HARLAN INDEPENDENT SCHOOL DISTRICT

"Family of Dragons"

Employee Handbook

HARLAN INDEPENDENT SCHOOLS

Employee Handbook

Jennifer Parsons, Superintendent
Harlan Independent Board of Education
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Harlan, KY 40831-2312
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As required by law, the Board of Education does not discriminate on the basis of race, color, national or ethnic origin, age, religion, sex (including sexual orientation or gender identity), genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

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Introduction

Welcome

Welcome to Harlan Independent Schools. The purpose of the handbook is to acquaint you with general Board of Education policies that govern and affect your employment and to outline the benefits available to you as an employee of the District.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Central Office and in the Principal's office. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities.

Board Policies

District staff is expected to be familiar with District and school policies governing student behavior and the academic process. All staff must enforce these policies consistently and fairly. Failure to do so may result in disciplinary action. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

School council policies, which are also available from the Principal, may also apply in some instances. **02.4241**

In this handbook, **bolded policy codes** indicate related Board of Education policies. If an employee has questions, s/he should contact his/her immediate supervisor or the Superintendent.

District Mission

It is the mission of Harlan Independent Schools to join in partnership with our families and the community to ensure that our students are prepared to compete successfully in the workplace and in life.

Together, we pledge to give them roots, by helping them value themselves and the lessons of their personal and collective history, and wings, by helping them to understand the importance of setting personal goals and accepting responsibility for their words and actions. We seek to prepare resilient, informed students who have problem-solving skills, a sense of purpose, good character, social competence, and an appreciation for life and learning, thus empowering them to meet the challenges of a changing society.

Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, the Harlan Independent Board of Education reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

Central Office Personnel/School Administrators

Person/Address	Telephone/E-mail	Fax
Superintendent/Buildings & Grounds/Title IX/Equity Coordinator Jennifer Parsons	606-573-8700 Jennifer.parsons@harlanind.kyschools.us	606-573-8711
Exceptional Children/ 504 Coordinator Shannon Lawson	606-573-8700 shannon.lawson@harlanind.kyschools.us	606-573-8711
District Wide Services/ Technology/Transportation/ Safety Coordinator Frank Shope	606-573-8700 frank.shope@harlanind.kyschools.us	606-573-8711
Instruction and Curriculum/ Professional Development/ District Assessment Cristall Capps	606-573-8700 cristal.capps@harlanind.kyschools.us	606-573-8711
Pupil Personnel/School Food Service/Health Services/ESS Cathy Thomas	606-573-8700 Cathy.thomas@harlanind.kyschools.us	606-573-8711
District Finance Officer/ Human Resources Anne Lindsey	606-573-8700 anne.lindsey@harlanind.kyschools.us	606-573-8711
Accounts Payable Monica Howard	606-573-8700 monica.howard@harlanind.kyschools.us	606-573-8711
Insurance Coordinator Rose Woodard	606-573-8700 rose.woodard@harlanind.kyschools.us	606-573-8711
Family Resource Youth Service Center Coordinator Cecilia Adams	606-573-8700 cecilia.adams@harlanind.kyschools.us	606-573-8798
Harlan Elem. School Principal Tara Posey	606-573-8715 tara.posey@harlanind.kyschools.us	606-573-8720

Elementary School Guidance Counselor Erin Alred	606-573-8715 erin.alred@harlanind.kyschools.us	606-573-8720
Harlan Middle School Principal Andrew Williams	606-573-8794 andrew.williamss@harlanind.kyschools.us	606-573-8785
Middle School Guidance Counselor Chris Day	606-573-8715 chris.day@harlanind.kyschools.us	606-573-8720
Harlan High School Principal Mike Bolton	606-573-8750 mike.bolton@harlanind.kyschools.us	606-573-8753
High School Guidance Counselor Zach Dixon	606-573-8750 zach.dixon@harlanind.kyschools.us	606-573-8753

Section

1

General Terms of Employment

Equal Opportunity Employment

As required by Title IX, the District does not discriminate on the basis of sex regarding admission to the District or in the educational programs or activities operated by the District. Inquiries regarding Title IX Sexual Harassment may be referred to the District Title IX Coordinator (TIXC), the Assistant Secretary for Civil Rights, or both.

