's license is required for all Law Enforcement positions. Sworn Officers are required to have a "Special Law Enforcement Officer Commission." Communications personnel are required to hold a "Law Enforcement Telecommunicator Certificate."

Maintenance - All Maintenance positions require the employee hold a valid Driver's License or a valid Kentucky Commercial Driver's License. The position of Plumber requires a Master Plumber's License. The position of electrician requires an Electrical Contractor's License.

Grounds and Custodial Support - Designated Grounds and Custodial Support positions require that the employee hold a valid Driver's License or a valid Kentucky Commercial Driver's License.

Paraeducator - For instructional positions, employees shall be required to hold a high school diploma or a High School Equivalency Diploma and to earn a minimum score on any required testing.

Transportation - School bus drivers are required by Kentucky Administrative Regulation to complete a state-mandated training course prior to employment, along with eight (8) hours of update training annually (702 KAR 5:080). Bus drivers and mechanics are required to hold a valid Kentucky Commercial Driver's License.



**Hiring****EXPIRATION OF CERTIFICATION/LICENSURE**

When an employee's required certification/license has expired, the following process shall be implemented:

1. The employee will be notified in writing of the expired certificate/license and temporary placement and guidelines.
2. When an employee has allowed a certification/license to expire, the employee will be temporarily placed in a non-certificate/license required position for thirty (30) days to allow for follow up on renewal of the certificate/license.
3. When the period of thirty (30) days has lapsed and certificate/license has not been renewed/updated, the employee will be terminated.
4. The employee may reapply when the certificate/license has been renewed; however the District will be under no obligation to rehire the individual.
5. The employee's salary will be adjusted to the thirty (30) temporary placement job salary, and the District will be under no obligation to retroactively pay the individual once the certificate/licenses has been renewed/updated.
6. If the employee is able to renew/update the certificate/license before the thirty (30) day timeline, they will be placed in a position similar to the one previously held; however, there is no guarantee of placement in the same position or at the same location.

**ADDITIONAL DOCUMENTS**

In the event employment is offered to the applicant, s/he shall submit the following additional required support documents/items or take the appropriate additional action, as specified:

Health Certificate - Prior to beginning work, employees are required to submit a health certificate that is issued by the designated contractor or personal physician. The certificate shall verify a completed medical examination within the ninety (90) day period immediately prior to the employment date.

ADA Form - The Special Notice to Disabled Individuals shall be available to employees who wish to volunteer information concerning any personal physical or mental disability in accordance with the Rehabilitation Act and Americans with Disabilities Act.

~~Confirmation of Employment - New classified employees shall sign a "Confirmation of Employment" establishing hourly rate, status, and work schedule.~~

Tax Exemption Certificates - The W-4 (federal) and K-4 (Kentucky) tax exemption certificates shall be completed for income tax purposes.

Employment Eligibility Verification - The Form I-9 shall be completed for employment eligibility.

Job Description - New employees shall sign their job description, which shall delineate the general duties and responsibilities of the position. (Job descriptions shall not be considered all-inclusive descriptions of the job, but shall indicate the general parameters of the duties and responsibilities of the position.)



**Hiring****ADDITIONAL DOCUMENTS (CONTINUED)**

*Experience* - Previous experience of classified personnel shall be verified in writing by former employers. The District shall recognize up to ~~four~~-twenty (20) years of professionally related experience outside the Fayette County School System as specified on the applicable salary schedule for the purpose of salary calculation.

*References* - The applicant shall provide specific and correct names, mailing addresses, and email addresses for all references and shall not list relatives, friends or prospective in-laws.

At least three (3) confidential references shall be provided and must include only former employers or professional contacts.

**SELECTION FACTORS**

The Superintendent/designee shall screen applicants based on the following factors:

1. Certification (when required for the position)
2. Educational background
3. Previous work experience
4. Recommendations
5. Results from required testing

**HIRING OF RELATIVES OF THE PRINCIPAL/HIRING MANAGER**

The Superintendent shall not employ a relative of a member of the Board.

A relative of the Superintendent shall not be employed except as provided by KRS 160.380.

The Superintendent shall not employ a relative of any employee to work under the direct or indirect supervision of that employee. "Relative" means father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, (including subcategories of in-law, half and step relatives).

Exception to the above is substitute personnel.

**COMPLETION OF EMPLOYMENT PROCESS**

For SBDM schools, hiring shall follow statutory guidelines and the provisions of Policy 02.4244, and the Superintendent shall complete the hiring process. Decisions on ~~District Office~~It's About Kids Support Services and District-wide personnel shall be made by the Superintendent/designee. The Superintendent shall inform the Board of the appointment of all personnel.

**Hiring****HIRING OF RETIRED PERSONNEL**

Re-employment on a full-time basis of persons previously retired from the District shall not be a standard practice. In an emergency situation, however, consideration and employment of retired personnel is acceptable, as long as it can be demonstrated that the individual is the best qualified person for a particular vacancy. Retired classified personnel may be hired for permanent positions working four (4) hours or more each day. Retired classified personnel may be hired as classified substitutes, working no more than seventy (70) days each school year.

**SCREENING/INTERVIEW**

Interview teams, as appointed by the Superintendent/designee, shall determine those applicants to be interviewed in accordance with the needs of the school system.

For school-based positions, the first phase of applicant screening for basic qualifications shall be conducted by the Department of Human Resources. Interview teams led by the hiring manager, school Principal and/or the SBDM council, as appropriate under law, which include subject area specialists and principals, shall review and evaluate only those applicants who have successfully completed the credential screening by the Department of Human Resources.

In areas where special skills are required, applicants may be referred to the appropriate District staff for a performance assessment to determine competency.

The ~~Department~~Division of Human Resources shall make available to the hiring manager, Principal and SBDM councils information regarding qualified applicants.

Applicants may be requested to provide additional information or to undergo further interviews regarding position-specific qualifications.

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

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

**CONTRACT**

Personnel hired by the Superintendent shall be notified of their contractual obligations by letter. The contract must be signed and returned to the Department of Human Resources within two (2) weeks.



PERSONNEL

- CLASSIFIED PERSONNEL -

**Salary Procedures****SALARY SCHEDULE DEVELOPED AND APPROVED**

The Board shall approve salary schedules for each category of classified personnel on an annual basis. These schedules shall be based on skills required, training, longevity, and supervisory responsibilities. The salary schedule shall indicate the hourly rate of pay according to level of experience credit. Previous experience may be verified by former employers. A classified employee shall earn one (1) year of experience credit for step-up on the salary schedule when the employee has ~~worked~~~~received pay~~ for a minimum of 70% of the annual work calendar.

The substitute salary schedule shall be based on an hourly rate that may be lower than the rate of pay for regular full-time employees.

**PAYMENT SCHEDULE**

Each year, employees shall be notified of the dates on which salaries shall be paid. Regular pay dates for employees shall be in accordance with the schedule adopted by the Board of Education.

Classified employees shall be paid semi-monthly as designated in the schedule approved annually by the Board. All direct deposits, including the July and August deferred payrolls, shall be made on the regularly scheduled pay date.

The Department of Financial Services shall annually prepare a listing of payroll dates for classified employees. This listing shall include the following information:

1. The actual dates covered in the payroll period;
2. The date of each payday; and
3. The paydays which will be addressed in a forthcoming memo.

The District shall post salary schedules for all categories of employees.

**PAYROLL DEPOSITS**

Employees' net earnings shall be deposited electronically to the bank of their choice designated on the Payroll Direct Deposit Authorization form located on the District web site.:

<https://my.feps.net/forms>

**VOLUNTARY PAYROLL DEDUCTIONS**

The ~~Offices~~ of Payroll ~~and Employee Benefits~~ shall make available to all employees information about voluntary deduction programs in which they may participate.

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**DAILY RECORD SHEET**

For purposes of calculating payroll, each hourly classified employee ~~must utilize the assigned electronic time and attendance system~~~~who does not punch a time clock is required to keep a daily record sheet of time on duty.~~

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Time is calculated to the nearest quarter hour. Unless work is involved, employees shall not report for duty nor check in prior to the regular starting time. Employees shall go off duty and check out at the end of the regular schedule.



**Salary Procedures****PAYROLL OFFICE DATA**

Payroll-related data shall be maintained in a supplemental file located in the Office of Payroll Services. These items shall be considered a part of the official personnel file and made available for review, subject to the previously described conditions. Data maintained in the payroll file shall include:

1. Federal and State tax withholding forms;
2. Address change forms;
3. A record of all leaves, including sick, emergency, personal, jury duty, professional, without pay, vacation and military;
- ~~4. Leave cards signed by the employee for all leaves, including sick, emergency, personal, jury duty, professional, without pay, vacation and military;~~
- ~~5-4.~~ Authorization forms for all payroll deductions, including the credit union, insurance, and the United Way;
- ~~6-5.~~ Confirmation of employment forms; and
- ~~7-6.~~ Sick leave bank enrollment forms.

**COMPENSATION OF PARAPROFESSIONAL COACHES**

1. Paraprofessional coaches must be paid as a "discretionary coach" as established on the Supplemental Salary Schedule by the Board of Education.
2. Paraprofessional coaches will be paid in equal payroll installments over the course of the sporting season.
3. Paraprofessional coaches must be Board employees paid by the District. Payments made by booster clubs to compensate paraprofessional coaches must be sent in one (1) check to the Financial Services Department for the amount of the supplements. All checks shall be made payable to the Fayette County Board of Education with accompanying memo outlining the purpose of the payment and including the name, ~~SS#~~, coaching position, and appropriate budget codes.

Payment to the Financial Services Department must include an add-on of 3% for salaried employees, 18% for hourly employees, or 12% for non-District employees to cover matching employer paid benefits (Medicare, FICA, workers comp, unemployment insurance) incurred by the District in addition to the established supplement amount.

**OFFICIAL WORK SCHEDULE**

Each year the Superintendent/designee shall develop a schedule of days worked for all employees and these are distributed to each administrator, who then notifies the classified employees under his/her supervision. No deviations shall be made from these work schedules without approval from the ~~District~~Central Office.

**Salary Procedures**

**OFFICIAL WORK SCHEDULE (CONTINUED)**

Holidays shall be established in the official school calendar. Eligibility for paid holidays shall be determined per policy 03.222.

Employees shall not be paid for:

- Scheduled lunch periods
- Overtime, unless approved in advance per policy 03.221
- Unapproved early arrivals/late departures
- Days when schools are closed for inclement weather or other emergencies, unless otherwise approved in advance by the Superintendent/designee

**SALARY FOR PERSONNEL WHO RESIGN**

Classified personnel who resign during the contract period will be paid in full for the actual days worked during the pay period on the regular payday of the month following the resignation. Staff shall be paid only for those holidays occurring prior to resignation.

PERSONNEL

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- CLASSIFIED EMPLOYEES -

### **Professional Leave**

For information concerning professional leave, please refer to 03.19 AP.1 and the District's PROFESSIONAL LEAVE HANDBOOK, which is available on the District web site.

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<https://my.feps.net/forms>

RELATED PROCEDURE:

03.19 AP.1



**Naming/Renaming of Facilities**

Requests by an SBDM council (or individual employee in schools without a council) to name or rename existing property must be submitted to the Superintendent/designee by March 30<sup>th</sup> of each school year. ~~The only requests that will be considered will be those of a deceased staff member, community member or former student who achieved national, state or local prominence.~~

This section is to be completed by the school council or individual making the request.

\_\_\_\_\_  
*Requesting School/Individual*

\_\_\_\_\_  
*Date Submitted*

Area recommended for naming/renaming:

**INDOOR**

☐ gym/arena      ☐ auditorium      ☐ library/media center      ☐ cafeteria  
☐ Other (specify): \_\_\_\_\_

CURRENT NAME (IF ANY): \_\_\_\_\_

**OUTDOOR**

☐ courtyard      ☐ stadium      ☐ gym/arena      ☐ field      ☐ sub-parcel  
☐ Other (specify): \_\_\_\_\_

CURRENT NAME (IF ANY): \_\_\_\_\_

SUGGESTED NEW NAME: \_\_\_\_\_

RATIONALE: \_\_\_\_\_

This section is to be completed by the ad hoc committee appointed by the Superintendent.

