

EXPLANATION: SB 9 AMENDS KRS 161.155 REQUIRING DISTRICTS, ON OR BEFORE JULY 1, 2030, TO ESTABLISH A POLICY THAT PROVIDES UP TO THIRTY (30) PAID MATERNITY LEAVE DAYS TO EACH TEACHER OR EMPLOYEE WHO GIVES BIRTH. THE BILL INCLUDED AN EMERGENCY CLAUSE MAKING IT ALREADY EFFECTIVE.

FINANCIAL IMPLICATIONS: TEACHER DAILY WAGE FOR MATERNITY LEAVE

PERSONNEL

03.123 AP.2

Leave Form

SCHOOL LOCATION: _____

SALARIED EMPLOYEE ☐

PLEASE USE BLUE OR BLACK INK ONLY

HOURLY EMPLOYEE ☐☐ **SICK LEAVE: REQUESTED UNDER THE TERMS OF POLICIES 03.1232/03.2232. (**STATEMENT OR PHYSICIAN STATEMENT REQUIRED)**DATE(S) OF SICK LEAVE: _____ ☐ SALARIED # OF DAYS _____ OR ☐ HOURLY # OF HOURS _____

REASON FOR ABSENCE (CHECK ONE)

☐ EMPLOYEE'S ILLNESS ☐ FAMILY MEMBER ILLNESS ☐ MOURNING (RELATIONSHIP TO EMPLOYEE) _____☐ **PERSONAL LEAVE: REQUESTED UNDER THE TERMS OF POLICIES 03.1231/03.2231. (**STATEMENT REQUIRED)**DATE(S) OF PERSONAL LEAVE: _____ ☐ SALARIED # OF DAYS _____ OR ☐ HOURLY # OF HOURS _____

*Two (2) day prior supervisor approval required

**I am submitting this request for the use of leave for the purpose(s) checked above; that the facts supporting the request for leave as indicated are true and correct; and that to the best of my knowledge, information, and belief, I am qualified for the leave requested pursuant to applicable state statute and Board policy.

Employee Signature: _____

Date: _____

Employee Printed Name: _____ Employee No.: _____

(Legal Name on Master File)

☐ **EMERGENCY LEAVE: REQUESTED UNDER THE TERMS OF POLICIES 03.1236/03.2236.**DATE(S) OF EMERGENCY LEAVE: _____ ☐ SALARIED # OF DAYS _____ OR ☐ HOURLY # OF HOURS _____

*OTHER REASONS FOR ABSENCE THAT DO NOT REQUIRE TWO (2) DAY APPROVAL (CHECK ONE):

☐ *BEREAVEMENT ☐ *DISASTERS ☐ LEGAL PROCEEDINGS (SUBPOENA REQUIRED – COURT DOCUMENTATION TO ACCOMPANY LEAVE FORM)☐ *OTHER, AS APPROVED BY THE SUPERINTENDENT/DESIGNEE (MUST SPECIFY): _____☐ **VACATION LEAVE: REQUESTED UNDER THE TERMS OF POLICIES 03.122/03.222.**DATE(S) OF EMERGENCY LEAVE: _____ ☐ SALARIED # OF DAYS _____ OR ☐ HOURLY # OF HOURS _____☐ **JURY LEAVE: REQUESTED UNDER THE TERMS OF POLICIES 03.1237/03.2237.**DATE(S) OF JURY LEAVE: _____ ☐ SALARIED # OF DAYS _____ OR ☐ HOURLY # OF HOURS _____☐ FEDERAL COURT ☐ OTHER (COURT DOCUMENTATION IS REQUIRED TO ACCOMPANY LEAVE FORM (DISTRICT WILL BE REIMBURSED BY DEDUCTION FROM EMPLOYEE'S PAYCHECK.).☐ **MILITARY LEAVE: REQUESTED UNDER THE TERMS OF POLICIES 03.1238/03.2238.**DATE(S) OF MILITARY LEAVE: _____ ☐ SALARIED # OF DAYS _____ OR ☐ HOURLY # OF HOURS _____☐ **MATERNITY LEAVE: REQUESTED UNDER THE TERMS OF POLICIES 03.1233/03.2233.**DATE(S) OF MATERNITY LEAVE: _____ ☐ SALARIED # OF DAYS _____ OR ☐ HOURLY # OF HOURS __________
Employee's Signature_____
Date_____
Employee's Printed Name (Legal Name on Master File)_____
Employee Number_____
Superintendent/designee's Signature Approving Leave as Requested_____
Date

This form should accompany Payroll Reports.

Leave Form

Leave time must be used in half-day or whole-day increments for salaried employees and in quarter hour increments for classified hourly employees.

****EMPLOYEE STATEMENT REQUIRED FOR SICK LEAVE (WITHOUT PHYSICIAN STATEMENT)
AND PERSONAL LEAVE****SICK LEAVE: BOARD POLICIES 03.1232/03.2232**

In accordance with provisions stated in KRS 161.155, administrators, teachers, full-time classified employees and eligible part-time classified employees of the Fayette County Board of Education may be granted sick leave days not to exceed twelve (12) days per school year for the following:

- a) For personal illness, including illness or temporary disabilities arising from pregnancy. Sick leave may not be used for any period of absence required for child rearing.
- b) For the purpose of attending to a member of the immediate family who is ill. Immediate family includes the employee's spouse, children (including stepchildren) foster children, grandchildren, parents, spouse's parents, grandparents, spouse's grandparents without reference to the location or residence of said relative, siblings, son/daughter-in-law, and any other blood relative who resides in the employee's home.
- c) For the adoption of a child up to thirty (30) days following the adoption of the child or children.
- d) For mourning an immediate member of employee's family.
- e) The Board may allow employees to use up to three (3) days sick leave per school year for emergency leave according to policy.

PERSONAL LEAVE: BOARD POLICIES 03.1231/03.2231

Personal leave shall not be taken on the Opening or Closing day of school. Personal leave notice shall be given at least two (2) days in advance to Principal or Supervisor for approval. The maximum number of employees that may be absent on personal leave on any given day shall not exceed five percent (5%) within the major job categories or (one [1] person classified, two [2] people certified) whichever is greater. The immediate Supervisor is authorized to limit the use of Personal leave in emergencies.

EMERGENCY LEAVE: BOARD POLICIES 03.1236/03.2236, IN ACCORDANCE WITH PROVISIONS STATED IN KRS 161.152

*Other: Leave reasons that do not require two (2) day prior approval from immediate Supervisor are as follows:

- a) Natural disasters of the magnitude of tornadoes, fires, floods, etc. This applies only in cases not covered by sick leave.
- b) Weather-related transportation problems which prevent travel from another area to home and/or workstation, such as airport closing and flight cancellations.
- c) Bereavement
- d) Court/Legal proceedings. Subpoena required and court documentation must accompany leave form.
- e) Personal disasters such as water heater bursts, sewage backups, pet injuries/deaths, etc.

Leave Form**EMERGENCY LEAVE: BOARD POLICIES 03.1236/03.2236, IN ACCORDANCE WITH PROVISIONS STATED IN KRS 161.152 (CONTINUED)**

- g) Other emergency reasons as approved by the Superintendent or Superintendent's Designee where there exists a pressing necessity that requires immediate attention.

VACATION LEAVE: BOARD POLICIES 03.122/03.222

- a) Regular twelve-month employees shall be eligible for Vacation leave as specified:
- b) Vacations must be scheduled in advance with the immediate Supervisor.
- c) No more than thirty (30) vacation days can be carried over into the next fiscal year.

JURY LEAVE: BOARD POLICIES 03.1237/03.02237

Employees who will be absent from work to serve on jury duty must give advance notice to their immediate Supervisor.

In accordance with KRS 161.153 and Board policies 03.1237/03.2237, certified staff and all eligible permanent classified employees of the FCBE shall be granted leave with full pay, less any compensation received as jury pay for jury duty in any duly constituted Local, State or Federal Court for the period of actual jury service. This jury duty leave shall be in addition to all other leave to which the employee may be entitled.

- a) Inform the courtroom clerk on the first day of service that you are employed by the FCBE and your certificate of jury service should indicate: date(s) served, amount of jury pay, amount of expenses and juror ID#. This court documentation must be attached to employee's leave form.
- b) Employees reporting for jury duty and released from service for part of a day or any full day(s) shall report to their respective school or department for assignment if released with at least one hour remaining in their workday.
- c) The jury duty pay (not including expenses) will be deducted from the employee's wages by the Payroll department.

MILITARY LEAVE: BOARD POLICIES 03.1238/03.2238

All regular employees who are members of the National Guard, any reserve component of the Armed Forces of the United States, or of the Reserve Corps of the United States Public Health Services shall be entitled to military leave of absence without loss of time, pay, regular leave, impairment of efficiency rating, or any other rights or benefits to which they are entitled, while in the performance of military duty or training in the service of Kentucky of the United States under competent orders for a period in any federal fiscal year not to exceed twenty-one (21) working days.

Such employees while on military leave shall be paid their salaries or compensation. Military leave shall not be available to an employee not employed on a twelve-month basis during any period when such employee is working at other than the usual work assignment; nor shall it be available when the employee is working on a temporary or a special project basis or during any period of active military service when the employee is not carrying out regular duties.

