

EXPLANATION: HB 253 AMENDS KRS 156.095 ADDING TRAINING FOR ALL EMPLOYEES ON APPROPRIATE RELATIONSHIPS AND COMMUNICATIONS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.

FINANCIAL IMPLICATIONS: COST OF TRAINING

EXPLANATION: KRS 161.011 SPECIFIES THAT DISTRICTS MAY PROVIDE TRAINING OPPORTUNITIES TO CLASSIFIED STAFF.

FINANCIAL IMPLICATIONS: COST: COST OF TRAINING

EXPLANATION: HB 253 AMENDS KRS 158.307 REQUIRING RATHER THAN ALLOWING THE BOARD TO DEVELOP A POLICY ON DYSLEXIA INCLUDING IDENTIFICATION OF STUDENTS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.

FINANCIAL IMPLICATIONS: COST OF TRAINING

EXPLANATION: HB 67 AMENDS KRS 160.145 EXPANDING DEFINITIONS, LIMITING THE SCOPE OF UNAUTHORIZED ELECTRONIC COMMUNICATION AND EXCLUDING DESIGNATED TYPES OF COMMUNICATION FROM THE REQUIREMENT TO OBTAIN WRITTEN PARENTAL PERMISSION. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 13, 2026.

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		✓		

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
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		✓		
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	KRS 156.095	03.19	✓		✓	
Student suicide prevention training for certified employees.	KRS 156.095	03.19	✓			
Self-study review of seizure disorder materials.	KRS 156.095	03.19	✓		✓	
Child abuse and neglect prevention, recognition, and reporting.	KRS 156.095	03.19	✓		✓	
<u>Appropriate relationships and communication and inappropriate relationships and communication with students, sexual grooming and sexual misconduct.</u>	<u>KRS 156.095</u>	<u>03.19/03.29</u>		✓		
Instructional leader training.	KRS 156.101	03.1912			✓	
<u>The Board may provide training for classified staff focusing on topics including but not limited to suicide prevention, abuse recognition, and cardiopulmonary resuscitation. The Superintendent may develop and implement a program for continuing training for selected classified personnel.</u>	<u>KRS 161.011</u>	<u>03.29</u>			✓	
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		✓		

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PERSONNEL

03.19 AP.23
(CONTINUED)**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
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			✓	
Identifying students with dyslexia.	<u>KRS 158.037</u>	<u>08.1313</u>			✓	
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			✓	
<u>Traceable communication with students.</u>	<u>KRS 160.145</u>	<u>08.2324</u>		✓		
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.	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		✓		
Training for school personnel authorized to give medication.	KRS 158.838 KRS 156.502 702 KAR 1:160	09.22 09.224 09.2241			✓	

PERSONNEL

03.19 AP.23
(CONTINUED)

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Training on employee reports of criminal activity.	KRS 158.148; KRS 158.155; KRS 158.156; <u>KRS 160.380</u> <u>KRS 209A.100</u> <u>KRS 209A.110</u> KRS 620.030	09.2211		✓		
Personnel training on restraint and seclusion and positive behavioral supports.	704 KAR 7:160	09.2212		✓	✓	
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				✓	

PERSONNEL

03.19 AP.23
(CONTINUED)

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
KDE shall provide technical assistance and training for multi-tiered system of supports upon District request.	KRS 158.305				✓	

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*.

**EXPLANATION: HB 67 CREATES A NEW SECTION OF KRS 160 ESTABLISHING THE CALENDAR AND PROCEDURES ADOPTING THE DISTRICT BUDGET.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED**

FISCAL MANAGEMENT

04.1 AP.11

Budget Calendar and Timeline

TIMELINE

On or before January 31, the Superintendent shall submit to the Board for review at a public meeting a draft budget that provides line item estimated revenues and proposed expenditures for the subsequent fiscal year.

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On or before May 31:

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1. And at least two (2) weeks prior to the required public meeting, the Superintendent shall submit to the Board a complete proposed tentative budget for consideration; and

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2. At a public meeting:

a. The Board shall review the proposed tentative budget; and

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b. After any discussion or amendments, the Board shall adopt a tentative budget for the subsequent fiscal year; and

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On or before September 30:

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1. And at least two (2) weeks prior to the required public meeting, the Superintendent shall:

a. Submit to the Board a complete proposed working budget for consideration;

b. Submit to the Board a report explaining:

i. The projected revenues from the various taxes levied by the District;

ii. The appropriations that the District expects to receive from state and federal resources;

iii. The projected expenditures for personnel, transportation, maintenance, and materials for the operation of the District.

iv. Any one (1) time major expenses expected for the year, including those for special projects or programs;

v. The projected revenues and expenditures associated with restricted funds, including facilities funds;

vi. The costs associated with debts incurred by the District; and

vii. How the minimum reserve required shall be maintained; and

c. Deliver the items listed above in a digital format to Board members. However, if a Board member requests the items also be delivered in physical format, the Superintendent shall provide those within one (1) business day of the request in the format requested;

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2. At a public meeting of the Board:

a. The Superintendent shall present to the Board;

Budget Calendar and Timeline

TIMELINE (CONTINUED)

- i. The proposed working budget; and**
- ii. The report required in subparagraph 1.b.**
- b. The Board shall review the proposed working budget; and**
- c. After any discussion or amendment, the Board shall adopt a working budget for the fiscal year.**
- 3. The Board shall submit to the Kentucky Department of Education the adopted working budget for final approval.**

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RELATED PROCEDURE:

04.1 AP.2

EXPLANATION: SB 5 CREATES A NEW SECTION OF KRS 158 ALLOWING A BOARD PARTICIPATING IN ANY OF THE UNITED STATES DEPARTMENT OF AGRICULTURE CHILD NUTRITION PROGRAMS TO PURCHASE KENTUCKY-GROWN AGRICULTURAL PRODUCTS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS EFFECTIVE AS OF MARCH 27, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: HB 392 AMENDS THE AMOUNT FOR SMALL PURCHASE PROCEDURES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.32 AP.1

Procurement**ACCOUNTABILITY**

All school funds shall be subject to the conditions set forth in 04.31 AP.1.

GENERAL AUTHORITY

The Superintendent, the Executive Director for Financial Services and the Board Treasurer, and the Director of Purchasing are vested with general purchasing authority for the Board. These persons may contract or purchase through competitive sealed bidding; competitive negotiation; negotiations after competitive sealed bidding when all bids exceed available funds; or non-competitive negotiation.

Principals may purchase in the instances and in the manner provided for small purchases and by non-competitive negotiation in connection with the purchase of items for resale as provided herein.

AUTHORITY FOR DIVISIONS

The Head of Division of School Food Services is vested with authority to contract for perishables purchased on a weekly, or more frequent, basis by non-competitive negotiation. Each Division Head is vested with the authority for his division under small purchase procedures when a purchase does not exceed ~~\$50,000~~40,000.

PRINCIPAL'S AUTHORITY

Each Principal is vested with the authority to utilize small purchase procedures in connection with purchases from his school's activity funds when a purchase does not exceed ~~\$50,000~~40,000. Principals may also utilize non-competitive negotiation procedures for the purchase of proprietary items for resale, upon their finding and determination that the items to be purchased are proprietary items for resale.