After due consideration, the committee recommends to the Superintendent the following response:

☐ Request be granted by the Board      ☐ Request be denied

RATIONALE: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Committee Chair*

\_\_\_\_\_  
*Date Submitted*

BOARD ACTION:    ☐ Request granted    ☐ Request denied    DATE OF ACTION: \_\_\_\_\_

REQUESTING SCHOOL/EMPLOYEE NOTIFIED (DATE): \_\_\_\_\_

## Payment of Bills

### ORDERS OF TREASURER

On a weekly basis, Accounts Payable will review and process all approved invoices that have been submitted for payment by the deadline set forth in the vendor payment schedule. After each check run, the Orders of the Treasurer report is produced for review and signature by the designated Board member. All checks issued will be immediately released to the vendors. Before presenting Orders of the Treasurer to the Board of Education for retroactive approval, one (1) Board member designated on a three (3) month rotating basis shall review and sign the Orders (claims and post approvals). Upon finding them to be in order, the Board member shall recommend their approval to the Board.

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Board policy requires the preparation of Orders of the Treasurer for review by the Board as part of the bill-paying process. The purpose of preparing the Orders is to enable the Board to review the payments for appropriateness and to monitor their issuance under Board policy. The Board is also able to review "post approvals," or claims for which checks have already been released since the preceding Board meeting. Board members (except the Chair) are each assigned one (1) calendar quarter during which s/he reviews the Orders documentation. The review process will take place by the close of business on the Wednesday preceding the regular meeting(s) during which claims are approved.

### REVIEW OF CLAIMS AND POST APPROVALS

- 1) For both the Main Account and the Food Services Account, there are two (2) reports: "Orders of the Treasurer" and "A/P Cash Disbursements Journal." The Orders of the Treasurer provides the Vendor Code, the Name of the Vendor, the Check Number, and the amount paid. The check amount will be for up to 20 invoices (a system limitation) above which an additional check(s) will be produced. The Board member reviews this report. Should a question arise on particular payments, staff will refer to another report for more information, as follows:
- 2) Review as necessary the "A/P Cash Disbursements Journal". For each check, the following information is provided:
  - a. Check number or EFT number
  - b. Check date
  - c. Check type or EFT type (manually produced or produced by the system)
  - d. Vendor number
  - e. Vendor name
  - f. Voucher information, including the organization code (budget) and expenditure object code (expense account) to which the check is charged.
  - g. Invoice number
  - h. Invoice date
  - i. Purchase order number
  - j. Warrant number (identification number for a batch of invoices)

**Payment of Bills****REVIEW OF CLAIMS AND POST APPROVALS (CONTINUED)**

- k. Net amount of invoice
- l. Total amount of check

The report will show details of items "d" through "k" for each invoice, including individual accounts charged.

- 3) Using the "A/P Cash Disbursements Journal," staff will be able to answer most of a Board member's questions about particular payments. The Board member may request to see all supporting documentation on particular checks which staff will produce from Accounts Payable files.
- 4) The Board member will sign on the last page of the "Orders of the Treasurer" printout, signifying review of all preceding pages.

**APPROVAL DATE FOR BOARD CLAIMS**

Payment of claims shall be submitted to the Board for approval at each regularly scheduled meeting of the Board and, as necessary, at special meetings as provided in KRS 61.823.

**FILING OF CLAIMS FOR APPROVAL**

Failure to submit claims for payment to the Accounts Payable office by the cut-off date shall cause claims to be held for payment until the third Monday of the following month.<sup>1</sup>

The cut-off for filing claims to be submitted for Board approval shall be eight (8) business days prior the date of the meeting at which the claims are to be approved. Exceptions to this deadline may be required, such as when holidays or breaks affect the 8-day cut-off date. Claims received late will automatically be entered in the process for submission at the next regular meeting (or special meeting if such action is placed on the agenda).

**POST APPROVALS FOR CASH DISCOUNT**

Post approval checks may be issued to take advantage of cash discounts offered for early payment, provided taking such discounts is advantageous to the Board. Post approval payments are not advantageous unless there is a net cost reduction to the Board. The loss of interest income incurred as a result of early payment and the cost of manually writing post approval checks shall be considered in determining the net cost reduction.

Before post approval checks are authorized to take advantage of a cash discount, the following criteria shall be satisfied:

- 1. The discount shall be a minimum of 1%, ten (10) days of the invoice date; and
- 2. The total discount amount on the invoice (or invoices, if more than one invoice is included in the payment) shall be equal to at least forty dollars (\$40).

NOTE: Both criteria (1) and (2) shall be met for a claim to qualify for the issuance of a post approval check for early payment.

**CONSTRUCTION PROJECTS**

All claims submitted against construction projects as authorized by contract with the Board of Education shall be paid within the terms of the contract.



**Payment of Bills**

**SCHEDULE OF DATES FOR CLAIMS**

Issuance of checks shall take place only when claims have been submitted with appropriate verification.

<sup>1</sup>Cut-off date for majority of claims prepared by: Operations and Support, Grounds and Custodial Support, Maintenance, Transportation, and Media Services; and professional travel vouchers and mileage reimbursement vouchers.

NOTE: Claims shall be presented to the Accounts Payable office by noon of the final cut-off date. Failure to meet this deadline shall cause claims to be held for payment until the next month.

### **General Fund Budget Reserves (Contingency)**

#### **DEFINITION AND PURPOSE OF THE RESERVE (CONTINGENCY)**

The General Fund is the primary fund used by the Board to account for most of the Board's educational and instructional services. Accordingly, the General Fund's reserve procedures are intended to provide the Board with options when responding to unexpected issues, and to afford a buffer against shocks and other forms of risk.

A "reserve" is defined as the contingency portion of the total fund balance. A "fund balance" is defined as resources remaining from prior years, which are available to be budgeted and/or spent in the current year. The six (6) most important purposes are to help:

- **Plan for contingencies and unforeseen events** – The Board may face challenges when it comes to matching planned revenues with actual expenditures. Elastic sources of revenues – such as occupational license and utility gross receipts taxes contribute to a volatile revenue structure. Local events, such as the closure of a major employer, can also negatively affect revenues. Finally, extreme events (major winter storms, tornadoes or floods for example) can increase operating costs or capital costs. Reserves can be used to offset these temporary shortfalls, thereby allowing the Board time to make permanent changes to prevent the fiscal problem from worsening.
- **Maintain good standing with rating agencies** – Bond rating agencies consider an adequate level of fund balance ~~and~~-reserves (contingency) a sign of creditworthiness because it enhances a government's (school District's) ability to repay debt on time and in full. It also allows the Board the ability to borrow funds at a more favorable interest rate, thus saving taxpayers' money.
- **Avoid interest expenses** – Interest expenses, caused by temporary cash shortfalls, can be avoided by using reserves instead of borrowing money.
- **Generate investment income** – Fund balance ~~and~~-reserves (contingency) can be used to generate investment income, thereby adding to the Board's revenue streams and decreasing its reliance on taxes.
- **Ensure cash availability when revenue is unavailable** – Fund balance ~~and~~-reserves (contingency) can be used to bridge situations occurring during times of the year (July through September) when there are temporary low levels of cash on hand prior to property tax revenue collection revenue being received. Maintaining adequate reserves can balance differences in cash availability.
- **Create a better working relationship between the Board and staff** – Formal reserve procedures create a shared understanding of the proper level and use of reserves.

#### **RESERVE LEVEL AND FUNDING OF THE TARGET AMOUNT**

The Board commits to maintaining the fund balance categories listed below. The total target amount of all five (5) fund balances noted below shall be a minimum of ~~sixeleven percent (61%)~~ **sixeleven percent (61%)** of total General Fund expenditures. Additionally, the Board requires the Superintendent/designee, to place these funds into the reserves (contingency) under the GASB 54 requirements to address unforeseen emergencies or disasters, revenue instability, and legal liability. The reserves (contingency) shall be a minimum of six ~~and one-half percent (6.5%)~~ **and one-half percent (6.5%)**.

**General Fund Budget Reserves (Contingency)****PERIODIC REVIEW OF TARGETS**

The Superintendent shall review the General Fund reserve requirements and thresholds as a part of the annual operating budget adoption process, as well as, each time a General Fund budget revision is presented to the Board for approval.

**AUTHORITY AND CONDITIONS FOR USE OF THE RESERVES**

Any appropriation or use of the reserves, which would cause the total General Fund Reserve (contingency) to fall below ~~sixteen~~ percent (~~6.1%~~) **minimum threshold** ~~of and/or~~ the reserve (contingency) ~~to fall below the six and one half percent (6.5%) minimum threshold~~ of total General Fund expenditures, shall require formal Board authorization, except for extreme public emergencies and as provided in the section below.

**BORROWING FROM THE RESERVE**

Except for the payment of expenditures to be reimbursed through Reimbursable Grants, borrowing money from any of the General Fund reserves by any other fund, even if there is a promise to repay those funds back at a later date, shall be prohibited unless it is approved by the Board on a case-by-case basis.

Reimbursable Grants are defined as programs or grants that are operated on a reimbursement basis, where expenses are incurred by the Board before reimbursement is provided by the grantor. Examples of Reimbursable Grants include, but are not limited to, Title I, IDEA, Carl Perkins, etc.

**REPLENISHMENT OF THE RESERVE**

The Superintendent should restore the fund balance to the levels shown herein in the fiscal year that follows the decline, so that the reserves can continue to serve as a hedge against future risks.

If the total General Fund Reserve level cannot be replenished in the year following its use, the Superintendent working in conjunction with the District leaders that oversee the financial services and budgeting process shall be required to identify strategies and recommendations that would restore these reserves to their required levels within three (3) years of the reserves' use.

**EXCESS FUND BALANCE**

At the end of each fiscal year, if the total General Fund Balance exceeds the minimum target level required herein, the Superintendent/designee is authorized to utilize the excess funds for one of the reasons listed below.

- Instructional needs,
- Capital Projects funds,
- FCPS Board one time initiatives, or
- Equity initiatives.



### **Alterations to Buildings and Grounds**

#### **AMENDMENTS TO THE LOCAL FACILITIES PLAN**

When there is a major change in enrollment or curriculum or a major disaster or other unforeseen occurrence that takes place during the District's planning cycle, the District may request an amendment to the District Facilities Plan. In making the request, the District shall follow the amendment process set out in the Kentucky School Facilities Planning Manual.

#### **ALTERATIONS IN GENERAL**

Any structural alteration of a building shall require the approval of the Board and appropriate ~~governmental~~state agencies.

Any alteration to a building or its grounds that significantly changes the appearance of the building or grounds shall require Board approval.

A consulting engineer, architect, or other qualified person shall review and/or approve playground equipment and/or other construction projects for safety in design and construction techniques.

#### **CONSTRUCTION REQUIREMENTS - PROJECT DONATIONS**

**When individuals or groups wish to provide money, materials or services for the construction of any project on school property, such construction shall be carried out in one (1) of the following ways:**

1. With ~~District~~school personnel doing the actual work. However, the Board shall not undertake large or substantial projects with its own personnel.
2. By means of a contract with professional construction firms in accordance with statutory procedures. Prior to the awarding of a contract, funds to be donated for the construction of projects shall be paid by the organization directly into the treasury of the Board as a donation to the District's public school funds. If the size of the project is sufficient to require it, the Board shall bid it and appropriate from school funds an amount sufficient to complete the project.
3. By means of donated labor and materials. Upon approval of the Board, school-related organizations may undertake projects utilizing donated labor and materials; or, organizations may contract directly with a professional construction firm to complete approved projects.

#### **CERTIFICATION OF FUNDS**

**All organizations and individuals shall certify in writing to the Board that sufficient funds are available to carry the project to completion; that no part of the funds donated to the Board are borrowed; and that no amount is due to any person or entity thereof as a result of the following:**

1. Funds donated
2. Materials purchased
3. Labor utilized

**Alterations of Buildings and Grounds****APPROVAL OF QUALIFIED PERSONS**

Items of playground equipment or any other objects constructed shall be approved by a consulting engineer, architect, or other qualified person as to safety in design and construction techniques. The finished product also shall be inspected and approved by the Safety and Health Supervisor before use by pupils.

**NATIONAL FIRE CODE**

No building alterations shall be undertaken unless the Safety and Health Supervisor ascertains that alterations conform with National Fire Code standards.

**SIGNS**

The Superintendent/designee shall grant prior approval for the erection of new signs or repainting of existing signs on school property.

**EQUIPMENT OWNED BY OUTSIDE GROUPS**

Equipment owned by a school-related organization, such as a P.T.A. group, shall meet all applicable safety standards as verified by the Safety and Health Supervisor.

**MASTER PLAN**

For further information concerning approved equipment to be installed on elementary school grounds, refer to the master plan for the development of elementary playgrounds as prepared by the administrative staff.

**REQUESTS FOR ASSISTANCE**

In the event a school-related group wishes to develop an elementary school playground and cannot raise funds sufficient to complete the project, these groups may submit a request for financial assistance to the Board. The Board shall in turn consider the request on its merits and in light of budgetary conditions prevailing at the time the request is made.