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FINANCIAL IMPLICATIONS: TEACHER DAILY WAGE FOR MATERNITY LEAVE

PERSONNEL

03.1233 AP.2

Paid Parental Leave Procedures

ELIGIBILITY TO RECEIVE PAID LEAVE

An employee requesting employer paid parental leave following the birth or adoption of a child or children may receive up to thirty-five (35) employer-paid consecutive contract workdays. This applies immediately following the birth or adoption of the child or children. If both parents are District employees, both can request thirty-five (35) paid consecutive contract workdays to use individually. An employee may use their own accrued leave days beyond the thirty-five (35) days provided by the Board when the need is verified by a physician's statement.

PROCESS REQUIRED

The recipient of the employer paid leave must submit to the Benefits Department within thirty-five (35) days of birth/adoption a front and back, completed and physician signed copy of the footprint card issued by the hospital or present a copy of the birth certificate. The name of the employee requesting the leave must be on submitted documentation. For adoptions, recipients of the paid leave must submit to the Benefits Department a copy of the legal adoption agreement signed and dated by a judge within thirty-five (35) days of the judge's signature date.

GUIDELINES

Recipient must adhere to the following:

1. Paid parental leave is limited to one (1) set of thirty-five (35) paid consecutive contract workdays per fiscal year.
2. If the recipient files and is approved for FMLA, it will run concurrently with the paid birth/adoption leave. (03.12322, 03.22322)
3. If both parents are District employees, both can request thirty-five (35) paid consecutive contract workdays to use individually but both parents must use immediately following the birth or adoption of the child or children. Both parents must use the leave concurrently.
4. If the employee(s) name is not listed on the birth certificate, footprint card, or adoption agreement, paid parental leave will not be granted.
5. If documentation validating birth/adoption of the child or children is not submitted to the Benefits Department within thirty-five (35) days of the event, paid parental leave will not be granted.
6. Employees with a less than year-round work calendar must submit a physician's statement to use paid parental leave at the start of the work calendar if birth or adoption takes place during non-contract workdays.

(See examples below.)

Paid Parental Leave Procedures

EXAMPLE: An employee's spouse has babies when school is out for summer break and the physician statement orders the employee to be out for thirty-five (35) days. *Mr. Roberts', a bus driver whose work calendar begins on August 5th, spouse has twin babies on July 25th. The submitted physician statement indicated a bonding period of thirty-five (35) days. This resulted in twenty-eight (28) days being employer paid since seven (7) of the thirty-five (35) ordered by the physician began before his calendar began.* Employer paid days are pro-rated and the employee is allotted the remainder of the thirty-five (35) days after birth/adoption unless the physician statement orders more than the thirty-five (35) day employer paid parental leave.

EXAMPLE: An employee has a baby when school is out for summer break. Physician's statement will determine whether the thirty-five (35) days leave is applicable and must order the employee to be out for recovery thirty-five (35) days past the start of the work calendar. *Ms. Mullins, a teacher whose work calendar begins August 5th has a baby on June 2nd. The submitted physician statement indicates a recovery period that extends past the start of the work calendar. e.g., June 3rd-Sept. 20th.* With the physician statement, the employee would be eligible to use the thirty-five (35) days of paid parental leave and then use their employee leave time.

EXAMPLE: *Ms. Sterling, a teacher whose work calendar also begins August 5th has a baby on June 3rd. Her physician's statement states she needs June 2-August 2.* Ms. Sterling would not be eligible to use the thirty-five (35) days of paid parental leave.

ELIGIBILITY TO RECEIVE UNPAID LEAVE

Following paid parental leave, an employee may request additional leave, unpaid or with use of employee accrued leave time, with a physician statement or with completed FMLA application.

PROCESS REQUIRED

Medical documentation or completed FMLA application must be submitted to the Benefits Department prior to lapse of thirty-five (35) paid parental days.

The parent of a newborn or the employee who adopts a child or children shall, upon request, be granted unpaid leave of absence not to exceed the remainder of the semester in which the birth or placement occurred. Thereafter, leave may be extended in increments of one (1) semester, not to exceed two (2) consecutive school years. If an employee has accrued leave time available, those will be used during approved leave before unpaid leave begins. Employees utilizing extended leave must inform the Benefits Department of their intent to return or remain on leave for the following year by February 28.

Employees taking an extended paid parental leave will be entitled to return to a similar position for which they are qualified. Placement in the same position or the same building cannot be guaranteed.

GUIDELINES

Recipient must adhere to the following:

1. If the recipient files and is approved for FMLA, it will run concurrently with the unpaid birth/adoption leave.

Paid Parental Leave Procedures

GUIDELINES (CONTINUED)

2. Physician statement must be submitted to the Benefits Department for unpaid leave before thirty-five (35) day paid leave is exhausted.
3. If employee is no longer covered under FMLA or on paid parental leave, and requests to extend their unpaid leave, they must seek approval by principal, chief, and associate director of benefits. (03.1234, 03.2234)
4. If employee is not FMLA eligible and no longer in a paid status, benefits will terminate until employee returns to work.
5. Donations can be received once thirty-five (35) paid parental leave and accrued employee leave time are exhausted. (03.1232, 03.2232)

EXPLANATION: HB 48 AMENDS KRS 156.095 REQUIRING DISTRICTS TO IMPLEMENT A FOUR (4) YEAR RECURRING PROFESSIONAL DEVELOPMENT TRAINING SCHEDULE THAT INCLUDES ALL REQUIRED PROFESSIONAL DEVELOPMENT TRAININGS, AND THAT ALL CERTIFIED SCHOOL EMPLOYEES COMPLETE DESIGNATED TRAININGS WITHIN TWELVE (12) MONTHS OF INITIAL HIRE AND AT LEAST ONCE EVERY FOUR (4) YEARS THEREAFTER. SOME PROFESSIONAL DEVELOPMENT REQUIREMENTS ARE BEING RELOCATED INTO OTHER POLICY AREAS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.19 AP.23

District Training Requirements**SCHOOL YEAR:** _____

This form may be used to track completion of local and state employee training requirements that apply across the District and maintain a record for the information of the Superintendent and Board.

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
District planning committee members.		01.111			✓	
Board member training hours.	KRS 160.180; 702 KAR 1:115; 701 KAR 8:020	01.83			✓	
Superintendent training program to be completed within two (2) years of taking office.	KRS 160.350	02.12			✓	
Certified Evaluation Training.	KRS 156.557; 704 KAR 3:370	02.14/03.18	✓		✓	
Supervisors shall receive appropriate training to equip them to meet the standards of Personnel Management.		02.3			✓	
All School Resource Officers (SROs) shall successfully complete forty (40) hours of annual in service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs.	KRS 158.4414	02.31			✓	
Council member training hours.	KRS 160.345	02.431			✓	
Employees authorized to use Criminal History Record Information (CHRI) will complete Security Awareness Training via Criminal Justice Information Services (CJIS)	KRS 160.380	03.11 AP.2521			✓	
Initial/follow-up training for coaches of interscholastic athletic activities or sports.	KRS 160.445; KRS 161.166; KRS 161.185; 702 KAR 7:065	03.1161 03.2141 09.311			✓	
Asbestos Containing Building Material (ACBM), Lockout/Tagout and personal protective equipment (PPE) training for designated employees.	40 C.F.R. Part 763 401 KAR 58:010 803 KAR 2:308 OSHA 29 C.F.R. 1910.132 29 C.F.R. 1910.147 29 C.F.R. 1910.1200	03.14/03.24			✓	
Bloodborne pathogens.	OSHA 29 C.F.R. 1910.1030	03.14/03.24		✓		
Behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	03.162/03.262		✓		

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Title IX Sexual Harassment	34 C.F.R. § 106.45	03.1621/03.2621/09.428111		✓		
Teacher professional development/learning.	KRS 156.095	03.19	✓			
Active Shooter Situation training each year by November 1.	KRS 156.095	03.19/03.29	✓		✓	
<u>Student suicide prevention training for certified employees.</u>	<u>KRS 156.095</u>	<u>03.19</u>	<u>✓</u>			
<u>Self-study review of seizure disorder materials.</u>	<u>KRS 156.095</u>	<u>03.19</u>	<u>✓</u>		✓	
<u>Child abuse and neglect prevention, recognition, and reporting.</u>	<u>KRS 156.095</u>	<u>03.19</u>	<u>✓</u>		✓	
Instructional leader training.	KRS 156.101	03.1912			✓	
The Superintendent may <u>shall</u> develop and implement a program for continuing training for selected classified personnel.		03.29			✓	
Training of the instructional teachers' aide with the certified employee to whom s/he is assigned.	KRS 161.044	03.5			✓	
Orientation materials for volunteers.	KRS 161.048	03.6			✓	
Integrated Pest Management (7a) Certification.	302 KAR 29:060	05.11			✓	
Training for designated personnel on use and management of equipment.		05.4			✓	
Automated external defibrillators (AEDs), training on use of such.	KRS 158.162 KRS 311.667	03.1161/03.2241 05.4/09.311/09.224			✓	
School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS) School Principal training on procedures for completion of the required school security risk assessment.	KRS 158.4412	05.4			✓	
Fire drill procedure system.	KRS 158.162	05.41		✓		
Lockdown drill procedure system.	KRS 158.162 KRS 158.164	05.411		✓		
Severe Weather/Tornado drill procedure system.	KRS 158.162 KRS 158.163	05.42		✓		
Earthquake drill procedure system.	KRS 158.162 KRS 158.163	05.47		✓		
First Aid and Cardiopulmonary Resuscitation (CPR) Training.	702 KAR 5:080	06.221			✓	
Annual in-service school bus driver training.	702 KAR 5:030	06.23			✓	
Designated training for School Nutrition Program Directors and food service personnel.	KRS 158.852 7 C.F.R. §210.31	07.1 07.16			✓	