EXPENDITURE PROCEDURES

In accordance with the Model Procurement Code, all expenditures of Board funds and school activity funds shall follow one (1) of the following procedures:

1. Competitive sealed bidding
2. Competitive negotiation
3. Non-competitive negotiation
4. Small purchase procedures

This requirement shall include purchase of supplies, equipment, services and construction, but shall exclude employee salaries.

Except as permitted by law, every invitation for bid or request for proposals shall provide that an item equal to that named or described in the specifications may be furnished.

BASED ON CONTRACT

All expenditures shall be made according to an award of contract by the Board under the competitive sealed bid method, unless it is determined that the purchase can be made properly through competitive negotiation, non- competitive negotiation, or small purchase procedures.

Procurement**BOOSTER ORGANIZATIONS**

School booster organizations do not fall within the definition of agencies which shall comply with the Model Procurement Code. Therefore, these organizations are free to purchase supplies, equipment, etc., without regard to established bidding practices. However, these groups are expected to follow sound business practices in order to protect the good name of their organization.

FUND-RAISING PROJECTS

When items such as candies, T-shirts, fruit, etc., are placed in the school on a consignment basis and there are no expenditures of school funds, but funds are received from the process of selling the item(s), provisions of the Model Procurement Code shall not apply.

SMALL PURCHASES

Small purchase procedures may be used in connection with purchase of supplies, services or construction when the aggregate amount of the contract during a fiscal year does not exceed ~~\$50,000~~40,000. When practicable, price quotations shall be obtained from several reputable sources before purchases are made. Documentation of oral and written quotations shall be maintained.

DEFINING AGGREGATE AMOUNT

"Aggregate amount" of a contract shall refer to the total dollar amount during a fiscal year in connection with items of a like nature, function and use, the need for which can be reasonably determined at the beginning of the fiscal year. (Items need not be included in an aggregate amount, if the need for such items could not reasonably be established in advance.) If the total dollar amount exceeds ~~\$50,000~~40,000, general procurement procedures, rather than small purchase procedures, shall be used for the purchase of such items.

Determination that the "aggregate amount" does not exceed ~~\$50,000~~40,000 shall be made in writing; shall include the written findings upon which the determination is made; and shall be kept in the file relating to the contract. This written determination is only required when items of a like nature, function and use are purchased, the need for which can reasonably be determined at the beginning of the fiscal year. Supplies, equipment or services normally supplied as a unit cannot be artificially divided for the sole purpose of using small purchase procedures.

Supplies, equipment or services to be provided over a period of time at the same unit price shall be considered a single purchase contract. If the amount of the purchase contract exceeds ~~\$50,000~~40,000, other procedures shall be utilized.

Supplies, services or construction, the need for which cannot be reasonably established in advance, or which were unavailable because of a failure of delivery, may be obtained utilizing small purchase procedures, if the price, at the time of awarding contract, does not exceed ~~\$50,000~~40,000.

Officials authorized to determine if the aggregate amount of any contract exceeds ~~\$50,000~~40,000 shall make such decisions in good faith and shall not use small purchase procedures to circumvent the general requirements of the Model Procurement Code.

Procurement**INDIVIDUAL SCHOOLS**

Each school, as a sub-unit of the Fayette County Public Schools, may utilize small purchase procedures in connection with purchases from activity funds in cases where the aggregate amount of the purchases does not exceed \$50,00040,000.

The purchase of proprietary items for resale, contracts which relate to an enterprise in which the buying and selling by students is a part of the educational experience, and contracts or purchases for expenditures made on authorized trips outside of the boundaries of the District in connection with a school activity may be made by the Principal in accordance with general procurement procedures, upon necessary determination and finding by the Principal. Such purchases are not limited in amount and are not subject to small purchase procedures.

PURCHASES FROM CODED FUNDS

Purchases from Coded Funds allotted to individual schools or departments/divisions under the budget adopted by the Board shall be made by the Director of Purchasing upon his approval of a purchase order submitted by a school or department/division.

When the supplies or services to be purchased from Coded Funds cost less than \$50,00040,000, small purchase procedures may be utilized. However, if the purchase order involves the award of any contract exceeding \$50,00040,000, or can be reasonably combined with similar purchase orders from other schools so that the purchase exceeds \$50,00040,000, then he shall not use small purchase procedures.

INFORMATION TO BE MADE AVAILABLE

Copies of this procedure shall be made available, upon request, to vendors and the general public.

If the amount of a purchase contract for a school activity fund exceeds \$50,00040,000, purchase may be made by competitive sealed bidding, competitive negotiation or non-competitive negotiation.

COMPETITIVE SEALED BIDDING

The Principal requesting a purchase shall forward to the Director of Purchasing specifications for items to be bid, the account code, amount of available funds, and other appropriate information.

The Director of Purchasing shall be responsible for preparing the bid, distributing bids to vendors, advertising, publicly opening bids, assisting the Principal in evaluating the bids, and making recommendations to the Board for official action.

Upon Board approval, the following options are available to use in preparing purchase orders and payment of invoices:

1. The Director of Purchasing shall prepare and distribute the purchase order and the Board shall pay the invoice and bill the school activity fund; or
2. The Principal shall prepare and submit the school activity fund purchase order to the Director of Purchasing for approval and submission to the vendor. Items shall be delivered and billed directly to the school.

Procurement**NON-COMPETITIVE NEGOTIATION**

The Principal shall file a written determination with the Director of Purchasing when it is not feasible to purchase an item by competitive sealed bidding. Upon approval of the determination request, the Principal shall prepare a school activity purchase order and submit it to the Director of Purchasing for approval and mailing to the vendor. Items purchased by this method shall be delivered and billed directly to the school. Upon payment of the invoice, the school shall report the date and amount paid to the Director of Purchasing.

The following items or services, in connection with a school activity, may be obtained by non-competitive negotiation when the Principal makes a written determination and forwards a copy to the Director of Purchasing:

1. The contract is for proprietary items for sale;
2. The contract relates to an enterprise in which the buying or selling by students is a part of the educational experience;
3. The contract or purchase is for expenditures made on authorized trips outside of the boundaries of the District.

Upon filing the written determination with the Director of Purchasing, the school shall mail the school activity fund purchase order to the vendor. Items purchased under this method shall be delivered and billed directly to the school.

Each school shall maintain a contract file for such purchases to include a copy of the written determination, a copy of the school purchase order, and a statement reflecting the date and amount paid for such purchases.

The Director of Purchasing shall assign a Determination Number to each determination and shall maintain a file of all determinations.

All contracts or purchases shall be awarded by competitive sealed bidding with the Board of Education approving the lowest and/or best bid, except as otherwise provided by KRS 45A.370 to 45A.385.

DEBARMENT OF BIDDERS

The Superintendent, the Executive Director for Financial Services and Treasurer of the Board of Education, and the Director of Purchasing, after reasonable inquiry, may each determine in writing that certain bidders for supplies, services or construction are debarred from submitting bids to the Board upon a written finding by one (1) of the aforementioned officials that a particular bidder, based upon past experience with the Board or other information available to the Board, is an unsatisfactory vendor or contractor.

Principals, in connection with items purchased from school activity funds or items for resale, may determine that certain vendors for supplies or services are debarred from submitting quotations to their school, upon a written finding by the Principal, based on past experience or other information available to him that the vendor or contractor is an unsatisfactory vendor or contractor.