**REFERENCES:**

**FCPS District Facility Plan (DFP)**

**FCPS Building Components Requirements (BCR)**

**FCPS Facility Programming Guide**

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## **Bomb Threat Procedures**

### **DRILLS**

~~The Principal shall schedule bomb threat drills once during each school year and complete the required Drill Report Form, which can be accessed from the District's web site on the FCPS Risk Management and Safety page.~~

### **RESPONSIBILITIES OF PRINCIPAL/DESIGNEE**

The Principal/designee shall:

- ~~1. Plan/Coordinate all drills to minimize disruption of the educational process.~~
- ~~2. Provide a plan of pre-drill and pre-training instruction, including but not limited to, warning signals, assessment of threat protocol, and designation of safe areas for all staff and students.~~
- 3.1. Put into action the following procedures when a bomb threat has been received:
  - a. ~~Implement assessment process to determine whether to evacuate the building.~~ It shall be standard procedure to evacuate the building and surrounding areas.
  - b. ~~Evacuate building if so indicated by the assessment process, and eCall FCPS Police 859-422-4200/911/local emergency, fire department, and law enforcement personnel, as appropriate.~~
  - c. Use the Audio Enhancement Intercom public address system or similar technology device to announce the evacuation.
  - d. Notify your Chief School Leadership Officer Superintendent/designee.
  - e. FCPS Police will Mmake building accessible to law enforcement agency representatives who respond by providing the search team with a floor plan and keys to unlock rooms.
  - f. ~~If the building is evacuated, ascertain in conjunction with Division of Law Enforcement officials whether or not building is safe to re-enter. Immediately notify Superintendent/designee if any damage occurs.~~
  - g.f. Notify Chief School Leadership Officer Superintendent/designee if transportation or evacuation to another facility may be necessary.
- 4.2. If an actual bomb is discovered on school grounds:
  - a. Immediately report the bomb by calling FCPS Police 911, local/state police and the fire department.
  - b. Evacuate the area designated by FCPS Police and school administration and remain in that area until all cleared has been determined by appropriate personnel bomb site to a safe area at least 850 feet away; do not permit re-entry by employees or students until each device has been removed or disarmed by the bomb squad.
  - c. FCPS Police will help with traffic control and assist with emergency vehicle traffic in order that fire and emergency equipment may arrive unimpeded, direct pedestrians to not block drives and access roads.

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**Bomb Threat Procedures****RESPONSIBILITIES OF PRINCIPAL/DESIGNEE (CONTINUED)**

- ~~d. Remind all persons that cell phones or radios are not to be used as this may cause detonation.~~
- ~~5. Determine, in conjunction with the Superintendent, the need for schools to be dismissed early.~~

**FACULTY/STAFF RESPONSIBILITIES**

The faculty and staff shall:

- ~~1. Post in each room and discuss with each class rules for evacuations, including student responsibilities. These will include directions on the designated exits, alternative exits, assigned evacuation area(s), and designated safety precautions such as a ban on cell phone or radio use during a bomb threat drill or evacuation.~~
- ~~2.1 If a written bomb threat is received, preserve it for investigation and notify FCPS Police by the police for possible fingerprints by handling it as little as possible while placing it in a protective envelope. Notify the Principal or administrator in charge who shall notify the Division of Law Enforcement.~~
- ~~3.2 Take the following steps if a bomb threat is received by telephone:~~
  - ~~• Notify the Principal or administrator and FCPS Police in charge and the Division of Law Enforcement.~~
  - ~~• Complete the BOMB THREAT CHECKLIST as soon as practical. (See 05.43 AP.2.)~~
  - ~~• Remain available outside the building, but near the main entrance, to assist the inspector from the Lexington-Fayette Urban County Government and an officer from the Division of Law Enforcement in filing the official report.~~
- ~~4. If a teacher, conduct a cursory inspection of the area (room, closets, etc.) for suspicious objects. However, when a suspected bomb is found, personnel SHALL NOT TOUCH OR ATTEMPT TO RELOCATE the device. Instead, they shall immediately report the location of the device to the Principal or public safety officer, giving a full and accurate description.~~
- ~~5. Custodians shall inspect the restrooms, teachers' lounges, boiler rooms and other common areas, including stairwells and hallways.~~
- ~~6. Take class roster and check roll when the class is in its evacuation area and report to the Principal any student who is missing. Other than adults authorized to check the premises, no person shall remain in the building during a bomb threat or bomb threat drill.~~
- ~~7. Maintain order during the evacuation and arrange for the assistance of students with disabilities. Leave doors and windows open.~~

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### Bomb Threat Checklist

(Print on color-coded paper and keep at main receptionist's desk at each school and at the Central Office.)

**INSTRUCTIONS:** If a recording device has been put in place and the threat is received by telephone, start the recorder immediately. Don't hang up the phone. If the caller hangs up, leave the phone off the hook. Be calm. Be courteous. Listen, do not interrupt the caller, notify colleagues of your activity by prearranged signal while caller is on the line; ask to have message repeated.

Date call received \_\_\_\_\_ Time \_\_\_\_\_

Exact words of person placing call \_\_\_\_\_

If the threat is received via email, tell another employee to alert Central Office immediately as you record information and correspond with the sender using the questions below. **ASK** the following questions:

What time is the bomb set to explode? \_\_\_\_\_ How many devices are involved? \_\_\_\_\_ Is it ☐ Disguised ☐ Concealed/Hidden ☐ In the open? \_\_\_\_\_ Floor \_\_\_\_\_ Area \_\_\_\_\_

What does the bomb look like? \_\_\_\_\_ What will cause it to explode? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_ How did it get into the school? \_\_\_\_\_

Why was it placed? \_\_\_\_\_

Did you place the bomb (s) ☐ Yes ☐ No If not, who did? \_\_\_\_\_

Are you a current student? ☐ Yes ☐ No Are you a former student? ☐ Yes ☐ No Where are you calling from? \_\_\_\_\_

What is your address? \_\_\_\_\_ What is your name? \_\_\_\_\_

VOICE CHARACTERISTICS	BACKGROUND NOISE	NOTIFY THE FOLLOWING
<input type="checkbox"/> Male <input type="checkbox"/> Adult <input type="checkbox"/> Intoxicated <input type="checkbox"/> Loud <input type="checkbox"/> Disguised <input type="checkbox"/> Angry <input type="checkbox"/> Slow <input type="checkbox"/> Normal	<input type="checkbox"/> Music <input type="checkbox"/> Children <input type="checkbox"/> Conversation <input type="checkbox"/> Airplane <input type="checkbox"/> Traffic <input type="checkbox"/> Machinery	<input type="checkbox"/> FCPS State Police <input type="checkbox"/> Local Law Enforcement/Emergency <input type="checkbox"/> School Chief/Superintendent* <input type="checkbox"/> Fire Department <input type="checkbox"/> Building Principal/site administrator <input type="checkbox"/> Other, specify _____
<input type="checkbox"/> Female <input type="checkbox"/> Juvenile - Age _____ <input type="checkbox"/> Accent <input type="checkbox"/> Calm <input type="checkbox"/> Nasal <input type="checkbox"/> Broken <input type="checkbox"/> Sincere <input type="checkbox"/> Speech Problem (stutter, lisp)	<input type="checkbox"/> Television <input type="checkbox"/> Restaurant <input type="checkbox"/> Shopping Mall <input type="checkbox"/> Train <input type="checkbox"/> Office <input type="checkbox"/> Other, specify _____	
<input type="checkbox"/> Rapid <input type="checkbox"/> Giggling <input type="checkbox"/> Deep <input type="checkbox"/> Crying <input type="checkbox"/> Squeaky <input type="checkbox"/> Excited <input type="checkbox"/> Stressed <input type="checkbox"/> Other, specify _____		

\*Consultation with the Superintendent shall be required prior to dismissal for the remainder of the school day.

Additional Information \_\_\_\_\_

Signature of Person Receiving Call \_\_\_\_\_

Date \_\_\_\_\_



**Crowd Control****PRINCIPAL'S AUTHORITY**

The Principal shall have authority to promote the orderly conduct and safety of the students and other spectators attending events on school property. Crowd control procedures shall include the following:

1. Assignment of authorized school personnel to provide adequate supervision.
2. The Principal may request ~~FCPS Police~~Division of Law Enforcement personnel to be present if s/he anticipates the crowd may pose a conduct or safety problem.
  - a) Division of Law Enforcement personnel shall be provided for athletic events, as approved by the Superintendent.
  - b) The Principal and ~~FCPS Police~~Division of Law Enforcement personnel shall utilize judgment regarding the number of officers needed and advise as to their placement.
3. The admission gate or entrance shall be controlled and admission limited to eligible students, chaperones, guests, spectators, and other authorized persons.
- ~~4. Persons under the influence of alcohol or drugs are subject to exclusion from the event.~~
- ~~5.4.~~ If a disturbance occurs, school ~~administration~~authorities shall determine if the event needs to be concluded and may close the event, as appropriate, and send those in attendance off the school grounds.

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**SPORTING ACTIVITIES**

At the beginning of each school year, the Principal shall meet with personnel from the ~~FCPS Police~~Division of Law Enforcement to arrange for adequate crowd control before, during and after each sporting activity and to develop a plan of action for crowd management~~to be implemented in the event of trouble~~. The plan shall address the following issues:

1. The Principal/designee shall contact the visiting school as early as possible to discuss crowd control procedures for each game, parking sites, bleacher areas, and the loading and unloading of buses and automobiles.
- ~~2. Supervision of parking areas during games is advised. In addition, parking areas shall be well lighted.~~
- ~~3.2.~~ In order to minimize congestion, the Principal/designee shall arrange for an adequate number of ticket takers, ticket sellers, entrances, exits, concession stands, etc.
- ~~4.3.~~ School administration/designee~~Personnel~~ shall secure stadium and gymnasium gates and doors, prior to the scheduled opening time.
- ~~5. If special seating areas are to be roped off, this shall be done before the gates are opened. The Principal shall provide special seating for the visiting school's band.~~
- ~~6. The Principal shall direct ticket takers to screen spectators and to notify Law Enforcement personnel of potential problems. Regardless of when during a game they purchase a ticket, spectators are required to pay full ticket price.~~



**Crowd Control****SPORTING ACTIVITIES (CONTINUED)**

- ~~7.4.~~ No spectators are allowed onto the sidelines. Authorized persons other than players, coaches, managers and members of football "chain gangs" shall be issued VISIBLE SIDELINE PASSES.
- ~~8.5.~~ The school administration and staff~~Principal~~ shall provide for supervision during half-time to help direct the crowd, keep spectators off the playing surface and prevent loitering.
- ~~9.6.~~ The Principal/~~designee~~ shall maintain open lines of communication with administrators of the visiting school.
- ~~10.~~ ~~Team, band and pep buses shall depart as soon as possible after the game.~~
- ~~11.7.~~ The school administration and staff~~Principal~~ shall supervise students until they are picked up by a parent or guardian~~arrange for and provide supervision to continue until all spectators have left, including the team bus.~~
- ~~12.~~ ~~The responsibilities and duties of Division of Law Enforcement officers shall be as follows:~~

**Prevention of Crime**

- ~~1.~~ Protection of spectators and participants
- ~~2.~~ Patrol of grounds and facilities
- ~~3.~~ Investigation of incidents (crimes, etc.)

**Protection of Fayette County Public School Property and Personal Property**

- ~~1.~~ Prevention of thefts
- ~~2.~~ Prevention of vandalism
- ~~3.~~ Provide an escort when money is moved

**Traffic Control**

- ~~1.~~ Supervise traffic on school property
- ~~2.~~ Supervise parking
- ~~3.~~ Investigate automobile accidents

**Crowd Control**

- ~~1.~~ Assist school officials in supervising spectator flow
- ~~2.~~ Assist school officials in supervising spectator conduct

**Public Relations**

- ~~1.~~ Assist spectators
- ~~2.~~ Assist participants and officials
- ~~3.1.~~ Assist students

**Property Insurance Procedures****REVIEW COMMITTEE**

The Property Insurance Review Committee shall annually review statements of District property values and the extent of insurance coverage. This committee shall consist of the This committee shall consist of the Chief Operating Officer, Director of Risk Management and Safety, ~~Executive~~ Director of ~~Accounting and Benefits~~ ~~Financial~~ Services and the Director of Purchasing.

**REPLACEMENT COST**

Fire and extended coverage on all non-surplus buildings shall be carried in the amount of the replacement cost.

**APPRAISAL OF BUILDINGS**

An appraisal of non-surplus buildings may be made every seven (7) years. The professional appraiser shall estimate the replacement cost, and an adjustment will be made each year to compensate for any increased labor and material costs.