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Teachers of gifted/talented students required training on identifying and working with gifted/talented students. All other personnel working with gifted students shall be prepared through appropriate professional development to address the individual needs, interests, and abilities of the students.	704 KAR 3:285	08.132	✓		✓	
KDE to provide training to address the characteristics and instructional needs of students at risk of school failure and most likely to drop out of school.	KRS 156.095	08.141	✓		✓	
Student training on appropriate online behavior on social networking sites and cyberbullying awareness and response.	47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520	08.2323			✓	
Confidentiality of student record information.	34 C.F.R. 300.623	09.14		✓		
Student suicide prevention training: Provide two (2) suicide prevention awareness lessons each school year. Staff training for student suicide prevention training: Minimum of one (1) hour each school year. [Employees with job duties requiring direct contact with students in grades four (4) through twelve (12).]	KRS 156.095; KRS 158.070	09.22			✓	
Anonymous reporting tool: Develop and provide a comprehensive training and awareness program on the use of the chosen anonymous reporting tool for students, parents, and community members.	KRS 158.4451	09.22		✓		
At least one (1) hour of self study review of seizure disorder materials required for all principals, guidance counselors, and teachers by July 1, 2019, and for all principals, guidance counselors, and teachers hired after July 1, 2019.	KRS 158.070	09.22			✓	
Training for school personnel authorized to give medication.	KRS 158.838 KRS 156.502 702 KAR 1:160	09.22 09.224 09.2241			✓	
Training on employee reports of criminal activity.	KRS 158.148; KRS 158.155; KRS 158.156; KRS 620.030	09.2211		✓		

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Personnel training on restraint and seclusion and positive behavioral supports.	704 KAR 7:160	09.2212		✓	✓	
Personnel training child abuse and neglect prevention, recognition, and reporting.	KRS 156.095	09.227	✓		✓	
Age appropriate training for students during the first month of school on behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	09.42811			✓	
Training to build capacity of staff and administrators to deliver high-quality services and programming in the District's Alternative Education Program.	704 KAR 19:002	09.4341			✓	
Student discipline code.	KRS 158.148; KRS 158.156; KRS 158.444; KRS 525.070; KRS 525.080	09.438		✓		
Intervention and response training on responding to instances of incivility.		10.21		✓		
Training for Supervisors of Student Teachers.	16 KAR 5:040				✓	
Career Tech – If funds available, High School teachers to receive training regarding embedding reading, math, and science in career tech courses.	KRS 158.818				✓	
Committee for Mathematics Achievement – training for teachers based on available funds.	KRS 158.842		✓			
KDE to provide or facilitate statewide training for teachers and administrators regarding content standards, integrating performance assessments, communication, and higher order thinking.	KRS 158.6453 (SB 1)		✓			
Grants regarding training for state-funded community education directors.	KRS 160.156				✓	
Local Board to develop and implement orientation program for adjunct instructors.	KRS 161.046				✓	
KDE shall provide technical assistance and training for multi-tiered system of supports upon District request.	KRS 158.305				✓	

District Training Requirements

THIS IS NOT AN EXHAUSTIVE LIST – CONSULT OSHA/ADA AND BOARD POLICIES FOR OTHER TRAINING REQUIREMENTS.

For training provided in person, participants should sign in at the end of the meeting to document their attendance. The sign-in sheet shall be maintained in paper or electronic format as required by the Kentucky Records Retention/Public School District Schedule.

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FINANCIAL IMPLICATIONS: TEACHER DAILY WAGE FOR MATERNITY LEAVE

PERSONNEL

03.2233 AP.2

PERSONNEL

03.2233 AP.2

~~Paid~~ Parental Leave Procedures

See Procedure 03.1233 AP.2/~~Paid~~ Parental Leave Procedures.

EXPLANATION: REVISIONS TO 702 KAR 4:090 AMEND THE DISPOSITION PROCESS FOR REAL PROPERTY.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.8 AP.1

Disposition of Surplus Property

GENERAL REQUIREMENTS

Designated personnel shall present in writing to the Superintendent/designee a complete description of items no longer needed for school purposes. Items having no further foreseeable use by the Board shall be offered for sale by public auction, competitive sealed bidding or retail sale. The sale of controlled fixed assets, i.e. items affixed with FCPS Property Tags, except for computer CPUs, shall be approved by the Board prior to sale.

NOTICE REQUIRED

Adequate public notice of all sales of surplus supplies shall be given. Such notice may include publication in newspapers, the FCPS website, and online auctions.

PUBLIC AUCTION

- An auction shall be used when a sizeable accumulation of commercially desirable surplus supplies desired by a sufficient number of buyers is available. The demand for the available surplus supplies and the adequacy of facilities for conducting an auction shall be considered in determining whether to conduct an auction.
- An experienced auctioneer shall be engaged to conduct the sale and assist in preparation. The solicitation to bidders shall stipulate, at a minimum:
 - All the terms of the sale;
 - The purchaser must remove all items purchased within a stated time; and
 - The Board retains the right to reject any and all bids.

COMPETITIVE SEALED BIDDING

- Competitive sealed bidding may be used when:
 - The items attract a specialized list of buyers.
 - The quantity and type of surplus items will not encourage attendance at a sale.
- When surplus supplies are to be sold by competitive sealed bidding, procedures followed shall be in accordance with FCPS bidding regulations, except the award shall be made to the highest responsive bidder.

RETAIL SALES

- Retail sale of surplus supplies is appropriate for small quantities of various items that can be utilized by local individuals or organizations.
- The selling price shall be established on the basis of demand, condition of supplies, past experience gained from auction or competitive sealed bid sales, and prevailing retail prices for similar supplies in the local market.
- Acquisition cost (actual or estimated) of individual items sold at retail shall not exceed \$250.00.

Disposition of Surplus Property**TRADE-IN**

Surplus supplies may be traded in on the purchase of similar items only when the trade-in value is expected to exceed the value estimated to be obtained through sale of the surplus items, less administrative expenses incurred during the sale.

In the event that the Board receives no offers for surplus or excess property, such property may be disposed of, consistent with the public interest, in any manner appropriate. In such instances, a written description of the property, the method of disposal, and the amount of compensation, if any shall be made. Any compensation resulting from the disposal of surplus or excess personal property shall be transferred to the General Fund.

Surplus of excess property described in this section may be transferred, with or without compensation, to another government agency.

REAL PROPERTY

The Board shall follow the disposition process for real property as contained in 702 KAR 4:090.

School property that is no longer needed for school purposes will be disposed of as follows:

- f) The latest Effective Facility Plan or amendment lists the property as surplus to educational need.
- g) A request is made in writing to the Chief State School Officer to dispose of property.
- h) Official approval is granted.
- i) The property is appraised by qualified appraiser.
- j) The Board now advertises the property for sale and disposes of it as directed by Policy 04.8.
- k) The Board may accept or reject any or all bids.

EXPLANATION: SB 68 REPEALS KRS 158.856 REMOVING THE REPORTING REQUIREMENTS RELATING TO PARTICIPATION IN NUTRITION PROGRAMS AND PHYSICAL ACTIVITY.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.1 AP.1

Food/School Nutrition Service Procedures

OPERATION

The Food/School Nutrition Service Program shall be operated under the direction of the Director of School Nutrition. Each school nutrition program site shall have a food service contact person under the supervision of the Director of School Nutrition.

PROGRAM FUNDS

Because the Food/School Nutrition Services Program 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:

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 nutrition funds may not be used for:
 - a. The purchase of land.
 - b. The purchase or construction of buildings.
3. All school 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.

It is recommended by KDE that if the school/District is operating under the Community Eligibility Provision, copies of Educational Benefits Forms (EBF) be kept following the retention schedule above.
5. All meals receiving federal reimbursement are priced as a complete unit.
6. The school nutrition program is operated on a nonprofit basis. Actual cash balances shall be maintained in accordance with state/federal regulation, as appropriate.