The Principal shall notify immediately the Executive Director for Financial Services and Treasurer of the Board of any debarment, and shall furnish a copy of his written finding.

Procurement**DEBARMENT OF BIDDERS (CONTINUED)**

The Board shall be apprised of any debarments and may raise the issue of correctness of any such debarments at any time. The Board may countermand any such finding or determination or may independently make a determination that a person or firm is an unsatisfactory vendor or contractor and should be debarred.

Any determination in writing required by this procedure may be in the form of a written finding and determination by the Superintendent of Schools or the Deputy Superintendent or the Executive Director for Financial Services and Treasurer of the Board of Education or the Director of Purchasing.

Principals may make findings and determinations in connection with debarments in the manner set forth in the preceding paragraphs, determinations as to the aggregate amount of purchases under small purchase procedures, and a determination that a contract is for the purchase of proprietary items for resale in connection with an activity in their schools.

The Head of the Division of School Food Services may make a determination that a contract is for the purchase of perishable items purchased with funds other than school nutrition service funds on a weekly, or more frequent, basis.

Purchase of such items with school nutrition service funds shall be done consistent with methods authorized by federal regulation (7 C.F.R. §3016.36).

The Board may make any determination required by this procedure at a Board meeting, and the minutes of the Board shall constitute the written findings and determination of the Board. Additionally, an agenda item setting forth a finding and determination which is approved by the Board at its meeting and recorded as a part of the minutes of said meeting shall constitute a determination. All determinations and written findings shall be retained in the official contract file.

CANCELLATION

In accordance with KRS 45A.390, any invitation to bid, a request for proposal or other solicitation may be canceled, or all bids or proposals may be rejected, if it is determined in writing that such action is in the best interest of the District. Additionally, in connection with all bids, the Board may consider alternate bids and waive informalities in offers.

INVITATIONS

All invitations for competitive sealed bids shall state whether the award shall be made on the basis of the lowest bid price or the lowest evaluated bid price. If the latter is used, the objective measurable criteria to be utilized shall be set forth in the invitation for bids. The "evaluated bid price" shall mean the dollar amount of a bid after bid price adjustments, pursuant to objective measurable criteria which affect the economy and effectiveness in the operation or use of the product, such as reliability, maintainability, useful life, residual value, and time of delivery, performance, or completion. In order to utilize "objective measurable criteria" in connection with bids where the award is to be made on the basis of the lowest evaluated bid price, the invitation to bid shall include the weight to be given to various qualities or items in the product or service to be furnished, together with the method of evaluation so that the evaluation of bids may be determined with reasonable mathematical certainty and, where appropriate, criteria may be utilized which are otherwise subjective, such as taste and appearance.

Procurement

PROCUREMENT WITHDRAWAL OF BIDS

The Board may allow the withdrawal of a bid where there is a patent error on the face of bid document, or where the bidder presents sufficient evidence, substantiated by bid worksheets, that the bid was based upon an error in the formulation of the bid price.

If the amount of a purchase contract for a school/ division exceeds \$50,000~~40,000~~, purchase may be made by competitive sealed bidding, competitive negotiation or non-competitive negotiation.

COMPETITIVE SEALED BIDDING

The Principal/Division Head requesting a purchase shall forward to the Director of Purchasing specifications for items to be bid, the account code, amount of available funds, and other appropriate information.

The Director of Purchasing shall be responsible for preparing the bid, distributing bids to vendors, advertising, publicly opening bids, assisting the Principal/Division Head in evaluating the bids, and making recommendations to the Board for official action.

Upon Board approval, the Director of Purchasing shall prepare a purchase order and mail it to the vendor. After receipt of the items, the Board shall pay the invoice and charge the allocated funds of the school/division.

NON-COMPETITIVE NEGOTIATION

The Principal/Division Head shall file a written determination with the Director of Purchasing when it is not feasible to purchase an item by competitive sealed bidding. Upon approval of the determination request, the Principal/Division Head shall prepare a purchase order and submit it to the Director of Purchasing for approval and mailing to the vendor. After the receipt of the item, the Board shall pay the invoice and charge the allocated funds of the school/division.

NON-COMPETITIVE NEGOTIATION

The Fayette County Public Schools may contract or purchase through non-competitive negotiation when there has been a written determination by the Superintendent or the Executive Director for Financial Services and Treasurer or the Director of Purchasing that competition is not feasible and further determination by one (1) of the foregoing that:

1. An emergency exists which will cause public harm as a result of the delay in competitive procedures; or
2. There is a single source within a reasonable geographical area of the product or service to be procured; or
3. The contract is for the services of a licensed professional, such as attorney, physician, psychiatrist, psychologist, certified public accountant, registered nurse, or educational specialist; a technician such as a plumber, electrician, carpenter, or mechanic; or an artist such as a sculptor, aesthetic painter, or musician, provided, however, that this provision shall not apply to architects or engineers providing construction management services rather than professional architect or engineer services; or
4. The contract is for the purchase of perishable items, as indicated in applicable federal and state law, including unprocessed locally grown or locally raised agricultural products, ~~with funds other than school nutrition service funds on a weekly or more frequent basis.~~

Procurement**NON-COMPETITIVE NEGOTIATION (CONTINUED)**

- ~~5.~~ Purchase of such items with school nutrition service funds shall be done consistent with methods authorized by federal regulation (7 C.F.R. §3016.36).
- ~~6.~~5. The contract is for replacement parts where the need cannot be reasonably anticipated and stockpiling is not feasible;
- ~~7.~~6. The contract is for proprietary items for resale¹;
- ~~8.~~7. The contract relates to an enterprise in which the buying or selling by students is a part of the educational experience¹;
- ~~9.~~8. The contract or purchase is for expenditures made on authorized trips outside of the boundaries of the local public agency¹;
- ~~10.~~9. The contract is for the purchase of supplies which are sold at public auction or by receiving sealed bids;
- ~~11.~~10. The contract is for group life insurance, group health and accident insurance, group professional liability insurance, worker's compensation insurance and unemployment insurance; or
- ~~12.~~11. The contract is for a sale of supplies at reduced prices that will afford a purchase at savings to the local public agency.
- ~~13.~~12. In situations where the Board of Education has properly advertised for bids and has received no bids, it may proceed to acquire the necessary supplies, services or construction by non-competitive negotiation.

¹These items or services, in connection with a school activity, may be obtained by non-competitive negotiation whenever a written determination is made by the Principal. The Principal immediately shall forward a copy of any such determination to the Director of Purchasing.

CONFLICTS PROHIBITED

The prohibition against conflicts of interest and gratuities and kickbacks as provided for in the Kentucky Model Procurement Code shall be conspicuously set forth in every written Board contract (purchase order or letter requesting supplies, equipment, and services) and solicitation therefore. Each school shall affix the following statement to all school activity fund purchase orders or to school correspondence requesting supplies, equipment or services, and this statement shall be affixed to all purchase orders forwarded to the Director of Purchasing:

"KRS 45A.455 prohibits conflicts of interest, gratuities, and kickbacks to employees of the Board of Education in connection with contracts for supplies or services whether such gratuities or kickbacks are direct or indirect.