**INVENTORY OF CONTENTS**

An inventory of the contents of each school shall be made each year as specified in Policy 04.7. The inventory will show the description, cost, date of purchase, condition, quantity, and location of each item inventoried. Inventory lists shall be maintained at ~~the John D. Price Building~~ ~~AK~~ ~~Support Services~~.

**CO-INSURANCE AND DEDUCTIBLE**

Each building and its contents shall be insured for an amount equal to 100% of the replacement cost as shown on the schedule of values. A NO co-insurance plan with a per-occurrence deductible of \$5,000 will be specified. The maximum allowable deductible per occurrence is five percent (5%) of the prior year's capital outlay allotment or \$25,000, whichever amount is smaller.



### **Fuel, Equipment and Repairs**

#### **PURCHASING FUEL AND PARTS**

The purchase of fuel, motor oil, transmission fluid, antifreeze, and selected bus parts shall be determined by the Board's bidding policy (04.32) and related procedures.

#### **FUELING**

Drivers shall ensure their bus fuel tank is at least half full when it is parked, ~~except that trip buses may be refueled on the next working day.~~ Spare buses shall be refueled by the driver when the bus is returned to the terminal.

Drivers will fuel their buses at the Board's fuel pump(s) or as directed. Fueling facilities shall be available at all hours.

When buses are to be fueled, the following procedures shall be implemented:

1. No students shall be on board the bus while it is being fueled.
2. While having the bus fueled, the driver shall turn off the engine.
3. Smoking is prohibited at all times within 50 feet of the fueling station.
4. Fuel tank caps shall be replaced prior to leaving the fueling station.

Drivers taking out-of-town trips may be issued credit cards for fuel and emergency purchases, as appropriate.

A mechanic will fill buses with antifreeze, transmission fluid and oil, as needed.

#### **REPAIRS**

The maintenance staff of the Transportation ~~Department~~Division shall follow the preventive maintenance program mandated by the Kentucky Department of Pupil Transportation.

School bus drivers shall utilize the ~~Pre-trip~~Mechanical Trouble Report form to report bus defects.

All replacement of parts will be done by a mechanic.

In case of mechanical trouble, the driver will call (or radio) the bus ~~shop~~terminal or the ~~dispatch office~~Director of Transportation/designee for instructions.

#### **OUT-OF-DISTRICT TRIPS**

Upon approval of the Director of Transportation/designee, a Board credit card may be furnished to drivers making out-of-District trips. These cards are to be used to purchase fuel and/or to pay for minor repairs. In the event it becomes necessary for the driver to pay cash for a bus charge(s), s/he shall get a receipt for the payment and turn it in to the Transportation Director/designee for approval and reimbursement of expenses. In emergency situations, the Superintendent may authorize payment prior to Board approval.

#### **RELATED PROCEDURE:**

06.13 AP.2



**School Bus Safety****SAFETY INSTRUCTION**

Principals will ensure that safety training is provided annually to all students who ride school buses. This training will be tailored to the appropriate age level as outlined in the annual Transportation Safety Plan. The ~~Division of Transportation~~ Department shall provide assistance in the form of resource materials, ~~along with schedules of various subjects to be presented on the public school television channel.~~ Presentations using “Buster ~~or Barney~~” the robot school bus may be arranged for elementary age students by contacting the Transportation Department Safety & Training Coordinator~~Division~~. This safety training will be accomplished during the first month of school and a report of completion provided to the Transportation Department~~Division~~. Documentation evidencing completion will also be maintained at each school for a period of one year. The form to be used for documenting the training is located on the District web site:

<https://www.fcps.net/staff/transportation>

<https://my.fcps.net/forms>

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**BUS EVACUATION DRILLS**

Prior to the beginning of school each year, the Superintendent’s designee shall publish a schedule of four (4) school bus evacuation drills, twice during each half of the school year. Drivers of school buses will conduct the drills in accordance with specific instructions provided by the Transportation Department Safety & Training Coordinator~~Division~~. School principals/designees will observe the conduct of the bus evacuations and, using the evacuation drill form, report within five (5) working days to the Superintendent/designee that scheduled evacuations were completed by all buses serving their school.

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Evacuations will normally be scheduled to coincide with morning arrival times and may be scheduled on different days for various school starting times in order to minimize the delay in buses on subsequent routes. Activity and trip buses will conduct evacuation drills prior to the beginning of each trip. The Superintendent or designee shall maintain each drill report for a period of one (1) year, with copies provided to school directors.

**DRIVERS**

Bus drivers shall receive instruction in bus safety as part of the bus driver training program. Any driver involved in a preventable accident shall be required to participate in the Defensive Driving Program.

**RELATED PROCEDURES:**

06.2 AP.2

06.21 AP.1

### Accidents

If any District vehicle is involved in an accident, the following procedures are to be followed by the bus driver:

#### School Buses

1. Set the parking brake and notify the dispatcher of what, when, where, bus number, school, pupils on board, and injury status.
2. Turn off engine and leave key in on position with radio on.
3. Remain calm and reassure the pupils.
4. If students aren't on board, then Use emergency reflectors to "protect the scene," as appropriate.
5. Unless the bus is on a railroad track or is in danger of another collision, do not move the vehicles involved until law officers advise you to do so.
6. Check for injury to pupils. If there is an injury, proceed as follows:
  - a) Move the person from danger and give first aid. Caution must be observed if neck or back injury is indicated.
  - b) ~~If the injuries appear to be serious, n~~Notify the dispatcher of all injuries.
7. Keep all pupils on the bus unless there is a fire, or the possibility of a fire, ~~or the vehicle is in danger of further collision.~~
8. Account for all pupils.
9. The dispatcher shall notify the Transportation Director, Associate Director, Terminal Manager, Director Shop Supervisor, Routing Office, FCPS Police, School(s) and Families ~~who will notify school administrators and appropriate law enforcement agency of the location and nature of the accident.~~ In reporting the accident, give the following information:
  - a) The exact location of the bus,
  - b) If another bus is needed to transport students, and/or
  - c) If a wrecker is needed.

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10. An email of the incident accident report shall be sent to FCPSBusIncidentsAccident@fayette.kyschools.us.

11. When authorized to do so, continue the transportation of the pupils by: (1) the present bus or (2) a substitute bus, if the present bus is inoperable.

10.12. When a school bus is involved in an accident that requires an emergency response, school and District staff will go to the scene. Students will be transported back to campus to reunite with their families.

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#### All District-Owned Vehicles

1. Do not move the vehicle until the police report is completed.
- 1.2. Do not discuss the facts of the accident with anyone except the investigating officer and school officials.

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### Accidents

#### **All District-Owned Vehicles (continued)**

- ~~2.3.~~ Fill out an accident report and file it with the Department Director/Terminal Manager on the day of the accident. Failure to do this constitutes negligence on the part of the driver.
- ~~3.4.~~ The driver is not to admit that an accident is his/her fault. ~~The driver may say, "I'm sorry the accident happened, and it will be reported to the insurance company that handles the Board's insurance."~~
- ~~5.~~ Refer accident parties to contact the FCPS Risk Management Office. ~~Do not offer to pay any damages to the other party involved. If the bus driver is at fault, the Board's insurance company will handle any claims.~~
- ~~6.~~ The driver should tell the party that s/he has filed the accident report with the Director of Transportation and that the party will have to contact the FCPS Risk Management Office for additional assistance. See the Director or the Board's insurance agent. (This is very important in settling claims.)
- ~~7.~~ Be sure to get the names, addresses, driver's license numbers, tag numbers, and insurance information of all persons involved in the accident. It is very important to get the names and addresses of any witnesses to the accident.
- ~~8.~~ Take photographs of the accident before vehicles are moved.
- ~~5.~~ Never say, "The Board's insurance company will pay for the damage." The Board's insurance adjuster will make that decision. If the representative of another insurance company or an attorney representing the other party involved visits the driver and requests a statement either written or oral, the driver shall refuse. The driver should tell the party that s/he has filed the accident report with the Director of Transportation and that the party will have to see the Director or the Board's insurance agent. (This is very important in settling claims.)
- ~~6.~~ Be sure to get the names, addresses, driver's license numbers, tag numbers, and insurance information of all persons involved in the accident. It is very important to get the names and addresses of any witnesses to the accident.
- ~~7.5.~~ When involved in an accident while driving a District-owned vehicle, employees are to:
  - a. Contact the local police/fire/rescue.
  - b. Contact FCPS Police District Law Enforcement.
  - c. Contact Risk Management.
  - d. Contact supervisor.
  - e. If a vehicle is being towed, if the FCPS employee is receiving a citation, if anyone is injured and being transported by EMS, or if there is a fatality then Rreport to the District's Occupational Medical provider as soon as possible (in non-injury situations) for drug testing.

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**Accidents**

**All District-Owned Vehicles (continued)**

Employees authorized to operate District-owned vehicles are required to safely operate those vehicles as an essential function of that duty. When employees are first assigned to operate a vehicle, the supervisor shall provide training on how to do so in a safe and effective manner. Employees subsequently encountering problems complying with vehicle operating procedures shall inform their supervisor to request additional training.

Negligent or improper operation of a District owned vehicle is grounds for discipline, up to and including termination.

## **Inclement Weather Procedures**

### **TRANSPORTATION OPTIONS**

During periods of inclement weather the Superintendent may authorize modifications to the normal bus transportation schedules, including:

- Closure of all schools,
- Operation of normal bus routes on a one or two-hour delay,
- Operation on an abbreviated transportation plan corresponding to major arterials, or those roads and streets that have been made safe by removal of snow or ice, and
- Early dismissal when dictated by safety considerations.

### **DECISION PROCESS**

Based on recommendations from a team of District staff the Superintendent will decide and announce any transportation schedule deviation as early as possible. Recommendations to the Superintendent will be supported by physical observations of the present and expected conditions of the roads and streets throughout the District. Once the Superintendent has made a decision, it will be immediately provided to the various electronic media resources.

### **CLARIFICATION OF OPTIONS**

Unless modified and announced, the regular school bus schedules will be maintained. Modified schedules are summarized as follows:

#### **SCHOOLS ARE CLOSED**

All school sponsored activities and events are cancelled for that day, except that the Superintendent may authorize school bus operations for extracurricular and/or athletic activities.

#### **ONE OR TWO HOUR DELAY**

All school bus routes will be accomplished on the appropriate delay basis with the school start time delayed in the same manner. All mid-day transportation service other than career and technical centers/vocational schools will be suspended. On a two (2)-hour delay, career and technical centers transportation will be suspended. Early Start will not be in session on delayed start days. School dismissals will be at the regularly scheduled times.

#### **ABBREVIATED TRANSPORTATION PLAN**

~~The Transportation Division will prepare, and update as required, a plan for transportation of students to and from designated bus stops that are located on roads and streets that are more likely to be made safe through early snow or ice removal. The abbreviated plan will correspond to the first priorities on County and State snow removal plans, and the city extensions of these same corridors. The abbreviated plan, which may be referred to as the "Snow Plan," will be inserted into the online Bus Route Finder linked to the District homepage at the time a decision is made to use this plan.~~



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**Bus Drill Report**

The standard for real drills is to completely evacuate the bus within two (2) minutes. Drivers shall follow the evacuation strategies specified in the *Pupil Transportation Management Manual* published by the Department of Education.

<u>Bus #</u>	<u>Date Conducted</u>	<u>Exit Used</u> <u>(Rear, Side,</u> <u>or Service)</u>	<u>Number of</u> <u>Passengers</u>	<u>Evacuation</u> <u>Time</u>	<u>Name of</u> <u>School</u>
	<u>1<sup>st</sup> School</u>				
	<u>2<sup>nd</sup> School</u>				
	<u>3<sup>rd</sup> School</u>				

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Drivers shall conduct at least two evacuation drills per semester with driver and student participation for each bus and each school in the school district. Conduct this drill on school grounds, coordinated by the Safety and Training Coordinator and school administration. As part of the evacuation drill, educate the students on the following:

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Educate students on:

- Emergency exits, location and use;
- Staying calm, quiet, and leaving belongings behind;
- Safe Zone Assembly outside the bus;
- Reassemble in the bus to gather belongings; and
- Dismissal.

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**AFFIDAVIT FOR CONDUCTING EVACUATIONS DRILLS**

I hereby report that I have conducted the evacuation drills for the above schools. This signed document will be utilized to account for adherence to the school bus evacuation procedure.

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

Driver Signature: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Return this form to the Safety/Training Coordinator.