ANNUAL REPORT

~~Each year, the District School Nutrition Director shall assess the school nutrition program and post a written report for parents, the Board, and community by a date specified by the Superintendent/designee. The report shall include requirements specified by state and federal regulations.~~

TEAMWORK ESSENTIAL

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

REFERENCES:

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

EXPLANATION: REVISIONS TO 704 KAR 3:305 AMEND THE PERFORMANCE-BASED AND STANDARDS-BASED CREDIT REQUIREMENTS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.1131 AP.1

Performance-Based Credit

The District ~~may~~ **shall** award standards-based, performance-based credits ~~toward~~**for** high school ~~subjects to be applied toward~~ graduation. ~~Credit shall be awarded~~ for:

- Standards-based course work that constitutes satisfactory demonstration of learning in any high school course ~~approved for performance-based credit~~, consistent with 704 KAR 3:305 Kentucky Administrative Regulation;
- Standards-based course work that constitutes satisfactory demonstration of learning in a course for which the student failed to earn credit when the course was taken previously;
- Standards-based portfolios, projects, ~~senior year~~ or capstones projects;
- Standards-based online or other technology mediated courses;
- Standards-based dual credit or other equivalency courses; or ~~and~~
- Standards-based internship, cooperative learning experience, or other supervised experience in the school and the community.

~~Students requesting performance-based credit to apply toward graduation shall make application to the Principal/designee.~~

COURSE DESCRIPTION AND ASSESSMENT

Performance-based course descriptions shall be developed by teachers in areas for which they are certified and reflect needs reflected in the student's Individual Learning Plan (ILP). The content standards of performance-based courses shall be documented to align with the Kentucky Summative Assessment, Kentucky Academic Standards, and Kentucky Academic Expectations.

COUNCIL RESPONSIBILITY

Performance-based credits will only be accepted by the Board if previously approved by the high school SBDM Council. It is also the responsibility of the high school SBDM Council to determine the appropriateness of content and courses for performance-based credit. The council shall determine what information must be submitted. Required information may include, but is not limited to the following:

- A description of the proposed course;
- Proposed assessment method(s) (e.g., performance tasks, open-response questions, descriptions of expected products);
- How proficiency will be determined;
- Sample papers, projects or other products that would represent work deserving of credit.
- Proposed check points to track progress;

The Council may determine whether the teacher must request additional authorization when a previously approved course must be revised (description, assessment, proficiency determination, checkpoints, etc.).

EXPLANATION: SB 19 AMENDS KRS 158.175 REQUIRING LOCAL BOARDS TO ESTABLISH A POLICY AND PROCEDURE STATING THERE SHALL BE A MOMENT OF SILENCE OR REFLECTION AND INCLUDES SPECIFIC GUIDELINES FOR IMPLEMENTATION.
FINANCIAL IMPLICATIONS: COST ASSOCIATED WITH THE REQUIRED NOTIFICATION

CURRICULUM AND INSTRUCTION

08.1351 AP.1

Notice of Moment of Silence or Reflection

Dear Parent/Guardian,

A moment of silence or reflection is required in all schools and notification of such is required by KRS 158.175.

The moment of silence or reflection shall occur at the commencement of the first class of each day with the following guidelines included in the statute and Policy 08.1351:

1. The moment of silence or reflection shall be at least one (1) minute but not exceed two (2) minutes in duration;
2. Students are to remain seated and silent and make no distracting display so that each student may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract from, or impede other students' exercise of individual choice;
3. District personnel shall not provide instruction to any student regarding the nature of any reflection that a student may engage in during the moment of silence or reflection.

Parents are encouraged to review these guidelines and to provide guidance to your student(s) regarding the moment of silence or reflection.

EXPLANATION: HB 208 AMENDS KRS 156.675 INCLUDING SOCIAL MEDIA IN PROHIBITED MATERIAL TO BE MADE INACCESSIBLE THROUGH SCHOOL TECHNOLOGY. THIS BILL CONTAINS AN EMERGENCY CLAUSE MAKING IT ALREADY IN EFFECT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2323 AP.1

Access to Technology Resources

ELECTRONIC MAIL/INTERNET

The District offers students, staff, and members of the community access to the District's computer network for electronic mail and Internet. Because access to the Internet may expose users to items that are illegal, defamatory, inaccurate, or offensive, we require all students under the age of eighteen (18) to submit a completed Parent Permission/User Agreement Form to the Principal/designee prior to access/use. All other users will be required to complete and submit a User Agreement Form.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s individual email account and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet access.

In addition, parents wanting to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

GENERAL STANDARDS FOR USERS

Standards for users shall be included in the District's handbooks or other documents, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources.

Access is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

NO PRIVACY GUARANTEE

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. S/he may review files and communications to maintain system integrity and ensure that individuals are using the system responsibly. Users should not expect files stored on District servers or on District provided or sponsored technology services, to be private.

Access to Technology Resources

RULES AND REGULATIONS

Violations of the Acceptable Use Policy include, but are not limited to, the following:

- Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
- Sending or displaying offensive messages or pictures, including those that involve:
 - Profanity or obscenity; or
 - Harassing or intimidating communications.
- Damaging computer systems, computer networks, or school/District websites.
- Violating copyright laws, including illegal copying of commercial software and/or other protected material.
- Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
- Trespassing in another user's folder, work, or files.
- Intentionally wasting limited resources, including downloading of freeware or shareware programs.
- Using the network for commercial purposes, financial gain or any illegal activity.
- Accessing social media by a student unless authorized to do so by a teacher for an instructional purpose:
- Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized profiles or sites, ~~including but not limited to social media sites.~~
 - Employee use of any other communication platform when communicating with students other than the district-approved platforms listed below unless there is a signed waiver from the parent/guardian of the student:
 - a. Parent Square
 - b. FCPS email
 - c. Microsoft 365
 - d. Google Workspace
 - e. Canvas
 - f. Infinite Campus

Additional rules and regulations may be found in District handbooks and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

LEGAL: SB 181 PERMITS A PARENT TO SUBMIT WRITTEN CONSENT FOR A DESIGNATED SCHOOL DISTRICT EMPLOYEE OR VOLUNTEER TO COMMUNICATE ELECTRONICALLY WITH A STUDENT OUTSIDE OF THE TRACEABLE COMMUNICATION SYSTEM. EXCLUDES COMMUNICATIONS BETWEEN A PARENT THAT IS A SCHOOL DISTRICT EMPLOYEE OR VOLUNTEER AND HIS OR HER OWN CHILDREN.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2324 AP.2

Consent for Outside Traceable Communications

A parent may authorize a designated District employee or volunteer, who is not a family member, to communicate electronically with his or her child outside of the traceable communication system.

A completed form for each designated District employee or volunteer shall be filed in the administrative office of the student's school prior to any outside electronic communication being sent and may be revoked by a parent at any time.

Name of Student: _____

I hereby consent to authorize the following to communicate with my child outside of the traceable communication system.

Name of employee/volunteer: _____

Reason(s) for the communication: _____

Is Parent to be included on all communications? ☐ Yes ☐ No

Expiration Date for this form's consent: _____

My consent does not authorize a District employee or volunteer to engage in inappropriate or sexual electronic communication with my student or be used as a basis of a defense for a District employee or volunteer that engages in inappropriate or sexual electronic communication.

Signature of Parent Date

Any electronic communication with a student outside of the traceable communication system shall comply with all terms of this written consent.

Signature of Employee or Volunteer Date

For administrative office use only:

Received by Date

THIS DOCUMENT CONTAINS INSTRUCTIONS FOR CREATING YOUR DISTRICT PROCEDURE.

EXPLANATION: 704 KAR 3:535 AUTHORIZES AND ESTABLISHES MINIMUM REQUIREMENTS FOR THE OPERATION OF FULL-TIME ENROLLED ONLINE, VIRTUAL, AND REMOTE LEARNING PROGRAMS FOR GRADES KINDERGARTEN THROUGH GRADE TWELVE (K-12).

FINANCIAL IMPLICATIONS: ADDITIONAL SEEK FUNDING FOR ONLINE, VIRTUAL STUDENTS

STUDENTS

09.1224 AP.1

Online, Virtual, and Remote Learning

Procedures shall include at a minimum:

- The purpose of the program, including the ways the program supports the District's postsecondary readiness goals for students;
- Student eligibility criteria;
- The process for enrolling students in the program, including procedures to ensure voluntary placement;
- Procedures for transitioning students out of the program;
- Procedures for the regular, periodic monitoring of the program by the District;
- Procedures for the development and implementation of student Individual Learning Plans;
and

Implementation of an application and on-boarding process to ensure students and families understand the expectations for students in a full-time enrolled online, virtual, and remote learning program and a determination of candidacy.

Purpose:

This procedure establishes the structure and oversight for full-time enrolled online, virtual, and remote learning programs in accordance with 704 KAR 3:535. The purpose of the program is to provide high-quality, flexible educational options that support students' academic needs and advance the District's postsecondary readiness goals, including but not limited to college and career preparation, personalized learning pathways, and credit attainment.

Student Eligibility:

Students in grades K–12 may be eligible for participation if they meet the following criteria:

1. Are currently enrolled in the District;
2. Demonstrate the capacity for independent learning;
3. Have regular and reliable access to technology and internet connectivity;
4. Have no unaddressed attendance, behavioral, or academic concerns that would conflict with program expectations;
5. For students with an IEP, ARC must determine that placement in the program is appropriate;
6. Parent/guardian consent is required for all minor students.

Enrollment Process:

1. Application Submission – Parents/guardians or eligible students must complete the district's Online/Virtual Learning Program application.
2. Voluntary Placement Assurance – Enrollment participation is voluntary.
3. Review & Determination of Candidacy – A placement team shall review the application, including academic records, attendance, technology readiness, and learning needs.
4. Onboarding Process – Families must attend an orientation session outlining: instructional expectations, daily schedule and learning format (synchronous/asynchronous), academic integrity policies, and communication and support procedures.