KRS 45A.990 provides severe penalties for violations of the laws relating to gratuities or kickbacks to employees which are designed to secure a public contract for supplies or services."

FISCAL MANAGEMENT

04.32 AP.1
(CONTINUED)

Procurement

EXCEPTION FOR PURCHASING MADE OUTSIDE CONTRACTS

Provided the District's finance officer gives prior certification and the purchase meets the same contract specifications, is offered at a lower price, and does not exceed \$2,500, the District/schools may purchase supplies and equipment outside established bid or price contract agreements.

EXPLANATION: HB 392 AMENDS KRS 45A.385 INCREASING THE AMOUNT FOR SMALL PURCHASE PROCEDURES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: SB 5 CREATES A NEW SECTION OF KRS 158 ALLOWING A BOARD PARTICIPATING IN ANY OF THE UNITED STATES DEPARTMENT OF AGRICULTURE CHILD NUTRITION PROGRAMS TO PURCHASE KENTUCKY-GROWN AGRICULTURAL PRODUCTS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS EFFECTIVE AS OF MARCH 27, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.13 AP.1

Procurement of School Nutrition 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.

AGRICULTURAL PRODUCTS

Federal regulatory requirements provide a geographic preference bidding exception for purchases of unprocessed locally grown or locally raised agricultural products using school nutrition service funds. Perishables purchased using school nutrition service funds shall be procured in accordance with applicable federal regulations.

When purchasing Kentucky-grown agricultural products, the District may purchase up to \$15,000 using federal micro-purchase thresholds or up to \$350,000 using federal simplified acquisition thresholds.

RELATED PROCEDURE:

04.32 AP.1

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EXPLANATION: IN THE CASE OF MAHMOUD V. TAYLOR, 606 U.S. ___ (2025) THE UNITED STATES SUPREME COURT HELD THAT THE FIRST AMENDMENTS REQUIRES A SCHOOL DISTRICT TO PROVIDE PARENTS/GUARDIANS WITH NOTICE OF MATERIALS TO BE TAUGHT AND THE RIGHT TO OPT OUT BASED ON SINCERELY HELD RELIGIOUS BELIEFS.
COST: NONE ANTICIPATED

STUDENTS

08,231 AP.21

Religious Beliefs Excusal Process

This parent or guardian complaint must be submitted in writing to the Principal of the school where the student is enrolled alleging that specific curricular material is in conflict with the parent's or guardian's sincerely held religious beliefs.

COMPLAINANT (PARENT OR GUARDIAN)

Complainant Name _____ **Date** _____

Home Address _____ **Phone** _____

Student Name(s) _____

Home Address _____ **Phone** _____

School _____ **Grade Level** _____

COMPLAINT(S)

Provide a reasonably detailed description of the specific material to which the parent or guardian objects, sufficient to allow the Principal to locate and evaluate the materials. (Use additional sheet if necessary.)

STATEMENT

Provide a statement that the parent or guardian sincerely believe the identified materials conflicts with their religious beliefs.

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Complainant's Signature _____ **Date** _____

LEVEL ONE: SCHOOL PRINCIPAL NAME: _____

The Principal/designee shall review the identified material to confirm whether it demonstrably contains the content described in the complaint above before acting on the request. If the Principal determines that the identified material does not demonstrably contain the content described by the parent or guardian, the request may be denied.

STUDENTS

08.231 AP.21
(CONTINUED)

Religious Beliefs Excusal Process

PRINCIPAL'S DETERMINATION (USE ADDITIONAL SHEET IF NECESSARY.)

Principal's Signature Date

A parent or guardian not having filed the appeal may request in writing access to the appealed materials, programs, or events for review and shall abide by the school's and District's policies and procedures when requesting and reviewing such information.

LEVEL TWO: APPEAL OF THE PRINCIPAL'S DETERMINATION TO THE SUPERINTENDENT

If the Principal denies a request, the parent or guardian may appeal in writing to the Superintendent within ten (10) calendar days of the Principal's decision. The Superintendent shall render a written decision within thirty (30) calendar days of receipt of the appeal, affirming or overruling the Principal's decision.

Complainant Name: _____

Date appeal submitted at this level to the Superintendent: _____

Complainant's Signature Date

SUPERINTENDENT'S DETERMINATION (USE ADDITIONAL SHEET IF NECESSARY.)

Superintendent's Signature Date

STUDENTS

08.231 AP.21

(CONTINUED)

Religious Beliefs Excusal Process

LEVEL THREE: APPEAL OF THE SUPERINTENDENT'S DETERMINATION TO THE BOARD

(USE ADDITIONAL SHEET IF NECESSARY.)

If the Superintendent denies the appeal, the parent or guardian may appeal in writing to the Board within ten (10) calendar days of the Superintendent's decision. The Board shall render a written decision within thirty (30) calendar days of receipt of the appeal, affirming or overruling the Superintendent's decision.

Complainant Name:

Date appeal submitted at this level to the Board:

Complainant's Signature

Date

BOARD'S FINAL DISPOSITION (USE ADDITIONAL SHEET IF NECESSARY.)

Board Chair's Signature

Date

EXPLANATION: HB 67 AMENDS KRS 160.145 RELATING TO UNAUTHORIZED ELECTRONIC COMMUNICATION IN SCHOOLS.
COST: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2324 AP.1

Traceable Communications

A parent may submit written consent to authorize a designated District employee or qualified school volunteer who is not a family member to participate in private electronic communication with his or her child outside of the traceable communication system.

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The written consent:

- a. Shall be filed in the administrative office of the student's school;
- b. Shall be submitted to the administrative office of the school prior to any private electronic communication being sent from a District employee or qualified school volunteer to a student outside of the traceable communication system;
- c. Shall designate each specific District employee or qualified school volunteer that may participate in private electronic communication with the student outside of the traceable communication system and shall not be transferable to any other District employee or qualified school volunteer;
- d. May be revoked by the parent who filed the consent at any time. Upon notice of a revocation, the school's administrative office shall promptly notify the employee or qualified school volunteer subject to the revocation.
- e. May establish terms limiting electronic communication with a student including establishing an expiration for the term of the consent. Any electronic communication with the student enrolled in the school district outside of the traceable communication shall comply with all terms of the written consent.
- f. Shall not be rejected or denied by the school or District unless the written consent fails to properly identify the applicable student, District employee, or qualified school volunteer. Upon receipt of the written consent, the administrative office shall deliver a copy of the written consent to the District and the designated District employee or qualified school volunteer.
- g. Shall not be compelled as a requirement for a student to participate in an academic, athletic, or extracurricular opportunity; and
- h. Shall not authorize a District employee or qualified school volunteer to engage in inappropriate or sexual electronic communication with a student or be used as a basis of a defense for a District employee or qualified school volunteer that engages in inappropriate or sexual communication with a student or students.

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**EXPLANATION: HB 67 AMENDS KRS 160.145 RELATING TO UNAUTHORIZED ELECTRONIC COMMUNICATION IN SCHOOLS.
COST: 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.

I hereby consent to authorize the following District employee or qualified school volunteer who is not a family member to participate in private electronic communication with my child outside of the traceable communication system.