SEE ALSO: Evacuation Drills Memorandum on District web site (<http://my.fcps.net/forms>)

**Bus Drill Report**

Name of School \_\_\_\_\_ Principal \_\_\_\_\_

Bus Number \_\_\_\_\_ Number of students \_\_\_\_\_ Weather Conditions \_\_\_\_\_

Date of Drill \_\_\_\_\_ Time of Drill \_\_\_\_\_ Time taken to evacuate \_\_\_\_\_

**NUMBER OF STUDENTS IN EACH GRADE TAKING PART IN THE EVACUATION DRILL:**

_____ Preschool	_____ Fourth Grade	_____ Ninth Grade
_____ Kindergarten	_____ Fifth Grade	_____ Tenth Grade
_____ First Grade	_____ Sixth Grade	_____ Eleventh Grade
_____ Second Grade	_____ Seventh Grade	_____ Twelfth Grade
_____ Third Grade	_____ Eighth Grade	

**NUMBER OF STUDENTS USING THE FOLLOWING:**

☐ Crutches \_\_\_\_\_ ☐ Wheelchairs \_\_\_\_\_ ☐ Child Safety Restraint System \_\_\_\_\_

☐ Other special needs; please specify \_\_\_\_\_

**CHECK TYPE OF EVACUATION PRACTICED:**

☐ front \_\_\_\_\_ ☐ rear \_\_\_\_\_ ☐ side \_\_\_\_\_ ☐ front and rear \_\_\_\_\_ ☐ front and side \_\_\_\_\_ ☐ rear and side \_\_\_\_\_

☐ front, rear and side \_\_\_\_\_ ☐ emergency window, hatches and windshield evacuation instruction \_\_\_\_\_

☐ Drill was conducted by the bus driver.

Comments: (Include any comments about safety or problems encountered during the drill.)

\_\_\_\_\_  
\_\_\_\_\_  
For each drill, the Principal/designee shall complete and keep on file this form and provide a copy(ies) to the Coordinator of Safety Training, Transportation Division.

\_\_\_\_\_  
\_\_\_\_\_  
*Principal/Designee's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_  
*Signature of Bus Driver, as appropriate* \_\_\_\_\_ *Date* \_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_  
*Signature of Coordinator of Safety Training, Transportation* \_\_\_\_\_ *Date* \_\_\_\_\_**SEE ALSO: Evacuation Drills Memorandum on District web site (<http://my.feps.net/forms>)**



TRANSPORTATION

06.2 AP.2  
(CONTINUED)

**Bus Training Report**

**TO:** COORDINATOR, SAFETY TRAINING  
TRANSPORTATION DIVISION

**FROM:** PRINCIPAL, \_\_\_\_\_ (SCHOOL)

**SUBJECT:** ANNUAL SAFETY TRAINING FOR SCHOOL BUS RIDERS

**DATE:** \_\_\_\_\_

This is to advise that required safety training has been accomplished for the \_\_\_\_\_ school year for all regular school bus riders and for all students who may ride school buses during activity trips. Records will be maintained at the school for one year showing the subject, date and class roster for the specific training covered by this memorandum. The training was composed of subject matter provided by:

☐ In-class videos.

☒ ~~Programming on Channel 13.~~

☐ Live presentation.

☐ Transportation Division using "Buster," the robotic bus.

☐ Other (describe): \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

## **Bus Driver Rights and Responsibilities**

### **DRIVER RIGHTS**

Driver rights are delineated in KRS 158.110 and Board Policy 06.22.

### **ARRIVAL**

Drivers shall park private vehicles in the spaces provided for employees' private vehicles at both terminals.

### **ADHERENCE TO ROUTES**

Drivers shall drive their routes in strict adherence with the provisions of the route sheet. Drivers shall not take it upon themselves to change the route. If for some reason a change is needed, this shall be referred to the Transportation Supervisor and handled by the Transportation Routing Office.

School buses shall come to a complete stop at each bus stop; if no pupil is in sight, the bus shall continue on its route. However, if a pupil is running to catch the bus, drivers shall wait, pick up the pupil and inform him in a courteous manner that, in the future, to be on timethe bus will not wait.

Drivers shall not stop at stores or service stations in order to let pupils off to get drinks, candy, or treats of any kind.

### **UNAUTHORIZED PASSENGERS**

Unauthorized adults are not allowed on the bus. Drivers shall not permit parents or other persons wanting to visit schools to ride the school bus. These persons shall be told in a courteous manner that drivers have been instructed to transport pupils only. If there is a problem, complainants shall be referred to the Transportation Office.

~~Drivers shall not permit preschool-aged children to ride the bus, including special trips when small children are brought onto the bus by their parents. Persons who attempt to bring these children onto the bus shall be informed courteously that drivers are not allowed to transport young children.~~

Teachers shall not use school buses as their regular means of transportation. Except for special trips, teachers shall not ride school buses without authorization from the ~~Director of Pupil~~ Transportation Office.

Drivers shall not take their own children, friends or relatives on their routes.

### **LOADING/DEPARTURE**

~~School administrators~~Drivers shall not permit pupils to push or crowd into the entrance door. ~~Entrance doors shall remain closed until pupils form a line. If the group continues to crowd and push, this shall be reported to the Principal, along with a request for assistance.~~

Drivers shall make sure that all pupils are seated before leaving the stop.

Drivers shall require all pupils to remain in their seats until their stop is reached. Pupils shall not be permitted to stand by the door before the bus reaches the stop.



**Bus Driver Rights and Responsibilities****LOADING/DEPARTURE (CONTINUED)**

In the afternoon, pre-school, kindergarten, elementary students shall have their tags checked by the drivers and driver assistants when they embark and disembark the school bus.

Preschool and Kindergarten students require a hand-to-hand dismissal at the bus stop. Families must present their identification at the stop every day. Identification must match the tag.

If families are not at the stop for PreSchool and Kindergarten students, then the student shall remain on the bus.

When identification is not available, then the student shall remain on the bus and dispatch shall be notified.

A failure to comply form will be submitted to families that fail to follow the dismissal procedures and FCPS Police will review with the families.

If a bus must make a turnaround at which pupils are loaded or unloaded, pupils shall be on the bus during the turnaround process.

Drivers shall use the seat belts provided while the bus is in operation.

**Relief Drivers**

Relief drivers shall report to work at by 6:30 a.m. and 2:00, unless otherwise their assigned times.

Relief drivers shall fulfill their confirmed times during the morning and afternoon sessions.

Relief drivers who are 3rd Party Drivers Training Assistants shall be assigned, based on the following priorities:

- Relief driving on regular routes.
- Training of new drivers and evaluation of present drivers.
- ~~Category trip driving.~~

Drivers and driver assistants ~~monitors~~ shall clock in at the time indicated on their confirmation.

In addition, bus driver qualifications and responsibilities are referenced in state regulation, local transportation manuals, as applicable, and in documents distributed by the Kentucky Department of Education.

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### Requirements for Bus Drivers and Assistants

Training for all Fayette County School bus drivers and bus driver assistants shall meet or exceed minimum requirements established by Kentucky Administrative Regulations.

#### PROSPECTIVE DRIVERS AND ASSISTANTS

All prospective school bus drivers shall receive a minimum of twenty (20) hours of classroom and driving instruction prior to being ~~a driver~~employed.

All prospective school bus drivers and bus driver assistants shall meet the basic physical qualifications established for issuance of a Commercial Driver's License, including drug and alcohol testing, except that minimum physical requirements for driver assistants may be relaxed in all areas except vision, hearing and drug and alcohol testing.

#### NEWLY EMPLOYED DRIVERS AND ASSISTANTS

Newly employed school bus drivers shall receive a minimum of ~~eight~~six (86) additional hours of prescribed driving training under the direct supervision of a ~~3rd Party Driver Trainer Assistant~~. These drivers shall be evaluated after the first ~~forty-five~~thirty (4530) days of employment ~~as a driver~~.

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Newly employed school bus driver assistants shall receive a minimum of ~~twelve~~six (126) hours of ~~practicum experience and sixteen (16) hours of instructor led practicum experience and sixteen (16) hours of instructor led~~ prescribed training under the direct supervision of a State Certified Driver Trainer. These driver assistants shall be evaluated after the first ~~forty-five~~thirty (4530) days of employment by a State Certified Driver Trainer, and thereafter on a monthly basis by the assigned ~~Transportation Supervisor~~driver of the bus on which the ~~A~~assistant is working.

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#### ANNUAL EVALUATION

All school bus drivers and bus driver assistants shall be evaluated annually to determine if there are any deficiencies in performance that may require additional training or improvement in performance.

Bus drivers and bus driver assistants may be evaluated more often than annually based on observed need.

Annual evaluations of bus drivers and bus driver assistants will consist of the following:

- Physical examination.
- Physical Agility Screening, consisting of demonstrated ability to assist students in disembarking from the bus, ~~the ability to negotiate the emergency escape exits on the bus,~~ and the ability to accomplish the normal daily physical requirements of the respective positions.
- Participation in the unit drug and alcohol random testing program.



**Requirements for Bus Drivers and Assistants****MAINTENANCE OF CERTIFICATION**

School bus drivers and assistants shall receive twenty-four (24) hours of in-service training annually in order to maintain their driver certification. Failure to meet any portion of the annual evaluation requirements shall result in the employee being placed on probation for a period of not less than 90 days, except that failure to pass a scheduled drug or alcohol test shall result in an immediate recommendation for termination of employment. Probation would require a driver to complete training before driving buses. Along with any probationary period covered by this paragraph, the employee shall be given an Improvement Plan outlining in detail the specific goals that must be achieved within a specified time in order to retain employment with the District.

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**RELATED PROCEDURE:**

06.2 AP.2

TRANSPORTATION

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06.33 AP.1

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### **Bus Stop Procedures**

#### **PRINCIPAL'S PERMISSION**

Students shall ride their assigned school bus to and from school each school day, and are required to get on and off the bus at the same stops each day, unless permission to the contrary is granted by the Principal or Assistant Principal of their school. The *School Bus Boarding Pass* to be used for changes in bus assignments for elementary, ~~and~~ middle, ~~and~~ high school students is located on the District's web site:

<https://www.fcps.net/staff/transportation>

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<https://my.fcps.net/forms>

Permission notes from parents, teachers, or others shall not be accepted by the drivers.

#### **BASIS FOR DENIAL**

~~Students shall not be given permission to ride another bus for such reasons as taking music or dance lessons, visiting friends, staying overnight, attending club meetings, or an after-school job.~~

~~In addition,~~ The Principal shall not permit a student to ride another bus if such action would cause that bus to be overcrowded.

#### **REGULAR BUS STOPS**

When the Principal gives students permission to ride a different bus, they shall board the bus or disembark at a regular bus stop only. Bus stops and routes shall not be changed, except for emergencies.

#### **RELATED PROCEDURE:**

06.31 AP.1



## **Bus Conduct Procedures**

### **RULES OF CONDUCT**

Specific rules of conduct on school buses can be found in the Rider Rules given to each student.

### **RESPONSIBILITIES OF BUS DRIVERS AND MONITORS**

School bus drivers and monitors have the primary responsibility for maintaining good discipline on their buses. To fulfill that responsibility, they are expected to reflect the following characteristics:

1. Respected in the community;
2. Neat and clean in appearance;
3. Uses appropriate speech;
4. Friendly, but not familiar;
5. Courteous;
6. Fair in dealing with students;
7. Firm, not tough;
8. Keeps bus clean; and
9. Punctual.

### **HANDLING DISCIPLINARY PROBLEMS**

Bus drivers and monitors shall utilize the following suggestions when handling disciplinary problems:

1. Anticipate trouble before it starts;
2. Watch for trouble by using the inside rear-view mirror;
3. Always stop the bus before taking any disciplinary actions;
4. Remain calm at all times;
5. Be kind when disciplining students~~Never discipline when angry;~~
- ~~6. Never use physical punishment, as it may result in accusations of physical injury;~~
- ~~7.6. Only drop~~Never unload students at ~~other than their regular bus stops and expect them to walk home, except as otherwise permitted by Board Policy and Procedure;~~
- ~~8.7. Be kind~~Never ridicule;
- ~~9. Never make any threat for which there is no authority.~~
- ~~10.8.~~Focus on rule violators, rather than disciplining an entire group;
- ~~11.9. Complete bus misconduct reports in a timely manner, same day~~Do not let a situation get out of hand before reporting it to the Principal; and
- ~~12.10.~~Be consistent, i.e., avoid being lax one day and tough the next.