Individual Learning Plan Development:

All students enrolled full-time in the online, virtual, or remote learning program shall have an Individual Learning Plan (ILP). The ILP shall be developed collaboratively with students, families, and assigned staff and reviewed annually, or as needed.

Transitioning Student Out of the Program:

Online, virtual, or remote learning programs will develop transition systems that:

- Support students who request a return to in-person instruction;
- Require transition conferences for students not meeting participation or performance expectations;
- Coordinate with special education and 504 teams to ensure legal compliance during transitions;
- Provide notice to parents/guardians regarding any change in placement, including appeal opportunities where applicable.

Monitoring and Quality Assurance:

Online, virtual, or remote learning programs will be monitored for:

- Regular, periodic program evaluations, including academic performance, participation, and engagement;
- Reporting to the Superintendent or designee on program outcomes, as requested;
- Instructor support, including access to professional development in digital instruction;
- Timely KDE reporting for attendance, SEEK funding, and accountability compliance.

Technology and Accessibility:

Online, virtual, or remote learning programs will:

- Provide or support access to required devices and internet as feasible;
- Ensure that all platforms comply with FERPA, ADA, and relevant data privacy laws and policies.
- Offer technical support and digital citizenship training for students and families.

FERPA Directory Information Opt-Out Form
For All Students

Complete this form to exercise your right to privacy

The District has designated a student's name, address, email address, telephone number, date and place of birth, information about the student's participation in officially recognized activities and sports, student's weight and height (if a member of an athletic team), student's dates of attendance, grade level, honors and awards, photograph (excluding video records but will result in student's photo and information being excluded from the school yearbook unless the Yearbook section is completed below), and major field of study as "directory information", which means under the *Family Education Rights and Privacy Act* ("FERPA") that this information can be released without your consent. If you do not want this information released to people requesting directory information, the parent/guardian or eligible student (18 years of age or older) must sign this form and return it to the school office within one month after enrollment. This opt-out request will remain in effect for the current school year only. Information about the living situation of a homeless student is not considered directory information.

I hereby exercise my rights under state and federal law and hereby request that the name, address, email address, telephone number, date and place of birth, information about the student's participation in officially recognized activities and sports, students weight and height (if a member of an athletic team), students dates of attendance, grade level, honors and awards, photograph (excluding video records), and major field of study for _____ (student name), currently a student at _____ (school name), not be released without prior written consent.

I understand and acknowledge that this opt-out request will remain in effect for the current school year only. I understand it will exclude my student from publications such as photo/directory information and that my student's information will not be published in any form including District publications such as playbills, yearbooks, websites, newsletters, newspapers, etc.

Signed by (check one.): _____ eligible student _____ parent/guardian

_____ Signature

_____ Name (please print)

_____ Address

_____ City/State/ZIP

YEARBOOK EXCLUSION

I have chosen to opt-out of FERPA as designated above but would still like for my student's picture and relevant information to be included in the school's yearbook.

Signed by (check one.): _____ eligible student _____ parent/guardian

Signature

Name (please print)

Address

City/State/ZIP

YEARBOOK EXCLUSION

I have chosen to opt-out of FERPA as designated above but would still like for my student's picture and relevant information to be included in the school's yearbook.

Signed by (check one.): _____ eligible student _____ parent/guardian

Signature

Name (please print)

Address

City/State/ZIP

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Student Wellness**DISTRICT WELLNESS COMMITTEE**

The District Wellness Committee shall work to encourage and support all students to be physically active on a regular basis as provided by each school/council policy. Each school shall review and consider evidence-based strategies to set measurable goals in providing physical activity and nutrition education as well as engaging in nutrition promotion to positively influence lifelong eating behaviors.

Suggested language may include goals related to activities and opportunities:

- offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- offered as not only part of health education classes, but also classroom instruction in subjects, such as math, science, language arts, social sciences, and elective subjects;
- that include enjoyable, developmentally appropriate, and culturally relevant participatory activities, such as contests, promotions, taste testing events, and farm to school events and agricultural education;
- that promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- that emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- that link with school meal programs, foods sold in schools, and nutrition-related community services; and
- that teach media literacy with an emphasis on marketing practices that relate to a healthy lifestyle; and includes training for teachers and other staff.
- encourages active classrooms as well as activity based learning.

Review/Revised:DATE

EXPLANATION: THE KENTUCKY DEPARTMENT OF EDUCATION MEDICATION ADMINISTRATION TRAINING MANUAL FOR NON-LICENSED SCHOOL PERSONNEL (2025) RECOMMENDS OVER THE COUNTER MEDICATIONS NOT BE ADMINISTERED IN THE SCHOOL SETTING WITHOUT BOTH A MEDICAL PRACTITIONER'S ORDER AND SIGNED PARENTAL CONSENT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2241 AP.1

Student Medication Administration

AUTHORIZATION

The MEDICAL AUTHORIZATION FORM (09.2241 AP.2) shall be completed before any employee administers medication to a student. Only school personnel selected by the Principal shall have the responsibility for administering medication to students.

A. ADMINISTRATION OF MEDICATION

- ~~Prescribed Medication~~
- ~~Prescribed medication must be sent to the school in the original labeled container and the label shall include:~~
- ~~Name and address of the pharmacy~~
- ~~Name of the patient~~
- ~~Name of the prescribing practitioner~~
- ~~Date the prescription was dispensed~~
- ~~Expiration date of the medication~~
- ~~Name of the medication, dosage and strength of medication~~
- ~~Route of administration~~
- ~~Frequency of medication~~
- ~~A Parent/Guardian Authorization form (AP.21) completed by the parent/legal guardian must be on file in the student's cumulative health record and is only valid for the current school year.~~
- ~~2. Non-prescribed Medication/Over the Counter (OTC)~~
- ~~An authorization form completed by the parent/legal guardian must be on file in the student's cumulative health record.~~
- ~~Medication must be provided by the parent/legal guardian in the original container that includes recommended dosage and directions for administration~~
- ~~An OTC medication shall not be administered beyond its expiration date~~
- ~~Over the counter medications will not be administered without the authorization of the student's health care practitioner and a parent.~~
- ~~Students may self-administer sunscreen only with parent authorization.~~
- ~~1. Student Self-Medication~~
- ~~1. In certain situations, a written health care provider's authorization shall allow a student to responsibly carry self-administered medication (e.g. injectable epinephrine device, asthma inhaler, insulin, or FDA approved seizure rescue medications) pursuant to KRS 158.834, KRS 158.836 and KRS 158.838.~~
- ~~An authorization form must be completed by the parent/guardian and health care provider and be kept on file in the school. This authorization must be renewed each school year. Documentation from the prescribing health provider shall include:~~
- ~~The student is capable of administering the prescribed medication.~~
- ~~The name and purpose of the medication~~
- ~~The prescribed dosage of the medication~~
- ~~The times at which or circumstances under which the medication may be given~~
- ~~The period of time for which the medication is prescribed~~
- ~~Students may not share any medication with another student.~~
- ~~Notify the parent/guardian if the student uses his/her medication inappropriately or more often than prescribed.~~
- ~~Advise the student's teacher(s) and other appropriate staff on a need to know basis.~~

Student Medication Administration**A. ADMINISTRATION OF MEDICATION (CONTINUED)****4. Medication Safety**

- First dose of any new medication should be given at home and not at school.
- All medications should be brought to the school by a parent/guardian when possible.
- If medication is transported to school by the student, it should be transported in its original container and in a sealed envelope with the student's name on the outside and given to the appropriate school personnel (school nurse or designated school personnel).
- Controlled substances shall be counted and the number of pills received shall be noted on the Controlled Substance Monitoring Sheet. (See 09.2241 AP.22.)
- Medication shall only be administered according to the health care provider's instructions on the prescription label. (A clear tape may be applied over label to maintain legibility of label.)
- Discrepancies that exist between the information on the Parent/Guardian Authorization Form and the prescription label should require one (1) of the following:
 - a. A new Authorization Form completed by the parent/guardian; or
 - b. A new prescription bottle or label issued by the pharmacy.
- Medications shall not be given beyond the date specified on the Authorization Form.
- Medication shall not be administered beyond the expiration date on the label.
- [Any use of opioid antagonist shall comply with KRS 217.186.](#)

5. Changes in Medication

- The authorization to administer medication is only valid for the current school year or until treatment changes. A new Authorization for Medication Administration form must be obtained whenever there is a change to the medication, dosage, time and/or frequency and a new prescription bottle (or medication label if applicable) from the pharmacy indicating the prescription change.
- Nurses may only accept medication orders as prescribed by a physician, physician's assistant, Advanced Practice Registered Nurse (APRN) or dentist. [KRS 314.011(6) (c)]

B. STORAGE AND DISPOSAL OF MEDICATIONS

- Except for emergency medications (including, but not limited to, FDA approved seizure rescue medications and injectable epinephrine devices), and medications approved for students to carry for self-medication purposes, all medications should be kept in an appropriately labeled, secure, locked container or cabinet accessible only to the responsible authorized school personnel. Medications requiring refrigeration shall be kept in a separate refrigerator in a supervised area or locked container that can be stored with food in a supervised area. Temperature of that refrigerator will be checked on a daily basis and recorded according to agency policy. Temperatures should be maintained between 33 and 45 degrees Fahrenheit.