Name of Student: _____

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

Name of ~~e~~Employee/s/Qualified School ~~v~~Volunteer/s: _____

If applicable, terms limiting electronic communication including expiration date:

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 qualified school volunteer to engage in inappropriate or sexual electronic communication with my child/student or be used as a basis of a defense for a District employee or qualified school volunteer that engages in inappropriate or sexual electronic communication with my child.

Signature of Parent/Guardian _____ Date _____

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

Signature of Employee or Volunteer _____ Date _____

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Consent for Outside Traceable Communications

The District or the school shall not reject or deny the written consent unless it fails to properly identify the applicable student, District employee, or qualified school volunteer.

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Upon receipt of this consent, the administrative office shall deliver a copy of this consent to the District and the designated school employee or qualified school volunteer.

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For administrative office use only:

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Received by _____

Date _____

**EXPLANATION: HB 869 AMENDS KRS 61.805 DEFINING TIME AS MEANING THE TIME OF DAY STATED IN BOTH EASTERN AND CENTRAL TIME. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS EFFECTIVE AS OF APRIL 27, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED**

ADMINISTRATION

02.423 AP.2

ADMINISTRATION

02.423 AP.2

Notice of Special Meeting of the School Council

(Date) _____,
(stated in both Eastern and Central time)

SOURCE & CONTACT: _____ Principal

PHONE NUMBER:: _____

_____ School will hold a special called SBDM meeting on
_____, _____, _____ at _____ a.m./p.m.
(Day) (Date) (Year) (Time)
(stated in both Eastern and Central time)

The meeting agenda is as follows:

(Include agenda items here.)

****Portions of this meeting may be closed pursuant to KRS 61.810 (1)(f) of the Open Meetings Act.**

Sick Leave Donation Procedures

ELIGIBILITY TO DONATE

An employee (donor) who has accrued more than fifteen (15) days of sick leave may request the Board to transfer a designated amount of sick leave to another employee (recipient), who is authorized to receive the sick leave donated. The donor shall maintain a sick leave balance of no less than fifteen (15) days.

Certified employees may donate sick leave to both certified and classified employees, and classified employees may donate to both classified and certified employees.

ELIGIBILITY TO RECEIVE

Recipients may receive donations of sick leave for the following reasons:

1. If they or a member of their immediate family suffers from a medically certified illness, injury, impairment, or physical or mental condition that has caused or will likely cause them to be absent for at least ten (10) working days; or
2. If the receiving employee suffers from a catastrophic loss to his/her personal or real property, due to either a natural disaster or fire, that either has caused or will likely cause the employee to be absent for at least ten (10) consecutive working days.
3. **Donated sick days may be approved for intermittent use based on medical documentation.** - **Medical documentation certified by a licensed physician must indicate the period of time for which the intermittent leave applies and must be updated annually, as needed. Intermittent donations must be certified by a licensed physician for every absence during the donation period.**

Recipients shall have exhausted their own accumulated sick leave, personal leave, vacation, and any other paid leave granted by the District.

While recipients are on sick leave provided by this section, they shall be considered District employees, and their salary, wages, and employee benefits shall not be affected.

PROCESS REQUIRED

The recipient shall comply with the Board's policies governing the use of sick leave. In addition, the donor and the recipient shall complete and sign a sick leave donation form specifying the days to be donated, and the recipient shall attach the required written certification by a licensed physician. The donor shall donate in full day increments, only.

Donation of sick leave is not revocable. Once the donor's application has been accepted, the donation cannot be withdrawn.

Once the employee returns to work from their declared leave, all donated leave that is not used by the recipient shall be returned on a proportionate/pro-rated basis to the donor(s).

RESTRICTIONS

A donor cannot sell, offer to sell, bargain, exchange, transfer or assign accumulated sick leave for any consideration or in any manner other than authorized herein.

No employee shall use any promise, exchange, or influence to require another employee to donate excess sick leave to any other employee.

Sick Leave Donation Procedures

RESTRICTIONS (CONTINUED)

Requests to donate or receive sick leave days shall be processed through the Payroll Office after being submitted by the school/building timekeeper/secretary on the appropriate payroll reports. Donated sick leave is not retroactive. The sick leave donation form must be received in the Payroll Office along with the official payroll documentation submitted for the relevant pay period. No sick leave donation cards will be accepted once the relevant payroll period has been closed out by the Payroll Office. In order to receive donations for the current pay period, donations must be received by the Payroll Office no later than noon the business day before payroll closes.

SICK LEAVE DONATION AGREEMENT

Benefit eligible employees may apply for sick leave donations when absent for medically related reasons for at least 10 consecutive working days.

For a sick leave donation request to be approved, an employee must be on an approved medical leave or have medical documentation on file with the Benefits Department.

An employee may put in a donation request prior to the start of their leave or during their leave but cannot put in a request once their leave has ended.

An employee must exhaust all their own sick, emergency, personal, and vacation leave before received donations will be applied.

Donations can only be backdated within the current payroll. If the donations are received after a payroll reporting period has closed the donations cannot be applied. Donations for the current pay period must be received by noon the day prior to payroll closing for them to be processed.

Received donations can be denied if the donor has insufficient leave after their submission is deducted from their accruals. All donating employees must leave at least 15 sick days for themselves.

Any unused sick leave donations will be returned to the original donors once an employee returns to work following their medical absence. If a new consecutive absence occurs, the employee may submit a new sick leave donation request.

By signing below, I attest that the donated days I am requesting and receiving will be used solely for the medical reason indicated by my licensed physician.

I, _____, acknowledge that I have read and understand the above mentioned sick leave donation guidelines.

X

Signature

X

Date

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STUDENTS

09.11 AP.1

School Attendance Area Procedures

Parents/guardians wishing to request an out-of-area assignment for their child shall complete the out-of-area application, which can be accessed from the District's web site on the FCPS Pupil Personnel page.

Requests for out-of-area assignment shall be subject to evaluation according to the criteria described in policy 09.11. Requests for specific schools shall not be approved if the following situations exist:

Projected or actual enrollment in the school requested is over capacity* with attendance area children and other special units assigned to the school, such as Preschool, and others. An exception is granted for children of employees and other school-level employees who work on at least a half-time basis who request an out of area placement at the school where they work, or school closest in proximity within the feeder pattern for their work location.

*Capacity is defined as the number of students that can be served by the school.

To further control crowding and staffing expenditures in elementary schools, capacity is refined and reviewed at each grade level, based upon staffing provided and students already enrolled.

The District does not provide transportation for Out-of-Area (OOA) students. Parent(s)/guardian(s) shall assume the responsibility for transportation.

PROCESSING PARENT/GUARDIAN OUT-OF-AREA REQUEST FORMS

NOTE: Forms in this context includes and are satisfied by online application processes.

Requests for a change of school assignments shall be made on the appropriate application. Incomplete applications will not be processed. The Pupil Personnel Department will notify the parent/guardian of the incomplete application by telephone or postcard. Incomplete applications shall be filed separately for further processing upon completion. The application is available on the FCPS website and through the out-of-area section of the Pupil Personnel Department.