**Bus Conduct Procedures****RECOMMENDED ACTIONS**

The following types of disciplinary action typically produce the best results:

1. Talking privately with students often clears up trouble.
2. Students who are misbehaving shall be told exactly what they are expected to do.
3. Reseat students who are misbehaving, preferably in the front of the bus.
4. ~~Complete student misconduct reports the same day as the behavior occurs; and If students continue to misbehave, they shall be reported to the Principal of the school they attend and to the Director of Pupil Transportation.~~
- 4.5. ~~Enter misconduct reports in EOS (employability operating system) with your supervisor.~~

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**LOADING AND UNLOADING**

~~The efficient way to load a bus is to direct students to fill the rear seats first. In this way, students are not stumbling over one another.~~

Drivers shall supervise the loading of the bus and ensure that seats are shared fairly and that every seat is taken before students are permitted to stand in the aisle. If necessary, the driver may assign seats to students three (3) to a seat.

Drivers shall not permit students to sit on the steps or stand so close to the front that the driver's view of the bus door is blocked. The driver shall report instances of overcrowding to the Transportation ~~Supervisor~~ Division.

Drivers shall stay with their bus, whether students are loading or unloading. Drivers shall ~~stand by the door or~~ sit in the driver's seat so that students can be supervised.

**OPERATION OF THE BUS**

Drivers shall permit talking on the bus, as long as it does not interfere with safe operation of the bus.

**COOPERATION WITH PRINCIPALS**

Drivers shall cooperate closely with Principals who are responsible by law for the conduct of students on the bus and for any disciplinary action. If students do not cooperate with the driver, the driver shall report this to the Principal, utilizing the Report of Misconduct on the School Bus form, ~~and the EOS (employability operating system) which can be accessed from the Transportation listing on District's web site/Downloadable Forms. If the situation does not improve thereafter, the matter shall then be reported to the Transportation Division.~~

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When a student is reported in writing for failure to cooperate on the bus, appropriate disciplinary action shall be taken by the Principal, after investigation of the complaint and notification of parents. In cases of a student's repeated failure to cooperate, the Principal may withhold the student's bus-riding privileges for up to ten (10) days per occurrence.

Drivers do not have the authority to withhold bus-riding privileges from a student without authorization from the Principal.



**Bus Conduct Procedures**

**ENFORCEMENT**

Bus drivers will assist the Principal in enforcing the rules of conduct on school buses. If any student persists in violating these rules, the driver shall ~~create a new misconduct report~~ **notify the Principal**. The Principal may withhold bus-riding privileges (consistent with Board policies 06.34 and 09.2261) if the student continues to disobey the rules. If withholding of bus-riding privileges becomes necessary, the Principal shall notify the parents.

**REFERENCE:**

Report of Misconduct on School Bus form located on District web site (<https://my.fcps.net/forms>).

## Food/School Nutrition Service Procedures

### OPERATION

The ~~School~~ Food/School Nutrition Service ~~p~~Program shall be operated under the direction of the Director of ~~School~~Child Nutrition. Each school nutrition program site shall have a food service contact person ~~(such as a manager or satellite leader)~~ under the supervision of the Associate Director of ~~School~~Child Nutrition ~~and the Principal~~.

~~For complete information and operational procedures concerning Fayette County's food of Child Nutrition program, please refer to the Child Nutrition Operation Handbook.~~

### PROGRAM FUNDS

Because the Food/School Nutrition Services Program ~~District~~ receives federal, state, and local funds to finance the school and community nutrition program, it is imperative that funds be properly safeguarded, that accurate records be kept, and that reports be made as required. In order to achieve this, the following procedures will be implemented:

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1. All funds received as payment for meals (school food service breakfast and/or lunch) and federal and state reimbursements shall be used only for food, labor, equipment, and supplies for the operation/improvement of the school nutrition program.
2. School ~~child~~-nutrition funds may not be used for:
  - a. The purchase of land.
  - b. The purchase or construction of buildings.
3. All schools nutrition program sites shall complete the required reports as required by the USDA and the Kentucky Department of Education.
4. A copy of all reports, financial records, and applications for free- and/or reduced-price meals shall be kept through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.

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It is recommended by KDE that if the school/District is operating under the Community Eligibility Provision, copies of Educational Benefits Forms (EBF) ~~Household Income Forms (HIF)~~ be kept following the retention schedule above.

5. All meals receiving federal reimbursement are priced as a complete unit.
6. The school ~~child~~-nutrition program is operated on a nonprofit basis. Actual cash balances shall be maintained in accordance with state/federal regulation, as appropriate.

### ANNUAL FOOD SERVICE DIRECTOR REPORT

Each year, the District ~~School~~Child Nutrition Director shall assess the school nutrition program and ~~post~~issue a written report ~~forte~~ parents, the Board, and ~~community school-based decision making councils~~ by a date specified by the Superintendent/designee. The report shall include requirements specified by state and federal regulations.

### TEAMWORK ESSENTIAL

The ~~School~~Child Nutrition Director shall have the overall responsibility for the nutrition program in each school. However, there shall be close cooperation among the Principal, ~~the~~ Director of ~~the~~ Division of Child School Nutrition, the SchoolChild Nutrition Manager, teachers, staff, parents, and students.



**Food/School Nutrition Service Procedures****PRINCIPAL'S RESPONSIBILITIES**

1. ~~Serve as team leader.~~
2. ~~Assists in the collection of the meal assistance forms.~~
3. ~~Approve the scheduling of special events held in the cafeteria.~~
4. ~~Prepare an appropriate serving schedule in collaboration with the Manager.~~
5. ~~Establish a Student-Parent-School Involvement Committee to receive and consider input relative to maintaining a high quality nutritional program. The membership of this committee shall include parents, teachers, the Nutrition Manager and the Principal. Minutes shall be recorded and copies filed in the school, and with the Child Nutrition division and others as designated by the Superintendent.~~

**RESPONSIBILITIES OF SUPERVISORS/DIRECTOR**

1. ~~Ensure that planned menus meet the requirements of a reimbursable meal under the "Offer vs. Serve" Meal Pattern.~~
2. ~~Establish standards for efficient and sanitary preparation and serving of food.~~
3. ~~Develop specifications for food and supplies.~~
4. ~~Determine amounts of food and supplies to be purchased and assist the Purchasing Office in the bidding process.~~
5. ~~Arrange for distribution and storage of food and supplies.~~
6. ~~Assist the Principal and Nutrition Manager in encouraging maximum student participation in the food service program.~~
7. ~~Aid in the evaluation of Child Nutrition Managers.~~
8. ~~Plan and provide training for food service employees.~~
9. ~~Conduct an on-site review of each school's meal count system prior to February 1 of each school year and ensure that these procedures are established and maintained in compliance with requirements set forth below.~~

**CRITERIA FOR A MODEL MEAL COUNT SYSTEM**

1. ~~Guidance, including written detailed instructions on the operation of the meal count system, shall be developed and provided to appropriate personnel.~~
2. ~~Personnel involved in the meal count system shall be knowledgeable about and shall adequately perform their duties and responsibilities.~~
3. ~~Applications for free or reduced-price meals shall be approved in a timely manner and in accordance with regulations.~~
4. ~~Category determinations shall be accurately recorded on the master roster and maintained throughout the year.~~
5. ~~The master roster shall accurately reflect each student's eligibility for free, reduced or paid meals.~~
6. ~~Reimbursable meals shall be clearly identifiable.~~
7. ~~Meals shall be correctly counted at the point of service and recorded by category.~~



**Food/School Nutrition Service Procedures****CRITERIA FOR A MODEL MEAL COUNT SYSTEM**

8. ~~The cash/check collection system for reimbursable meals and other sales ensures that appropriate amounts of cash/checks are collected and recorded for each sale category.~~
9. ~~A cash reconciliation system shall be used that includes the following provisos:~~
  - a. ~~Determination on a daily basis whether cash collected reconciles with meal counts as recorded;~~
  - b. ~~Documenting all differences; and~~
  - c. ~~Ensuring that corrective action shall be taken when needed.~~
10. ~~A system shall be in place to safeguard cash and checks from loss, theft or misuse.~~
11. ~~Reports of daily meals and cash/checks collected shall be complete and shall be compiled for claim and reimbursement.~~
12. ~~Edit checks for individual schools shall be implemented to identify potential problems in the meal count system.~~
13. ~~Periodic monitoring and technical assistance shall be provided for each school to ensure compliance with the approved meal count system.~~

**NUTRITION MANAGER'S RESPONSIBILITIES**

1. ~~Assign personnel based on the most effective use of their time.~~
2. ~~Make daily, weekly, and monthly reports on the forms provided.~~
3. ~~Send receiving reports and invoices to the Child Nutrition Office each day.~~
4. ~~Prepare and make daily bank deposits.~~
5. ~~Safeguard all funds and reports.~~
6. ~~Order food and supplies as directed by the Director of the Division of Child Nutrition.~~
7. ~~Sign and submit invoices to the Child Nutrition Office on a weekly basis.~~
8. ~~Receive food and supplies, sign receipts, note any discrepancies, and send to Child Nutrition Office.~~
9. ~~Assist the Principal with special events.~~
10. ~~Participate in the evaluation of food service employees assigned to the school.~~
11. ~~Enter payroll adjustments for food service employees into the payroll program.~~

**DIVISION OF CHILD NUTRITION ADMINISTRATIVE RESPONSIBILITIES**

1. ~~Be responsible for the total Child Nutrition program of the Fayette County Public Schools.~~
2. ~~Supply necessary forms for all records and reports of the Child Nutrition program.~~
3. ~~In compliance with Policy 04.32 and accompanying procedures, supervise the bidding, delivery and utilization of, as well as payment for, all foods, food products, operational supplies (including small equipment), government commodities, and replacement of equipment.~~



**Food/School Nutrition Service Procedures**

**DIVISION OF CHILD NUTRITION ADMINISTRATIVE RESPONSIBILITIES (CONTINUED)**

- ~~4. Pay all invoices which have been properly completed and signed by the Nutrition Manager.~~
- ~~5. Visit each school Child Nutrition program regularly.~~
- ~~6. Make recommendations concerning employment of all personnel in the Child Nutrition program.~~
- ~~7. Approve payroll records and authorize the payroll department to make payment of salaries to Child Nutrition personnel.~~
- ~~8. As required by the Kentucky Department of Education, file one (1) claim for Federal reimbursement, based on claims of all schools.~~
- ~~9. Prepare a monthly financial statement for each school Child Nutrition program.~~
- ~~10. Conduct training and in-service programs for Child Nutrition personnel as necessary.~~
- ~~11. Work with the Principal and other administrative staff members in order to offer the best possible Child Nutrition program to the students of Fayette County.~~

**COLLECTION**

The Child Nutrition Division will collaborate with a third-party company for the collection of NSF funds.

**REFERENCES:**

702 KAR 6:090  
7 C.F.R. 245.6

### Food Allergies and Special Dietary Needs

The ~~District~~ School Nutrition Program shall provide modified menus or food preparation for students as required by their individual education plan (IEP), Section 504 plan, or health plan.

The ~~District~~ School Nutrition Program shall be informed of any student who is unable to consume the meals normally served at the school in which s/he is enrolled.

School Nutrition Program services shall provide for substitution of food items based on child-specific medical guidance.

#### **PARENT RESPONSIBILITIES**

Parents requesting dietary accommodations for their child shall:

1. Notify the school ~~authority~~principal of any food allergy or special dietary need related to a ~~disability~~disabling condition or medical necessity.
2. Provide a written statement/food service modification form containing medical information from a medical authority authorized to practice within the State of Kentucky as noted in the student's IEP, 504 plan or health plan.
3. Provide updated medical information as requested by the District.
4. Participate in any meetings or discussions regarding the student's meal plan.
5. Notify the school of any changes relating to the food allergy or special dietary need.

#### **SCHOOL SITE RESPONSIBILITIES**

1. Inform school nurse and school nutrition personnel who to notify when they receive a request from a parent or student for accommodations related to food allergies.
- ~~2. Identify children requiring special dietary modifications~~
- ~~3.2.~~ Refer a student with known or suspected special dietary needs for special services as required by law and shall notify the Special Education Director, Section 504 Coordinator, school nurse or health services assistant, as appropriate, given the nature of the medical requirement or disabling condition known or suspected.
- ~~4.3.~~ Make staff and the student aware of precautions needed related to field trips, classroom parties, allergy alert identification, intervention strategies, and other issues necessary to promote student safety.
- ~~5.4.~~ Communicate plan requirements to all potential plan implementers, such as designated School Nutrition staff, the student's teachers, etc.
- ~~6.5.~~ Monitor and update the IEP, Section 504 plan, or health plan as needed.