Student Medication Administration

B. STORAGE AND DISPOSAL OF MEDICATIONS (CONTINUED)

- For students receiving medication throughout the school year, it is recommended that no more than a month's supply of medication be stored on school property.
- When a medication is no longer needed, the school should notify the parent/guardian and request that it be picked up by the parent/guardian.
- For disposal of unused medication or expired medication that has not been picked up by parent/guardian:
 1. For pills: crush pills and combine with coffee grounds, soap, or glue in the pill container or plastic bag; bag or container may be thrown into garbage can.
 2. For liquids: pour cat litter, pencil shavings or sand into container and wait for it to set-up, after it becomes hardened, it may be thrown into garbage can.
 3. Disposal of medication must be documented on the student's medication record to verify it was destroyed, sign, date and have a witness also sign and date.
 4. Items such as inhaler canisters may be placed in a sharps container or disposed of according to the school district's Blood borne Pathogen OSHA plan.

C. FIELD TRIPS AND MEDICATION ADMINISTRATION

If a student is attending a field trip away from school during his/her scheduled medication time, school personnel trained annually in field trip medication administration will be designated to administer the medication while on the field trip.

Notification and preparation for administering medications during a field trip should begin well in advance of the day of the field trip. Student medication may not be repackaged for field trips by school personnel. The school should request the parent send a separate bottle with enough medication for the field trip day. The medication bottle should also have a pharmacy prescription label attached.

Out of State Field Trips

Each state's nursing laws are unique to that state and may not be the same as Kentucky's.

If a field trip crosses state lines, the field trip coordinator must notify their school nurse thirty (30) days in advance. The school nurse or school district health coordinator should contact the Board of Nursing of the state or states to be visited to verify whether unlicensed personnel are allowed to administer medications in that state or states. When unlicensed personnel are not allowed, the school District health coordinator will contract with a duly licensed nurse or medical provider to administer student medication.

D. REFUSAL OF MEDICATIONS

When circumstances arise that school personnel are unable to grant the request from a parent/legal guardian to administer medication to a student, the delegating school nurse or physician should be notified. Circumstances may include:

- Medication was sent to school out of the original container.

Student Medication Administration

D. REFUSAL OF MEDICATIONS (CONTINUED)

- Medication is prescribed twice daily and can be administered before school and after school hours.
- Medication is prescribed three times daily and can be given before school, after school and before bedtime.
- No written authorization on file.
- Other unusual circumstance.

It is a student's right to refuse medications. As best practice and according to the student's developmental level, the student should understand the symptoms for which the medications are prescribed, and also should know any common side effects. He/she should also be able to express understanding that these medications are considered a part of treatment and that the parent and/or prescriber will be notified should he/she refuse the medication.

Refusing medications is **NOT** considered a medication error, and should be documented on the Medication Administration Record as a "refusal of medication". This documents that the individual has been offered the medication as ordered. **When a student refuses medications, it should be immediately documented and the school nurse/parent is to be notified as soon as possible.**

E. MEDICATION ERRORS - PREVENTING AND REPORTING MEDICATION ERRORS

A medication error occurs when one of the "six rights of medication administration" has been violated. Examples of these would include:

- Administering wrong medication
- Administering wrong dose of medication
- Administering medication at the wrong time
- Administering the medication in the wrong route (e.g., ear drops administered to eye)
- Administering medication to wrong student
- Failing to document medication was given or inaccurate documentation of medicine given

Medication errors may result in adverse reactions to the student. These reactions could range from a rash to a life-threatening situation. Therefore, always check the medication label:

- When removing the medication from storage
- When removing the medication from its container
- When returning the medication to storage

Knowing the following before administering medications will help prevent medication errors:

- Name of medication (generic and trade)
- Purpose
- Potential side effects
- Special instructions (if appropriate)

Student Medication Administration**E. MEDICATION ERRORS - PREVENTING AND REPORTING MEDICATION ERRORS (CONTINUED)**

- Health care provider and emergency contact names and phone numbers

When a medication administration error occurs, follow these guidelines:

- Keep the student in the health room. If the student has already returned to class, have someone accompany the student's return to the health room.
- Observe the student's status and document.
- Identify the incorrect dose or type of medication taken by the student.
- Immediately notify the principal and supervising school nurse (if medication was given by non-licensed personnel). The supervising nurse will contact the parents of the student and/or health care provider.
- If contacting the Poison Control Center for instructions:
 1. Give the name and dose of the medication taken in error.
 2. Give the student's age and approximate weight, if possible.
 3. Give the name and dose of any other medication the student also receives, if possible.
- Follow instructions from the Poison Control Center, if at all possible. If unable to follow their instructions, explain the problem to the Poison Control Center to determine if the student should be transported for emergency care.
- Complete a "Medication Administration Incident Report" form. (See 09.2241 AP.23) Carefully record all circumstances and actions taken, including instructions from the Poison Control Center or student's health care provider/physician, and the student's status. All Medication Incident reports are to be located in a Master File with the location to be determined by the school principal or designee.
- Errors made in recording medications on the Medication Administration Record should be marked with a single line drawn through the entry, initialed and dated. DO NOT USE WHITEOUT.

After medication is completed or discontinued, the Parent Authorization form and Medication Administration Record shall be filed in the student's cumulative folder.

CONTROLLED/SCHEDULED MEDICATIONS

"Controlled/scheduled medications" are medications that are potentially addictive and are regulated under the Controlled/Scheduled Substance Act of 1970. The following are the procedures related to the administration and storage of controlled/scheduled medications:

- Kept under double lock and key
- Kept separate from other medications
- Signed out each time a dose is administered
- Trained staff shall count and record the number of remaining pills on the student's medication record each time a dose is administered.

Student Medication Administration

REFERENCES:

[KRS 158.834; KRS 158.836; 158.838](#)

[KRS 217.86](#)

[Kentucky Board of Nursing Advisory Opinion Statement #16 Roles of Nurses in the Administration of Medication Via Various Routes \(2023\)](#)

[Kentucky Department of Education Medication Administration Training Manual for Non-Licensed School Personnel \(2025\)](#)

[Controlled/Scheduled Substance Act of 1970](#)

School Staffing Guidelines**STAFFING LEVELS**

Primary (K-3)	24
4 th Grade	28
5 th and 6 th Grade	29
7 th – 12 th Grade	31

School staffing allocations for Section 4 and Section 5 staffing shall be provided as positions. This allocation shall budget funds sufficient for the council to comply with state law. The staff funding allocation shall use District average costs, be based on District enrollment projections and be calculated as follows:

ELEMENTARY SCHOOL

Section 4 Funding

Principal: One (1)

Media specialist: One (1)

Base funding for primary and intermediate regular teaching positions shall be based upon the state maximum class sizes. Kindergarten enrollment shall be counted as full-time for this calculation.. Teaching positions shall be rounded up to nearest 0.5. Gifted Accelerated Program enrollment shall not be counted for this calculation.

Discretionary teaching positions: One (1) teaching position per one hundred fifty (150) students (rounded up to nearest 0.5)

Schools with Free and Reduced lunch counts of 75% or higher will be staffing at a ratio of 22:1 for Primary and 26:1 for 4th Grade and 27:1 for 5th Grade (rounded up to nearest 0.5). District shall follow same date/timeline as Title I to determine school eligibility.

Section 5 Funding

Base funding for kindergarten paras shall be based upon the state maximum class sizes.

Instructional Paras: Ratio of one (1) for every twenty-four (24) full-time equivalent kindergarten students and one (1) for every fifty-five (55) 1st-3rd students plus two (2) discretionary instructional paras.

Clerical: Ratio of one (1) per two hundred twenty-five (225) students rounded up to the nearest 0.5, but not less than two (2). Eighty (80) hours of office/clerical time to be used during the summer and/or school year.

School Staffing Guidelines**MIDDLE SCHOOL****Section 4 Funding**

Principal: One (1)

Media specialist: One (1)

Base funding for regular teaching positions shall be based upon the state maximum class sizes. Teaching positions shall be rounded up to nearest 0.5.

Schools with Free and Reduced lunch counts of 75% or higher will be staffing at a ratio of 27:1 for 6th Grade and 29:1 for 7th and 8th Grade (rounded up to nearest 0.5). District shall follow same date/timeline as Title I to determine school eligibility.

Discretionary teaching positions: Ratio of one (1) per seventy-five (75) students (rounded up to nearest 0.5). Plus two (2) positions.

Section 5 Funding

Clerical: Ratio of one (1) per two hundred twenty-five (225) students rounded up to nearest 0.5, and one (1) attendance clerk. Eighty (80) hours of office/clerical time to be used during the summer and/or school year.

Instructional Para: One (1)

HIGH SCHOOL**Section 4 Funding**

Principal: One (1)

Media specialist: One (1)

Base funding for regular teaching positions shall be based upon the state maximum class sizes. Teaching positions shall be rounded up to nearest 0.5.