CONTINUING STUDENTS - ALL SCHOOLS

When a school accepts an Out-of-Area student, the parent/guardian does not need to re-apply each year for Out-of-Area authorization if the condition for the original out of area approval remains. A new application must be submitted when a student is entering 6th or 9th grades. When a student is not meeting criteria and it is considered most appropriate, an out-of-area approval may be revoked at any time by the Director of Pupil Personnel. The Director of Pupil Personnel shall make the final determination for revocation of OOA placements.

REDISTRICTED STUDENTS

Students being redistricted that are currently enrolled must fill out an OOA application by May 1 if they wish to continue at their current school. Redistricted students entering the fifth, eighth, eleventh, and twelfth grade for the next school year will be permitted to stay at their current school even if the school is over capacity.

School Attendance Areas**REDISTRICTED STUDENTS (CONTINUED)**

Additional redistricted students may be approved to continue, subject to the over capacity limit. If allowing additional redistricted students to continue may place the projected enrollment over capacity, siblings of an older child remaining in the school shall have higher preference. Next, students in higher grades will have preference over those in lower grades. The Pupil Personnel Department shall notify redistricted students/parent/guardians who have requested approval to continue if there will not be room in next school year.

STUDENTS WHO MOVE

Students moving within the school year shall inform the school of their address in order to complete the current year at their current school. The school shall change their enrollment status to an out-of-area status to finish the current school year if the student meets the OOA area criteria.

The Pupil Personnel Department shall notify students/-parent(s)/-guardian(s) who have requested approval to continue if there will not be room for the student in the next school year. Except for those entering the fifth, eighth, eleventh, or twelfth grade at a school, redistricted students seeking to continue at a school will receive a higher preference than those who have moved out of the attendance area and those who are in the school as OOA placements.

SCHOOLS UNDER CAPACITY

For new students requesting assignment to a school under capacity, only Priority One requests will be considered.

PRIORITY LEVELS FOR GRANTING NEW REQUESTS

Priority in granting new (new students to the building) out-of-area requests will be given according to preference levels indicated below. Requests will be considered in the priority order if the numbers of requests are expected to exceed the capacity of the school.

- A. School-level employee within the requested school, or school closest in proximity within the feeder pattern of the employee's work location
- B. Siblings of current students
- C. Redistricting - Students requesting to attend a redistricted school one (1) year before redistricting takes effect.
 - a. Entry grade to that school level (i.e. K, 6, 9)
 - b. Other grades, except 5, 8, 11, and 12, which do not get this preference.
- D. High School Special Programs
- E. Rising 5th, 8th, 11th, and 12th grade students
- F. Anticipated move prior to October 31 (available only prior to beginning of the school year.

School Attendance Areas**APPEAL PROCESS**

Parents/guardians who believe these procedures have not been followed may request a meeting with the Director of Pupil Personnel. The Director of Pupil Personnel shall meet with parents/guardians to ensure that all appropriate policies and procedures have been followed. If extraordinary circumstances exist, appeal of the Director of Pupil Personnel's decision may be made to the elementary, middle, or high school Chief/Director who supervises the school requested. An appeal of the school Chief/Director's decision may be made in writing to the Superintendent whose decision shall be final.

PROCESSING SCHOOL DIRECTOR OUT-OF-AREA REQUEST FORMS

In exceptional circumstances, Chiefs/Directors may request a change of schools for a student for other educational reasons. Educational reasons do not include subject choice nor do they include unique programs. If necessary, Chief/Directors may request a magnet school. Director requests for a change of school assignments shall be made on the appropriate form. Requests shall be submitted to the Director of Pupil Personnel for expedited processing.

PROBATIONARY PLACEMENTS AND REVOCATIONS

Students approved for an out-of-area placement must demonstrate acceptable behavior (no out of school suspensions), make academic progress, and be in regular attendance (no more than six [6] unexcused absences or nine [9] unexcused tardies). Upon approval for out-of-area placement, school staff is required to have the parent/guardian sign the Out of Area Agreement. Principals, in consultation with their school director, may recommend students who do not maintain these conditions be returned to their attendance area schools.

Pupil Personnel Department staff shall review academic data, behavior data, attendance data, school contacts with the parent/guardian and interventions implemented within the school for all students whose placements are recommended for revocation by the Principals. The Director of Pupil Personnel shall make final determination on revocation of OOA placements. When the final determination is revocation, the school will notify the parent/guardian that the student will return to their attendance area school beginning the first day after a natural break in the calendar.

REDISTRICTING/ANNUAL ENROLLMENT PROJECTIONS FOR CAPACITY

The Pupil Personnel Department shall make a preliminary annual enrollment projection for each school for the upcoming school year by November 30.

NEW HOUSING AREAS

New housing areas are areas of vacant land and/or very low density housing within the Urban Service Area on which subdivisions may be built in the future. All school attendance areas are subject to change. New housing areas will be among the first areas considered for change when it is necessary to redistrict school attendance areas.

| STUDENTS

09.11 AP.1
(CONTINUED)

School Attendance Areas

NEW HOUSING AREAS (CONTINUED)

The designated areas will reflect information on vacant land and/or very low housing density property located inside the Urban Service Area as identified in consultation with liaison from the Planning Department of the Lexington Fayette Urban County Government (LFUCG). The Board may assign portions of these areas to schools on a regular basis as needed to prevent or relieve overcrowding and/or maintain Board's diversity goals.

Preceding annual student projections, the maps will be updated to reflect changes in the Urban Service Area and/or areas that have been given regular school assignment. The Pupil Personnel Department is assigned responsibility for the functions described herein.

District-Wide Magnet School/Program, Specialized Programs, and Gifted Education Program Procedures

MAGNET SELECTION PROCESS

Each Magnet School/Program with entry criteria shall conduct a selection process based on criteria specific to the school or program. A lottery shall be implemented in the event the number of qualified applicants exceeds the allotted space identified for the school/program. Any and all criteria must be publicly communicated so parents/guardians can make informed decisions during the application and selection process. The criteria for each school/program site is reviewed and approved by the Principal, School Chief, Chief Student Belonging and Success, and Office of Academic Services designee, Academic Officer, and Equity Officer/Designee.

ELEMENTARY MAGNET PROGRAMS (K-5)

1) George Washington Carver-Carter G. Woodson Preparatory Academy for Boys

- a. Entrance for grades K-1 is determined by an application and lottery.
- b. Qualified applicants with siblings currently enrolled in the program shall receive weighted consideration during the admission process.
- a-c. The total seat count is contingent upon capacity and may vary year to year.
- ~~e. Entrance for grades 2-5 is determined through an application review and lottery process that includes:~~
 - ~~▪ Recommendation letters~~
 - ~~▪ Report card review~~
- ~~2) Attendance profile review~~

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2) Rise STEM Academy for Girls

- a. Entrance is determined by application and lottery process.
- b. Qualified applicants with siblings currently enrolled in the program shall receive weighted consideration during the admissions process.
- c. The total seat count is contingent upon capacity and may vary year to year.

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3) Breckinridge Elementary - Innovative Leadership and Civic Engagement

- a. Entrance is determined by application and lottery process.
- b. Qualified applicants with siblings currently enrolled in the program shall receive weighted consideration during the admissions process.
- c. The total seat count is contingent upon capacity and may vary year to year.

4) Harrison Elementary - Visual, Performing, and Digital Arts

- a. Entrance is determined by application and lottery process.
- b. Qualified applicants with siblings currently enrolled in the program shall receive weighted consideration during the admissions process.
- c. The total seat count is contingent upon capacity and may vary year to year.