#### **FOOD & SCHOOL NUTRITION SERVICES RESPONSIBILITIES**

1. Provide food ~~modifications~~item services and/or substitutions for students based on medical need. Menus will not be modified based on personal preference.
2. Provide training to school nutrition personnel on how to react to food allergies and food-related emergencies and how to modify menus.
- ~~3.~~ Maintain special dietary information on each student identified as having special dietary needs and update this information as needed.
- ~~3.4.~~ Collaborate and confirm that school nurse is aware of any special dietary needs.



## Meal Charge Procedures

### OVERVIEW OF MEAL CHARGES

Each school district participating in the United States Department of Agriculture school meal programs is required to have a charge policy. The policy is posted on the District website.

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No student will be denied a reimbursable school breakfast or lunch at the point-of-sale (POS).

Students who reach the POS without funds to purchase a reimbursable meal will be allowed to charge the meal. Students may never charge second meals or a la carte items. Adult charges are never allowed.

Students are encouraged to pay in advance for meal purchases at the point-of-sale or online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Students will be reminded verbally as needed when their account is getting low. When a student incurs meal charges parents/guardians will be notified via the District's automated call system, emails and/or charge letters regarding the amount owed. At the end of each school year either the school or the District will reimburse School Nutrition Program for charges that were not collected. The District may pursue additional collection efforts.

School administration will assist in determining if there are extenuating circumstances and assist as needed. School administrators may complete a free/reduced meal application for a student with a non-responsive parent/guardian. The USDA requirement to notify the parent/guardian of the action will be followed.

### Meal Charge Procedures

#### **OVERVIEW OF MEAL CHARGES (CONTINUED)**

All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices.

All FCPS students and employees are provided an opportunity to eat nutritional breakfasts and lunches daily in their respective schools. In order to accommodate those who take advantage of this opportunity, the Food Service Division has implemented billing systems that allow students to make advance payments for meals (meal account) with occasional charging of meals at the elementary, middle and high school levels. The school administration is responsible for assisting in the collection of all charges. Food Service funds may be used to collect delinquent meal charges.

If parents have not contacted the Cafeteria Manager or submitted the amount indicated within ten (10) working days from the date of the final notice, the debt will be considered delinquent.

There will be no charging of ala-carte items at any time. Adults may pay for meals in advance on their meal account or pay for meals at the time of purchase. There are no provisions for adult charges.

#### **ELEMENTARY AND MIDDLE SCHOOL PROCEDURE**

1. The Food Service School Site will generate charge letters for anyone with > \$5.00 in charges. The charge letters will be sent home with the student or mailed every Friday or as needed. Verbal and/or written reminders stating that the account is running low may be given to students as needed.
2. Authorized school officials will receive a weekly printout listing accounts over > \$10.00 in charges.
3. An account is considered "delinquent" when unpaid accounts accrue to > \$20.00 in charges.
4. Authorized school officials will receive a printout of the delinquent accounts from the cafeteria manager or designee.
5. The authorized school official accepts the responsibility for the repayment of the delinquent account(s) to the cafeteria on a semi-yearly basis. (August-December invoiced in January and January-May invoiced in June).
6. As needed, the school office/Family Resource Center/Youth Service Center may provide a student loan. The student/parent/guardian will be required to repay the loan(s). The parent/guardian still is accountable for the charges that have been incurred in the cafeteria. This policy is in effect for breakfast and lunch only.



### Meal Charge Procedures

#### ELEMENTARY AND MIDDLE SCHOOL PROCEDURE (CONTINUED)

7. The authorized school official may arrange a meeting with parent/guardian to discuss the problem of outstanding meal charges. The school social worker/Family Resource Center/Youth Service Center/FRYSC will follow up to determine if there are extenuating circumstances. Free and reduced forms will be available in each school's office and cafeteria.
8. Upon a student being approved for free/reduced meals by an authorized school official, the student/parent/guardian is still responsible for all accrued account charges prior to the application approval date.
9. The authorized school official will continue to make reasonable attempts at collection, but should that fail, the school administration will be responsible for charges that are owed to the cafeteria.
10. As needed, the Family Resource Center, Youth Services Center, School and District staff shall pursue alternative sources of funding such as local civic organizations, faith-based organizations or other organizations to assist those families in paying for children's meals.
11. Students with delinquent accounts may not be allowed to purchase a la carte items.

#### HIGH SCHOOL PROCEDURE

1. High school students may only charge up to \$5.00 per account.
2. Students who have charges may not purchase a la carte items until their account is paid in full.
3. Students may receive a loan from a friend, school bank (when available), and/or Youth Services Center for their meal.
4. A meeting may be arranged by the Principal/Youth Services Center to discuss the problem of not having money for meals. The Youth Services Center, school, and/or District staff may pursue alternative sources of funding such as local civic organizations, faith-based organizations, or other organizations to assist those families in paying for the student's meals. Free and reduced forms will be available in each school's office and cafeteria.
5. Upon a student being approved for free/reduced meals by an authorized school official, the student/parent/guardian is still responsible for all accrued account charges prior to the application approval date.

#### ADULT PROCEDURE

1. Adults may pay for meals in advance on their meal account or pay for meals at the time of purchase.
2. There are no provisions for adult charges.

**Meal Assistance Program Forms and Letters**

**NON-COMMUNITY ELIGIBILITY (CEP) SCHOOLS FREE AND REDUCED PRICE MEAL PROGRAM**

~~Application Forms~~, household letters, and other documents relating to the Free/Reduced-Price meal program may be found at the following link:

[Meal Assistance Programs - Fayette County Public Schools \(fcps.net\)](https://education.ky.gov/federal/SCN/Pages/School-Meal-Programs.aspx)

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<https://education.ky.gov/federal/SCN/Pages/School-Meal-Programs.aspx>

~~Hard copies of applications and other free-reduced-price materials shall be made available at each school. Documents include, but are not limited to; Free and Reduced Meal Application and Instructions; Free and Reduced Policy Statement; letters to households for notification of direct certification, approval/denial, and availability of the program; and media releases.~~

**COMMUNITY ELIGIBILITY PROVISION (CEP) MEAL PROGRAM**

~~Educational Benefit Forms (EBF) Household Income Forms~~ and other documents relating to the Community Eligibility Provision meal program may be found at the following link:

[Meal Assistance Programs - Fayette County Public Schools \(fcps.net\)](https://education.ky.gov/districts/Pages/Community-Eligibility-Provision-(CEP).aspx)

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[https://education.ky.gov/districts/Pages/Community-Eligibility-Provision-\(CEP\).aspx](https://education.ky.gov/districts/Pages/Community-Eligibility-Provision-(CEP).aspx)



## SUPPORT SERVICES

**Meal ProgramsFood Services****FREE AND REDUCED PRICE MEALS**

Since schools in the District participate in the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program and/or the USDA FoodsDonated Food Program, the DistrictFCPS complies with all Federal and State Regulations while providing healthy meals to students.

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**OPERATION**

The Food/School Food-Service Nutrition pProgram shall be operated under the direction of the Assoeiate-Director of School Nutritionfor Food-Service. Each school nutrition program site shall have a food service contact person, manager (such as a manager or satellite leader) under the supervision of the Assoeiate-Director of School Nutritionfor Food-Service and Principal.

**DEFINITION**

For purposes of this administrative procedure, "authorized school official" means school personnel as designated in the National School Lunch program application and agreement with the Kentucky Department of Education who are authorized by applicable law and regulation to process information or act in connection with the matter described.

**COMMUNITY ELIGIBILITY PROVISION (CEP) MEAL PROGRAM**

If a school in the District participates in the National School Lunch Program, School Breakfast Program, and/or the USDA FoodsDonated Food-Program through the Community Eligibility Provision (CEP), they must follow the federal and state policies and regulations below:

**STUDENTS**

To implement required policies and regulations, these procedures will be followed for student participants:

1. CEP school sites and program information is posted on the District website and updated annually/as needed. Letters explaining the School Food Service Program shall be sent to all parents each year at the opening of school and as needed throughout the year.
2. Household Income Forms (HIF) shall be collected by a designated District official outside of federal food service operations. It is recommended by KDE that copies of Household Income Forms (HIF) Educational Benefit Forms (EBF) are maintained by the FRAM Coordinator and will be kept through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.
3. A master list/roster to track student withdrawals, transfers, and entries shall be maintained by the Superintendent or designee(s).

**ADULTS**

All school personnel regularly assigned to a school-Adults may have access to meals served in the School NutritionFood-Service Program. The cost of the meal shall be determined by the School Nutrition Program and approved by the Board. Charges for adult meals shall be as follows:

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**Free and Reduced-Price Meals****ADULTS (CONTINUED)**

1. ~~Those adults that who are assigned to~~ work full/~~or~~ part-time in the School ~~Nutrition~~**Food Service** Program and whose salaries are paid entirely from food service funds may ~~at the discretion of the District~~ receive one meals per day at no cost. Ala carte items/second meals are excluded and must be paid for by the employee.
2. All other District employees and all other adults shall pay the full adult meal price according to the following formula in FNS Instruction 782-5, Rev. 1.
  - a. Adult meal price formula for Pricing Sites: The minimum adult payment should reflect the price charged to students paying the school's designated full price, plus the current value of Federal cash and donated food assistance (entitlement and bonus) for full price meals.
  - b. Adult meal price formula for Non-Pricing Sites: The minimum adult payment should reflect the price of the free meal reimbursement, plus the current value of Federal cash and donated food assistance (entitlement and bonus).
3. It is required that the school ~~nutrition food service~~ program cost out their meals and ensure that the calculated price covers the cost and if not, the adult price must be higher than the calculated cost.
4. ~~The cost of the adult meal price must be determined annually by the Board according to the current federal requirements for establishing adult meal pricing.~~

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## Vending Machines

### BEVERAGE VENDING

The Board may bid the installation of beverage vending machines, using specifications established by the Superintendent.

### SNACK VENDING

Snack vending machines may be installed using the vendor of each school's choice at the direction of the Principal.

### FACULTY/~~STAFF~~/~~ADULT~~ ACCESS

~~Per the contract, the designated vendor shall be responsible for maintenance of vending machines for faculty use, including receipts, supplies, and stocking.~~

~~The Principal shall designate responsibility for maintenance of vending machines for faculty/staff/adult use, including receipts, supplies, and stocking. Students shall not have access to vending machines intended for adult use.~~

Vending machines to be accessed by ~~adults~~ faculty and staff only may be stocked with any food product, but must be located in areas where students cannot access them.

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### STUDENT AND PUBLIC ACCESS

Vending machines approved for limited student and public use will be placed in a controlled access area. Student access to vending machines shall be in compliance with current District policy/procedures related to competitive foods ~~and Section 02-10.11b of the National School Lunch Regulations to ensure optimal nutritional quality.~~

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~~Vending machines to be accessed by faculty and staff only may be stocked with any food product, but must be located in areas where students cannot access them.~~

~~Per the contract, the designated vendor shall be responsible for maintenance of these vending machines, including receipts, supplies, and stocking.~~

### RELATED POLICY:

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**Bidding-Procurement of School NutritionFood-Service Supplies**

In accordance with United States Department of Agriculture regulations, the District shall approve a Procurement Plan for the School Nutrition Program. The plan shall be periodically reviewed by School Nutrition and revised if as needed.

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**LIKE ITEMS IN EXCESS OF \$40,000**

If the total amount of purchases for like items is \$40,000 or more, formal bid procedures will be utilized. Food, food products, supplies and equipment will be bid annually or as needed.

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**BID SPECIFICATIONS**

1. The bid specifications, including delivery and storage instructions, for all lunchroom/cafeteria supplies shall be prepared by the School Food Service/School Nutrition Program Director.
2. The request for bid shall be advertised through <http://www.FCPS.NET/BIDS> on the District website.
3. Specifications and bid documents: Vendor registers through above link, selects commodity codes affiliated with their company.
4. Bids shall be opened and tabulated by both of the District and Food Service Procurement Specialists and the School Food Service/School Nutrition Program Director.
5. The bids shall be submitted to the Board of Education for action.

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**PERISHABLES**

Applicable federal law does not provide a bidding exception for perishable food items purchased with school food service funds. Perishables purchased using school food service funds shall be procured in accordance with 2 C.F.R. 200.320.

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**EMERGENCY PURCHASES**

If it is necessary to make an emergency purchase in order to continue service, the purchase shall be made and a log of all such purchases shall be maintained and reviewed by the School Food Service/School Nutrition Program Director.

A log of emergency purchases shall include: Item name, dollar amount, vendor, reason for emergency.