Schools with Free and Reduced lunch counts of 75% or higher will be staffing at a ratio of 29:1. District shall follow same date/timeline as Title I to determine school eligibility.

Discretionary teaching positions: Ratio of one (1) per one hundred thirty-five (135) students (rounded up to nearest 0.5). Plus three (3) positions.

Section 5 Funding

Clerical: Ratio of one (1) per two hundred twenty-five (225) students rounded up to nearest 0.5, plus one (1) additional attendance clerk.

Instructional Para: One (1)

School Staffing Guidelines

PROGRAMS

Career Technical Centers

Staffed at 100%

Schools will be staffed based on number of pathways approved by the District and state classroom requirements.

~~Eastside, Southside and~~

Locust Trace will receive the following:

One (1) Principal

One (1) Assistant Principal

One (1) Counselor

One (1) Custodian

Two (2) Clerical

Locust Trace will also receive one (1) Media Specialist and additional 1.5 custodians for total of 2.5.

~~The HILL will receive the following:~~

~~One (1) Principal~~

~~Two (2) Assistant Principals~~

~~Two (2) Counselors~~

~~Four (4) Clerical~~

~~One (1) Program Manager at 245 days~~

~~One (1) Custodial Supervisor and Four (4) Custodians~~

~~Three (3) Discretionary~~

~~Up to two (2) additional discretionary positions as needed with Superintendent approval~~

School Staffing Guidelines

PROGRAMS

Fayette County Learning Center

Staffed at 100% based on 200 students

Middle School Ratio 15:1 rounded up to nearest 0.5

High School Ratio 15:1 rounded up to nearest 0.5

Discretionary Ratio 100:1 rounded up to nearest .05. Plus four (4)

One (1) Media Specialist

One (1) Assistant Principal

One (1) Program Director

Two (2) Counselors

Two (2) Clerical

Two (2) Custodians

School Staffing Guidelines**PROGRAMS (CONTINUED)****Success Academy**

Four (4) High School Teachers

Two (2) Discretionary Teachers

One (1) Counselor

One (1) Program Director

One (1) Clerical

One (1) Custodian

Staffing for Virtual Learners will be at 98%

Ratio 29:1 for 6th grade

Ratio 31:1 for 7-12 grade

One (1) PGES plus ten (10) Days

Counselor to be shared with Success Academy. One (1) additional counselor if needed, depending on student enrollment and need.

Steam Academy

High School Ratio 31:1

Discretionary Ratio 135:1 rounded up to the nearest 0.5, plus one (1) for Technology Resource Assistant Principal One (1) for 1-550 Students, two (2) for 501-1000 Students.

One (1) Program Director

Counselor Ratio 350:1 with Minimum of two (2)

Clerical ratio 225:1 rounded up to nearest 0.5 plus one (1) Attendance Clerk

Four (4) Custodians

Family Care

2.5 High School Teachers

0.2 Counselor – shared with AGC

0.4 Clerical – shared with AGC/Stables

Audrey Grevious Center

Four (4) High School Teachers

One (1) Instructional Assistant

0.3 Counselor – shared with Family Care

0.4 Clerical – shared with Family Care/Stables

School Staffing Guidelines**PROGRAMS (CONTINUED)****Opportunity Middle College**

Three (3) High School Teachers

One (1) Principal

One (1) Counselor

One (1) Administrative Assistant II

Martin L King Academy

Staffed at 100% based on 250 students

18.5 Middle or High School Teachers

Three (3) Discretionary

Two (2) Behavior Specialist at 219 days

Three (3) Social Workers

One (1) Psychologist

Two (2) Counselors

One (1) Program Director

One (1) Assistant Principal

Three (3) Clerical

One (1) Safe Para

Five (5) Instructional Paras

Two (2) Custodians

Carter G Woodson Academy

Staffed at 98%

Middle School Ratio 20:1

High School Ratio 20:1

Discretionary Ratio 100:1

One (1) Program Director

One (1) Assistant Principal

0.5 Academic Dean

One (1) Community Liaison

Clerical Ratio 225: One (1) but not less than two (2)

One (1) Counselor

School Staffing Guidelines

PROGRAMS (CONTINUED)

George Washington Carver

Eight (8) Primary Teachers

~~Two (2)~~ **Four (4)** Intermediate Teachers

Three (3) Discretionary Teachers

One (1) Media Specialist

One (1) Principal/Program Director

One (1) Assistant Principal

Two (2) Clerical

Two (2) Kindergarten Paras

Two (2) Primary Paras

Two (2) Instructional Paras

One (1) Counselor

2.5 Custodians

* Staffing will change as grade levels are added

RISE

Eight (8) Primary Teachers

Four (4) Intermediate Teachers

Five (5) Discretionary Teachers

One (1) Media Specialist

One (1) Principal/Program Director

One (1) Assistant Principal

Two (2) Clerical

Two (2) Kindergarten Paras

Three (3) Primary Paras

Two (2) Instructional Paras

One (1) Counselor

2.5 Custodians

* Staffing will change as grade levels are added

School Staffing Guidelines**DISTRICT-WIDE AND CATEGORICAL PROGRAMS**

Additional certified and classified staff shall be allocated to support categorical and District-wide programs. Staffing shall be allocated according to state and/or federal regulations and shall comply with all applicable grant and non-grant funding sources. Teaching positions may be designated by the District as itinerant or non-itinerant.

Itinerant teachers are scheduled by the District and are subject to District guidelines for beginning and ending work time, planning time, travel time, lunch time (if appropriate) and full-time equivalent employment calculation per this procedure. No more than .1 (one-tenth) FTE shall be assigned for itinerant travel.

Elementary School Staffing

Elementary schools will receive one (1) Assistant Principal or Professional Growth Effectiveness Specialist (PGES). Schools with enrollment of 675 or over will receive (1) additional Assistant Principal or Professional Growth Effectiveness Specialist (PGES) as determined by Council.

Middle School Staffing

Schools with student enrollment of 1-550 will receive one (1) Assistant Principals or Professional Growth Effectiveness Specialist (PGES), schools with student enrollment of 551-1000 will receive two (2) Assistant Principals or Professional Growth Effectiveness Specialist (PGES), schools with enrollment of 1001-1500 will receive three (3) Assistant Principals or Professional Growth Effectiveness Specialist (PGES) as determined by Council.

High School Staffing**Academy Schools will receive:**

One (1) Academy Coach per School

One (1) Assistant Principal per Academy, not to exceed five (5)

Up to two (2) CTE positions with Superintendent approval

One.five (1.5) FTE for Accelerated Courses for CGW

Non-Academy Schools will receive:

One (1) Assistant Principal for student enrollment of 1-550. Two (2) Assistant Principals for student enrollment of 551-1000 Three. (3) Assistant Principals for student enrollment of 1001 – 1500. Four (4) Assistant Principals for student enrollment of 1501-2000. Five (5) Assistant Principals for student enrollment greater than 2001. Superintendent may, at their discretion, adjust the number of Assistant Principals.

One (1) College and Career Ready Coach per School

Current Associate Principals may be Grand-fathered in. New hires beginning with the 2022-2023 SY will be hired as Assistant Principals at 209 days.

Early Start

Staffing shall be adjusted in accordance with state regulations to meet the staffing needs of enrolled 3- and 4-year-old students with disabilities and low income.

School Staffing Guidelines**DISTRICT-WIDE AND CATEGORICAL PROGRAMS (CONTINUED)****English Learners**

Staffing may be adjusted to meet the needs of enrolled LEP students based on an analysis of school need by the English Learners administrator in consultation with the Assistant Superintendent for Academic Services and Director of Budget and Financial Planning, and as approved by the Superintendent.

District Social Workers**Dropout Prevention Transition Program**

- Six(6.0) full-time special Social Workers shall be assigned to the high schools at an allocation of one (1.0) per high school as District-wide itinerant positions. The assigned social workers will work with the high schools and their respective feeder schools on an as needed basis and as assigned by the Chief of Student Support Services.

Middle Schools

- Two and four-tenths (2.4) full-time Social Workers shall be assigned to the Middle Schools at an allocation of two-tenths (0.2) per middle school as District-wide itinerant positions. The assigned social workers will work with the middle schools on an as needed basis and as assigned by the Chief of Student Support Services.

Child Guidance Specialist and Counselors

Child Guidance Specialist and Counselors shall be allocated as a District-wide support program as follows:

- Elementary Child Guidance Specialist: One (1)
- Middle and Non-Academy High Schools Child Guidance Counselors Ratio of one (1) per three hundred fifty (350) students, but not less than two (2) per school (rounded up to nearest 0.5). [EXCEPTION: SCAPA Bluegrass shall have no more than one (1).]
- Academy High Schools Child Guidance Counselors will be One (1) Counselor Per Academy or 350:1 whichever is greatest.

District Mental Health Specialist

- District Mental Health Specialists shall be assigned to schools as District-wide itinerant positions.

School Staffing Guidelines**DISTRICT-WIDE AND CATEGORICAL PROGRAMS (CONTINUED)****Band and Orchestra**

Band and orchestra teachers shall be allocated to all schools as District-wide itinerant positions as follows:

Elementary Schools

Staff shall be assigned at an allocation up to four-tenths (0.4) of a full-time position at each elementary school requesting services. An additional one-tenth (0.1) of a full-time position will be assigned for regular planning time at the school housing the planning time for the itinerant teachers.