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5) Maxwell Elementary - See Dual Language Immersion Program

District-Wide Magnet School/Program, Specialized Programs, and Gifted Education Program Procedures

MAGNET SELECTION PROCESS (CONTINUED)

MIDDLE MAGNET PROGRAMS (6-8)

1) Carter G Woodson Academy for Boys

- o a. Entrance for grades 6-8¹² is determined through an application review and lottery process that includes:
 - b. Review of standardized assessments, grades, conduct, and attendance commendation letters
 - c. Teacher Recommendation Report card review
 - i. Attendance profile review

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2) Crawford Middle - Leadership Academy for Literacies & Civic Engagement

- a. Entrance is determined by application and lottery process.
- b. Qualified applicants with siblings currently enrolled in the program shall receive weighted consideration during the admissions process.
- c. The total seat count is contingent upon capacity and may vary year to year.

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Frederick Douglass Biomedical Program

- o Entrance is determined through an application review and lottery process that includes:
 - MAP math and reading scores
 - Math and Science grades
 - Success in Project Lead the Way

3) Lexington Traditional Magnet School Middle - Visual and Performing Arts

- o a. Entrance is determined through an application review and lottery process STEM and Liberal Arts:
 - i. Qualified applicants with siblings currently enrolled in the program shall receive weighted consideration during the admissions process Teacher recommendation;
 - MAP Scores 70 percentile or higher in reading and math;
 - o Visual and Performing Arts
 - TEACHER RECOMMENDATION;
 - Audition Results;
 - Letters of Recommendation;
 - ii. Portfolio.

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District-Wide Magnet School/Program, Specialized Programs, and Gifted Education Program Procedures

HIGH MAGNET PROGRAMS (9-12)

1) Carter G Woodson Academy

- a. Entrance for grades 9-12 is determined through an application review and lottery process.
- b. Review of standardized assessments, grades, conduct, and attendance.
- c. Teacher recommendation.

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2) STEAM Academy

- a. Entrance is determined by application and lottery process.
- b. Qualified applicants with siblings currently enrolled in the program shall receive weighted consideration during the admissions process.
- c. The total seat count is contingent upon capacity and may vary year to year.

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3) International Baccalaureate (IB) Program @ Tates Creek

- a. Entrance is determined by application and lottery process.
- b. Qualified applicants with siblings currently enrolled in the program shall receive weighted consideration during the admissions process.
- c. The total seat count is contingent upon capacity and may vary year to year.

4) Dual Language Immersion Program at Bryan Station - See Dual Language Immersion Programs

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SPECIALIZED PROGRAMS

Specialized Programs Selection Process

Specialized Programs are designed to provide students with unique, theme-based learning experiences aligned to specific areas of interest such as STEM, the arts, leadership, or career pathways. These programs expand access to innovative and engaging educational opportunities by allowing students from across the district to apply through the Districtwide Application Process. While all Specialized Programs center around a defined focus area, some programs require only a demonstrated interest, while others utilize additional criteria to ensure student readiness and alignment with program expectations.

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MIDDLE SCHOOL (6-8)

1) Pre-Engineering Program at Leestown

- a. Entrance is determined by application and lottery process.
- b. Review of standardized assessments and transcript.
- c. Teacher recommendation
- d. The total seat count is contingent upon capacity and may vary year to year.

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District-Wide Magnet School/Program, Specialized Programs, and Gifted Education Program Procedures

Specialized Programs Selection Process (continued)

MIDDLE SCHOOL (6-8) (continued)

2) Virtual Learning Academy at Success Academy

- a. Entrance is determined by application and lottery process.
- b. Review of standardized assessments and transcript.
- c. The total seat count is contingent upon capacity and may vary year to year.

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HIGH SCHOOL (9-12)

1) Frederick Douglass Teaching and Learning Pathway

- a. Entrance is determined by application and lottery process.
- b. Review of standardized assessments and transcript.
- c. Teacher recommendation
- d. The total seat count is contingent upon capacity and may vary year to year.

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2) Pre-Engineering Program at Lafayette

- a. Entrance is determined by application and lottery process.
- b. Review of standardized assessments and transcript.
- c. Teacher recommendation
- d. The total seat count is contingent upon capacity and may vary year to year.

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3) Virtual Learning Academy at Success Academy

- a. Entrance is determined by application and lottery process.
- b. Review of standardized assessments, grades, and attendance.
- c. The total seat count is contingent upon capacity and may vary year to year.

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4) Information Technology at Bryan Station High

- a. Entrance is determined by application and lottery process.
- b. The total seat count is contingent upon capacity and may vary year to year.

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5) StationARTS at Bryan Station

- a. Entrance is determined by application and audition process
- b. The total seat count is contingent upon capacity and may vary year to year.

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District-Wide Magnet School/Program, Specialized Programs, and Gifted Education Program Procedures

Specialized Programs Selection Process (continued)

HIGH SCHOOL (9-12) (continued)

6) Air Force JROTC @ Bryan Station

- a. Entrance is determined by interview, review of transcripts, and school involvement
- b. Executed Out of Area Agreement
- c. The total seat count is contingent upon capacity and may vary year to year.

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7) Army JROTC @ Henry Clay

- a. Entrance is determined by interview, review of transcripts, and school involvement
- b. Executed Out of Area Agreement
- c. The number of seats is determined by capacity and can fluctuate from year to year.

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8) Opportunity Middle College

- a. Entrance is determined by application received by deadline
- b. Review of transcripts, conduct and attendance.
- c. The total seat count is contingent upon capacity and may vary year to year.

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Districtwide Dual Language Spanish/English Immersion Programs at Maxwell Elementary, Bryan Station Middle School, and Bryan Station High School

The District immersion programs include Maxwell Elementary, Bryan Station Middle School, and Bryan Station High School. Students from school-based immersion programs (i.e. Cardinal Valley Elementary, and Liberty Elementary) can transition to Bryan Station Middle School provided the school-based program adheres to the assurances as described in the DLI Leadership Handbook. Entrance criteria for students from school-based immersion programs ~~(i.e. Cardinal Valley Elementary, Liberty Elementary, Northern Elementary)~~ and/or from other schools entering any of the District immersion programs from grades 2-102 (i.e. students wishing to enter 6th grade Spanish at Bryan Station Middle School from Cardinal Valley, Liberty, and Northern Elementary school-based programs) is determined through an application and review process:

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eb. Entrance for grades 2-109 is determined through an application review and lottery process that includes:

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- i. Determination of availability of space specific to the applicant's grade level;

District-Wide Magnet School/Program, Specialized Programs, and Gifted Education Program Procedures

Specialized Programs Selection Process (continued)

- ii. Student demonstrates Spanish language proficiency as evidenced on the Assessment of Performance toward Proficiency in Languages (AAPPL) Standards Based Measurement of Proficiency (STAMP) or like assessment in multiple modes of communication (speaking listening, reading, and writing).
- ~~iii. Student demonstrates similar language skills in English;~~
- iii. A committee consisting of the Principal, School Chief, District DLI specialist, Associate Director Multilingual and Gifted Education, and Magnet and Chief Academic Officer must be conducted to determine eligibility.
 - ~~o Entrance for grades 10-12 is determined through an application review and lottery process that includes:~~
 - ~~▪ Bryan Station High School Immersion program shall petition/request the opportunity to screen students for eligibility;~~
 - ~~▪ Student demonstrates Spanish and English language proficiency through testing.~~
 - ~~▪ A meeting with the Principal, School Chief and Chief Academic Officer must be conducted to determine eligibility;~~
 - ~~▪i. If eligibility is determined, the student may be screened for potential placement in the program;~~
 - ~~▪ii. An academic writing sample may be required as additional evidence of proficiency.~~

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GIFTED AND TALENTED PROGRAMS SELECTION PROCESS

The selection process and entrance criteria for gifted and talented placement and services shall be addressed in Board policy 08.132 and administrative procedure 08.132 AP.1/Gifted Talented Students. Eligibility requirements are fully detailed on the District's website at <https://www.fcps.net/Page/5507>.