**RECORDS MANAGEMENT**

The following records will be maintained for a period of three (3) years plus the current year:

1. Records of all phone quotes
2. Logs of all emergency and noncompetitive purchases
3. All written quotes and bid documents
4. Comparison of all price quotes and bids with the effective dates shown
5. Price comparison showing bid or quote awarded
6. Log of approval substitutions

**RELATED PROCEDURE:**

04.32 AP.1



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**Financial Reports of School Nutrition ProgramFood Service**

In order to meet the requirements of the Board and the Kentucky Department of Education (KDE), Division of School and Community Nutrition (SCN), the School Nutrition Director or designee shall complete the required Monthly Report and Claim for Reimbursement utilizing the approved KDE-SCN software. All claims shall be completed by the deadlines provided by KDE-SCN. All other optional forms provided by KDE shall be completed the School Nutrition Program.

In order to meet the requirements of the Kentucky Department of Education, Division of School Food Service, as to required records and reports, the following procedures shall be implemented:

CODE	FORM	PREPARATION/SUBMISSION
SFS-D2	Monthly Report and Claim for Reimbursement	Prepared in IAKSS by the School Food Service Director.
Form #22	*Monthly Report of Actual Participation	Each cafeteria to submit on a daily basis. Data Processing shall summarize these reports at the end of each month (PGM-SCH011).
Form #22	*Report of Daily Program Income	Information to be submitted daily. Data Processing shall summarize this information at the end of each month (PGM-SCH012).
SFS-D5	Report of Daily Goods and Services Rendered	Prepared in the Food Service Office from the Accounts Payable Edit print-out (PGM-SCHLOA). Adjustments necessary due to the warehousing of some operating supplies not shown as an expense until they are sent to the schools.
▲	*Purchased Food Inventory	Cafeteria Manager to prepare and submit to the School Food Service Director at the end of the calendar month.
▲	*USDA Commodity Perpetual Inventory	Cafeteria Manager to prepare and submit to the School Food Service Director at the end of the calendar month.
▲	*Equipment Depreciation Schedule	The School Food Service Director shall keep this schedule in IAKSS. Deletions and additions are made once a year.
SFS-D9	Allocation of Food, Milk and Other Costs	School Food Service Director shall prepare this report.
SFS-D10	Record of Expenditures	The School Food Service Director to compile monthly.
SFS-D11	Record of Unpaid Bills and Financial Reconciliation	The School Food Service Director to prepare monthly.
▲	*Financial Statement for Special Events or Services	Cafeteria Manager to complete at the time the service is rendered.

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\* Optional forms provided by the State Department are not used.

**REFERENCE:**

Kentucky Department of Education, Division of School and Community Nutrition

DRAFT 10/8/24

STUDENTS

09.224 AP.22

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### Student Accident Report

1. School Student Attends: \_\_\_\_\_ Location of Accident: \_\_\_\_\_

2. Name of Student: \_\_\_\_\_ DOB: \_\_\_\_\_ Sex: \_\_\_\_\_

3. Student's Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address City State Zip Code

4. Name of Parent/Guardian: \_\_\_\_\_

5. Date of Accident: \_\_\_\_\_ Time Of Accident: \_\_\_\_\_

6. Place of Accident:

- |                                    |                                     |                                     |                                       |                                      |
|------------------------------------|-------------------------------------|-------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Gym        | <input type="checkbox"/> Stair      | <input type="checkbox"/> Bus Stop     | <input type="checkbox"/> Ball Field  |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Playground | <input type="checkbox"/> Library    | <input type="checkbox"/> Music        | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Sidewalk  | <input type="checkbox"/> Steps      | <input type="checkbox"/> School Bus | <input type="checkbox"/> Soccer Field | <input type="checkbox"/> Hall        |
| <input type="checkbox"/> Restroom  |                                     |                                     |                                       |                                      |

7. Nature of Injury:

- |                                  |                                       |  |                                     |                                   |
|----------------------------------|---------------------------------------|--|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Bruise  | <input type="checkbox"/> Turned Ankle | <input type="checkbox"/> Burn          | <input type="checkbox"/> Sting      | <input type="checkbox"/> Mashed   |
| <input type="checkbox"/> Cut     | <input type="checkbox"/> Bump         | <input type="checkbox"/> Dental        | <input type="checkbox"/> Concussion | <input type="checkbox"/> Seizure  |
| <input type="checkbox"/> Sprain  | <input type="checkbox"/> Fracture     | <input type="checkbox"/> Pulled muscle | <input type="checkbox"/> Fainted    | <input type="checkbox"/> Abrasion |
| <input type="checkbox"/> Scratch | <input type="checkbox"/> Nose bleed   | <input type="checkbox"/> Dislocation   | <input type="checkbox"/> Puncture   | <input type="checkbox"/> Bite     |

8. Part of Body Injured:

- |                                 |                                |                                   |                                  |                                |
|---------------------------------|--------------------------------|-----------------------------------|----------------------------------|--------------------------------|
| <input type="checkbox"/> Head   | <input type="checkbox"/> Lip   | <input type="checkbox"/> Shoulder | <input type="checkbox"/> Stomach | <input type="checkbox"/> Toe   |
| <input type="checkbox"/> Face   | <input type="checkbox"/> Leg   | <input type="checkbox"/> Foot     | <input type="checkbox"/> Mouth   | <input type="checkbox"/> Other |
| <input type="checkbox"/> Knee   | <input type="checkbox"/> Hand  | <input type="checkbox"/> Elbow    | <input type="checkbox"/> Tooth   | <input type="checkbox"/> Ear   |
| <input type="checkbox"/> Finger | <input type="checkbox"/> Wrist | <input type="checkbox"/> Nose     | <input type="checkbox"/> Chest   | <input type="checkbox"/> Hip   |
| <input type="checkbox"/> Arm    | <input type="checkbox"/> Side  | <input type="checkbox"/> Neck     | <input type="checkbox"/> Ankle   | <input type="checkbox"/> Back  |
| <input type="checkbox"/> Eye    |                                |                                   |                                  |                                |

9. \*Give a detailed description of how the accident occurred & activities engaged in at the time of the accident. (Attach additional pages and job requests if needed.)

10. Witnesses (Name, Address & Phone) \_\_\_\_\_

11. Degree of Injury. (Note: If serious injury, please notify the Division of Risk Management & Safety at **859-422-0291381-3827** ASAP.)

Death ☐ Permanent Injury ☐ Serious but not permanent ☐ Minor ☐

12. Days absent from school \_\_\_\_\_

13. Was parent, guardian or next of kin notified? Yes ☐ No ☐

14. Does the student have school insurance? Yes ☐ No ☐

15. Immediate Action Taken

☐ None Needed ☐ Sent to Physician ☐ First Aid ☐ Sent Home ☐ Sent to Hospital

Signature of Person in Charge at Time of Accident

Date Reported

NOTE: KEEP PINK COPY FOR SCHOOL FILE, SUBMIT WHITE AND YELLOW COPIES TO THE DIVISION OF RISK MANAGEMENT AND SAFETY. ATTACH MEDICAL BILLS IF AVAILABLE.



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**

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

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**Name:**

**Title:**

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**Signature:**

**Date:**

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## Dismissal Procedures

### ELEMENTARY/MIDDLE SCHOOLS

~~Upon enrollment, all students in the elementary schools shall have a color-coded dismissal/transportation tags assigned for the entire school year.~~

~~Students shall display the dismissal/transportation tag during all arrival and dismissal times.~~

~~Student tags, provided by IAKSS, are to be color-coded: Walkers (white); Car Riders (Orange); Day Care (Green); School Care (Pink); Bus Riders (all other colors). Parents/Guardians will be responsible for replacement costs of lost tags. Students may have multiple tags depending on their transportation situation. For example, Early Start and Kindergarten students shall have Yellow and Blue tags, respectively, in addition to any other tags required indicating mode of travel.~~

~~Changes in transportation must be in writing. If an emergency occurs where the parent/guardian cannot provide a transportation change in writing, arrangements must be made with the Principal or designee.~~

~~In the event of a dismissal event that requires immediate attention, parents/guardians will be instructed to contact the school administrative office first, and if no one is available, contact FCPS Law Enforcement.~~

~~Principals are responsible for ensuring that FCPS bus and automobile loading zones are supervised by school staff when students are present, and bus loading zones are free of all other traffic until buses have left the campus.~~

~~Schools shall develop common collection areas if possible. If school facilities prevent separate pick-up areas, the school may request District assistance in designing dismissal procedures appropriate for the school. The District team shall be composed of representatives from Transportation Services, Risk Management, Law Enforcement, and Safe Schools.~~

### **BUS RIDERS**

- ~~• Buses will be color coded, and students will have matching color-coded tags.~~
- ~~• School staff will check off each student as they board the bus and keep a positive record of who is on the bus each day. Bus riders/bus transportation has priority in dismissal procedures.~~
- ~~• District-wide boarding passes will be necessary for any new bus rider and/or any change in transportation (student gets off at different stop; student is riding a bus for the first time).~~

### **CAR RIDERS (ORANGE)**

- ~~• Car riders shall be assigned orange tags.~~
- ~~• The school shall implement an identification system using numbers for car riders-- whoever is picking up the child will have to display the school-assigned number card.~~
- ~~• In an emergency situation where the school-assigned number card is not presented by the person picking up the child, then the person shall provide identification and follow regular office sign-out procedures.~~



**Dismissal Procedures****~~ELEMENTARY/MIDDLE SCHOOLS—DAY CARE VANS (GREEN)~~**

- ~~• Day care van riders shall be assigned a green tag.~~
- ~~• School staff will check off each student as they get on day care van.~~
- ~~• Day care pickup shall be organized similar to FCPS buses, but day care vans should be released after buses have left.~~

**~~SCHOOL CARE (PINK)~~**

- ~~• Students participating in after school programs shall be assigned a pink tag. Staff responsible for after school activities will check off each student as s/he arrives.~~

**~~WALKERS (WHITE)~~**

- ~~• Walkers will be assigned a white tag and will be dismissed when the Principal determines safety can be maintained and it will not interfere with vehicular traffic. Staff will check off each student as s/he exits the building.~~
- ~~• Early Start and Kindergarten students must be picked up by a responsible person.~~

**~~SPECIAL INSTRUCTIONS FOR EARLY START AND KINDERGARTEN BUS RIDERS~~**

~~Supervision by an adult member of the school staff will be provided to Early Start and Kindergarten students to ensure that they are placed on the correct buses. Early Start students must have Yellow Tags and Safety Vests in order to ride the bus. Safety Vests can be obtained by parents/guardians from the Early Start Office after student registration. Kindergarten students must have Blue Tags in order to ride the bus. All Early Start and Kindergarten students must have a valid telephone number to be used in the event that no authorized person is at the bus stop to meet the student.~~

~~Early Start and Kindergarten students shall be met at their bus stop by a responsible individual whose name was previously provided to school staff at the time of registration. Names of individuals authorized to receive Early Start and Kindergarten students shall be forwarded to the Transportation Division by the school two days prior to the student being authorized to ride the bus. Picture identification may be required to be shown to the bus driver by the person authorized to receive the student.~~

**~~AFTER SCHOOL ACTIVITY AND ESS TRANSPORTATION (ELEMENTARY AND MIDDLE SCHOOLS)~~**

~~Transportation for students participating in programs or activities after the normal school day has ended will be arranged, as appropriate, by each school. Arrangements will include providing a list of participating students to the Transportation Division a minimum of three (3) days prior to the scheduled start of service. This list will include the student's name, address and telephone number. Using the list, the Transportation Division will develop a bus route consisting of sufficient bus stops to provide reasonable walking distances from the stops to the homes of the students. A copy of the bus route, along with the list of students, will be returned to the school. The school will prepare Boarding Passes for each student using the route sheet provided by the Transportation Division.~~

~~The properly completed Boarding Passes will be given to the students by the school prior to their boarding the buses. Additionally, the schools will have an adult staff member present in the school loading zone at the time students board the buses.~~

**Dismissal Procedures****AFTER SCHOOL ACTIVITY AND ESS TRANSPORTATION (CONTINUED)**

~~Before accepting any students, the bus driver will compare the route sheet from the bus with the route sheet held by the school staff to make sure the two route sheets were published on the same date. The bus driver will take the Boarding Passes from the students as they board the bus, verifying that the passes are complete. At each bus stop, the driver will announce the stop and the names of the students scheduled to depart the bus at that location.~~

**NOTE:** The boarding pass form can be accessed from the District's web site in the Downloadable Forms/Transportation section.

**SPECIAL EDUCATION /504TRANSPORTATION**

Special Education/504 students will be transported in compliance with their Individualized Education Program (IEP). When supervision is required at the bus stop, and no authorized person is present to receive the student at the designated time, the student shall be returned to the school for safekeeping. Valid telephone numbers are required for all students using special transportation.