Middle and High Schools

Staff shall be assigned so that a band teacher will be assigned to each instructional period for band and an orchestra teacher will be assigned for each instructional period provided for orchestra. Minimum required class sizes shall be twelve (12) for orchestra and eighteen (18) for band. When a single band or orchestra class has a student enrollment that exceeds sixty (60) students, a team teacher shall be assigned to assist with instruction in that class.

Jazz and percussion band teachers shall be assigned to the high schools on an as needed basis by the Director of Fine Arts. Minimum required enrollment shall be twelve (12) and maximum enrollment of seventeen (17) participating students.

Gifted and Talented Programs

Primary Talent Pool, (K-3), and Elementary Gifted and Talented, (4-5) staff shall be allocated as District-wide itinerant positions: Elementary and Middle Gifted and Talented Accelerated Program staff shall be allocated by enrollment at the Accelerated Program sites.

Elementary Schools Talent Pool

Teachers for the Primary Talent Pool (K-3) and Elementary Gifted and Talented (4-5) shall be allocated based on the total number of gifted and talented students minus the number of gifted and talented students enrolled in the elementary accelerated programs divided by 182.

Elementary Schools Accelerated Program

Teachers for the Elementary Gifted and Talented Accelerated Program shall be allocated at a student to teacher ratio of 28:1 for 4th Grade and 29:1 for 5th Grade and rounded up to nearest 1.0.

Middle Schools Gifted and Talented Students

Middle Schools Gifted and Talented students shall be allocated as District-wide itinerant positions. Each location will be allocated at least a .2 position.

Middle Schools Accelerated Program

Teachers for the Middle School Accelerated Program shall be allocated at a student to teacher ratio of 29:1 at 6th Grade and 31:1 at 7th and 8th Grade and rounded up to nearest 1.0.

School Staffing Guidelines**DISTRICT-WIDE AND CATEGORICAL PROGRAMS (CONTINUED)****School-based Custodial Staff**

Custodial staff shall be allocated as a District-wide support program and will be based on the building and portables square footage as follows:

Elementary Schools

Each school shall receive one (1) lead custodian responsible for 15,000 square feet and one (1) helping custodian per 31,000 square feet, rounded up to the nearest five-tenths (0.5). Notwithstanding the square footage allocation, all elementary schools will be staffed with a minimum of one (1) lead and one (1) helping custodian.

Middle Schools

Each school shall receive one (1) lead custodian responsible for 15,000 square feet and one (1) helping custodian per 31,000 square feet, rounded up to the nearest five-tenths (0.5).

High Schools

Each school shall receive one (1) Custodial Supervisor responsible for 12,000 square feet, one (1) lead custodian responsible for 15,000 square feet and one (1) helping custodian per 31,000 square feet, rounded up to the nearest five-tenths (0.5).

COUNCIL AUTHORITY

After receiving notification of the final financial allocation for the school from the Board, the council shall determine, within the funds allocated, the number of persons to be employed at the school in each school level job classification. The council shall not have the authority to recommend transfers or dismissals.

The council may reallocate staffing funds for other purposes consistent with its responsibilities provided sufficient staff is provided to meet the vision, mission and goals of the school and to comply with any applicable laws and regulations. The staffing allocation for categorical and District-wide programs shall be determined by the District.

Funds remaining from the school's staffing allocation shall revert to the District's General Fund on June 30.

ADJUSTING STAFF FUNDING ALLOCATIONS TO ACTUAL SCHOOL ENROLLMENTS

Opening enrollment verification data will be collected from each school by the close of the fourth instructional day.

SBDM council-approved revised staffing plans shall be submitted by the Principal to the Budget & Financial Planning Office and the Department of Human Resources at least two (2) full instructional days prior to the deadline for notification of staff. The Department of Human Resources will inform District staff of any contractual or assignment changes for the current school year no later than September 15. Decreases in student enrollment after September 15 will not result in reassignment of school staff members.

School Staffing Guidelines**ADJUSTING STAFF FUNDING ALLOCATIONS TO ACTUAL SCHOOL ENROLLMENTS (CONTINUED)****Initial funding allocations will be adjusted as follows:**

Funding adjustments will be made for all elementary, middle, and high schools based on the District's staffing ratios as outlined herein.

Initial Staffing Allocation

Schools receive tentative Staffing Allocation from the Office of Budget and Financial Planning by February 1st. Staffing based upon 95% projection for elementary, 98% projection for middle and 100% projection for high school student enrollments.

Staffing allocations shall be calculated based upon the maximum class sizes described in District policy.

Adjusting Staff Funding Allocations

Adjustments to staffing prior to September 15th shall be made by the Budget and Financial Planning Director in accordance with established ratios. All adjustments will be reported to the Superintendent for final approval.

After September 15th, Section 3 resources will be considered when school enrollment by cluster (K-3, 4-5, 6-8, and 9-12) exceeds the state maximum class size by ten students for fifteen (15) consecutive instructional days. If additional resources are provided, the Director of Human Resources will determine whether to use a substitute or a contracted employee, depending upon the time of year.

Prior to instructional day 1 and if enrollment is anticipated to exceed projected enrollment, Schools may obligate SEC 6 funds to allow schools to secure a classroom teacher or substitute teacher to establish an additional classroom for a teacher who has been assigned students in excess of established staffing ratios. Subsequent to instructional day one, staffing adjustments will follow the normal staffing adjustment process as provided herein.

OVERLAP TIME TO REPLACE CLASSROOM TEACHERS

District funded overlap time will be limited to classroom teachers that have an effective retirement date on or before September 1 to avoid disruption in the classroom.

If a critical shortage area is involved, the District will allow overlap time of retirement dates up to October 1. If the retiree request to rescind their letter of intent after the PAF is issued for his/her replacement, it shall be subject to available funding as determined by the Superintendent.

For classroom teachers retiring AFTER September 1, or October 1 for critical shortage areas, Principals requesting overlap time will need to provide their own funding for a long-term substitute unless their council secures funds for a permanent hire.

The District will continue to fund one (1) day of overlap time for all other certified school based positions such as librarians, counselors, academic deans, associate principals, etc. (This group is not considered for extended overlap time because the purpose of such extended time is to avoid disruption in the classroom.)

STUDENTS

09.36 AP.211

Parent/Guardian Permission Form for Field Trips

School: _____ Date(s) of Field Trip _____

I, the undersigned Parent/Guardian of the student named below, understand the nature of the Field Trip

being planned to: _____ By: _____
(Location of Field Trip) (Mode of Transportation)

I am in accord with the purposes of and procedures governing the Field Trip. I hereby grant permission for my student to participate. I understand that adequate and appropriate supervision will be provided. I recognize, however, that unanticipated situations and problems can arise on any trip, school-sponsored or otherwise, which situations or problems are not reasonably within the control of the supervising teacher(s) or staff (including volunteers). I further agree to release and hold harmless the Fayette County School District Board of Education, their agents, officers, employees, and volunteers, from any and all liability, claims, suits, demands, judgments, costs, interest and expense (including attorneys' fees and costs) arising from such activities, including any accident or injury to my student and the costs of medical services.

In the event of an injury requiring medical attention, I hereby grant permission to the supervising teacher(s) or staff (including volunteers) to attend to my student. If the injury warrants further medical attention, I expect every effort will be made to contact me to receive my specific authorization before action is taken. If efforts to contact me are unsuccessful, I grant permission for necessary medical treatment to be given. In addition, I hereby give my permission to the supervising teacher(s) or staff (including volunteers) to take my student to the Physician, Dentist, or to the hospital if an accident or serious illness occurs on the trip and I cannot be located.

In the event that my student must return to school independently for reasons of health, accident, failure to conform to rules established by the teacher in charge, etc. I agree to accept full responsibility for and to pay for the cost of medical care, transportation and other incidental expenses. This permission slip also serves as a contract that the student and parent/guardian understand and agree to the guidelines from each teacher as to making up missed assignments.

Please check below IF your student has allergy or sensitivity that needs to be accommodated on this trip:

☐ Bee Sting ☐ Nuts ☐ Dairy ☐ Latex ☐ Other _____

Please check below IF your student has:

☐ Asthma ☐ Diabetes ☐ Seizure Disorder ☐ Heart Condition ☐ Other: _____

Medications need to be administered during the trip: ☐ Yes ** ☐ No

****If my student requires medication**, I understand that I am obligated to ensure that the **medication** and the **Medication Authorization Form** are on file **prior** to the trip and I will supply the medication in the original container on the **day of the trip**. For a student to self-administer any medication (prescription or non-prescription) the Self-Administration Form must be completed by their parent/guardian and Physician. Please note, school staff is not responsible for self-administered medications.

Student's Name: _____ Parent/Guardian: _____
(Please Print) (Please Print)

Signature of Parent/Guardian: X _____ Date: ____/____/____

Home Phone: _____ Work: _____ Cell: _____

Emergency Contact: (If unable to reach the above): _____ Relationship: _____

Home Phone: _____ Work: _____ Cell: _____

Insurance Company: _____ Phone: _____

Name of Policyholder: _____ Policy #: _____ Group #: _____