1) Gifted and Talented Accelerated Program (4-8)

- a. Entrance criteria is determined through an application eligibility process that includes:
 - i. School level recommendation committees review students and recommend students for the Gifted and Talented Accelerated Program and/or parent questionnaire.
 - ii. Gifted identification in general intellectual ability
 - iii. Gifted identification in mathematics
 - iv. Gifted identification in language arts

District-Wide Magnet School/Program, Specialized Programs, and Gifted Education Program Procedures

GIFTED AND TALENTED PROGRAMS SELECTION PROCESS (CONTINUED)

2) Liberal Arts Academy (Henry Clay)

- a. Entrance criteria is determined through an application process that includes:
 - i. Parent Questionnaire
 - ii. Gifted identification in general intellectual ability
 - iii. Gifted identification in mathematics
 - iv. Gifted identification in language Arts

3) MSTC (Math Science and Technology Center) Dunbar High School

- a. Entrance criteria is determined through an application process that includes:
 - i. Parent Questionnaire
 - ii. Gifted identification in mathematics and/or science
 - iii. MSTC Admission Test (algebraic concepts)

4) International Baccalaureate Diploma Program (Tates Creek High School)

- a. Entrance criteria is determined through an application process that includes:
 - i. Parent Questionnaire
 - ii. Gifted identification in general intellectual ability and/or leadership

5) School for the Creative and Performing Arts (Bluegrass and Lafayette)

- b.a. Entrance for grades 4-12 is determined through an application process that includes:
 - i. Parent Questionnaire
 - ii. Recommendation form
 - iii. Scored audition

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APPLICATION PROCESS

Gifted and Talented and Academic Services staff shall manage applications for the Gifted and Talented (Gifted and Talented Accelerated Program, Liberal Arts Academy at Henry Clay High School, SCAPA at Bluegrass/Lafayette High School, and MSTC at Paul L. Dunbar High School and International Baccalaureate Program at Tates Creek High School) and Magnet schools/programs. ~~Students who are enrolled in Fayette County Schools do not have to complete an application for the Gifted Accelerated Program since all students will have the opportunity for screening and selection for this program. Applications are available to all District students Home school and private school students in Fayette County must apply during the District-determined fall application period.~~

District-Wide Magnet School/Program, Specialized Programs, and Gifted Education Program Procedures

APPLICATION PROCESS (CONTINUED)

Applications for Magnet schools/programs, Special Academic and Gifted and Talented programs shall be permitted and open to Fayette County residents ONLY. All requested information must be provided for applications to be considered. (If Fayette County proof of residency is not provided at the time of school registration/enrollment, the placement offer extended is null and void.) The application window will be determined by the District annually and communicated with stakeholders. deadline is October 7th, unless October 7th is a Saturday or Sunday, in which case the deadline shall be the next Monday. Parents/guardians shall be given the opportunity to correct incomplete and/or erroneous applications through the application deadline. If an application is proven to contain falsified information, the application or offer will be rescinded by the Program Manager. When it is in the best interest of the child, the Office of Academic Services Superintendent/designee may waive the deadline and treat the applicant as though the application were on time.

MAGNET LOTTERY

Lotteries shall be conducted by the Office of Grants, Research, Accountability and Data Magnet and Specialized Academic Programs Office. Such lotteries shall include the following prioritized factors:

- The Office of Academic Services in consultation with the Equity Office and the Office of Public Engagement and Communication will implement an outreach and engagement process in an effort to increase the pool of diverse applicants.
- A significant weight to support sibling preference

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For the purpose of this Board Policy and Administrative Procedures, a sibling shall be defined as a sister, half-sister, step-sister, brother, half-brother, step-brother, or student under legal guardianship living in the same residence and applying for enrollment in the same school so students will attend concurrently the following year. Families with a sibling currently enrolled in the Spanish Immersion Program (Maxwell Elementary, Bryan Station Middle, or Bryan Station High) will receive preference for the sibling applicant.

In cases where multiple siblings apply to the same program simultaneously, each application is processed independently. Please note that no sibling preference is granted; the admission of one sibling does not guarantee or influence the admission of another.

For the purpose of this Board Policy and Administrative Procedures, diversity goals are defined as bringing all involved schools/programs closer to the District-wide, school level averages for economic and ethnic diversity. If or whenever the Board approves a different diversity goal for any specific school, that goal shall guide the diversity lottery weight for that school.

PLACEMENT OFFERS

Placement offers shall be made only to Fayette County residents. Parents/guardians of students who are offered placement or wait listed rankings shall receive the offer in writing and shall have at least sevenno less than five (57) calendar days to respond during the first round of offers.

District-Wide Magnet School/Program, Specialized Programs, and Gifted Education Program Procedures**PLACEMENT OFFERS (CONTINUED)**

The following provisions apply to the Gifted and Talented, Magnet Schools/Program and Special Academic Programs placement process:

- Applicants/screened students not placed (wait listed) into a Magnet Schools/Program, Special Academic Program and/or a Gifted and Talented Program must reapply or participate in the screening process to be considered the following year;
- Students will be considered only for Magnet Schools/Programs, Special Academic Programs and/or Gifted and Talented schools/programs for which they apply;
- Students may accept placement only for the Magnet School/Program, Special Academic Program or Gifted and Talented Program that has been offered;
- Students who are offered placement for more than one (1) school or program shall be considered as rejecting all standing offers when they accept one (1) of the offers.

MAGNET PROGRAMS APPEALS PROCESS

A parent and/or guardian whose child does not meet the criteria for a magnet school/program to which they have applied shall be informed in writing by the appropriate staff. Communication to parents/guardians shall be in their native language. A parent and/or guardian who wishes to appeal must do so within seven (7) days (excluding recognized holidays) of the notification. Appeals shall be reviewed by the Magnet Admissions Review Sub-Committee (MARC).

The MARC is composed of the following members:

- School Chief or Designee
- Principal or Designee
- Guidance Counselors/School Representative from participating schools
- Content Area Specialist
- Equity Officer or Designee

GIFTED AND TALENTED PROGRAMS APPEALS PROCESS

The grievance appeal process for gifted and talented placement and services shall be addressed in administrative procedure 08.132 AP.1/Gifted Talented Students.

The Superintendent shall make the final decision regarding all appeals.

RELATED PROCEDURE:

08.132 AP.1