The Harlan Independent Board of Education is an Equal Opportunity Employer. The District does not discriminate on the basis of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.

Reasonable accommodation for individuals with disabilities or limitations related to pregnancy, childbirth, or related medical conditions will be provided as required by law.

If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact the Superintendent. **03.113/03.212**

Harassment/Discrimination/Title IX Sexual Harassment

The Harlan Independent Board of Education intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against employees, students, or visitors to the school or District, or any act prohibited by Board policy that disrupts the work place or the educational process and/or keeps employees from doing their jobs.

Any employee who believes that he or she, or any other employee, student, or visitor to the school or District, is being or has been subjected to harassment or discrimination shall bring the matter to the attention of his/her Principal/immediate supervisor or the District's Title IX/Equity Coordinator, as required by Board policy. The District will investigate any such concerns promptly and confidentially.

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. **03.162/03.262**

The following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973 and Title IX Sexual Harassment/Discrimination: **01.1**

The District's Title IX Coordinator (TIXC) is Jennifer Parsons:

420 E. Central St. Harlan, KY 40831	(606) 573-8700	jennifer.parsons@harlanind.kyschools.us
Office Address	Telephone #	Email Address

The District's Section 504 Coordinator is Shannon Lawson:

420 E. Central St. Harlan, KY 40831	(606) 573-8700	Shannon.Lawson@harlanind.kyschools.us
Office Address	Telephone #	Email Address

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the TIXC, or by any other means that results in the TIXC receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the TIXC. **09.428111**

Title IX Sexual Harassment Grievance Procedures are located on the District Website.

Employees wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, program.intake@usda.gov.

http://www.ascr.usda.gov/complaint_filing_cust.html

07.1

Hiring

Except for noncontracted substitute teachers, all certified personnel are required to sign a written contract with the District. All full-time and part-time classified employees also shall receive a contract.

A list of all District job openings is available at the Central Office.

For further information on hiring, refer to policies **03.11/03.21**.

Contract

Each teacher shall be provided access to a copy of his or her employment contract upon request. **03.114**

Tenure

Per KRS 161.740, tenure shall be granted to a currently employed teacher who is reemployed by the Superintendent after teaching four (4) consecutive years in the same district, or after teaching four (4) years within a six (6) year period in the same district, if the teacher assumes his or her duties.

The continuing service contract status of a teacher shall not be terminated when the teacher leaves employment, all provisions of KRS 161.720 to KRS 161.810 to the contrary notwithstanding, and the continuing service contract status shall be transferred to the next school district, for a period of up to seven (7) months from the time employment in the first school district has terminated.

All teachers who have attained continuing–contract status from another Kentucky district serve a one (1)-year probationary period before being considered for continuing-contract status in the District. **03.115**

Job Responsibilities

Every employee is assigned an immediate supervisor. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. **03.132/03.232**

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as District property. In addition, employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. **03.133/03.233**

Certified Employees: All teachers in the District shall review records of assigned students to determine whether an IEP or 504 plan is in place.

Criminal Background Check and Testing

Applicants, employees, and student teachers must undergo records checks and testing as required by law.

New hires and student teachers assigned within the District must have both a state and a federal criminal history background check and a letter CA/N check) from the Cabinet for Health and Family Services documenting the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet.

An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11/03.21**

The form for requesting a CA/N check is available on the Cabinet for Health and Family Services website.

Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence. Employees may only access student record information in which they have a legitimate educational interest. **03.111/03.211/9.14/09.213/09.43**

Information Security Breach

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.

Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**

Salaries and Payroll Distribution

Checks are issued according to a schedule approved annually by the Board. At the end of the school year, employees who have completed their duties may request to be paid their remaining salary by the end of the fiscal year (June 30). **03.121/03.221**

Certified Personnel: Salaries for certified personnel are based on a single-salary schedule reflecting the school term as approved by the Board in keeping with statutory requirements. Compensation for additional days of employment is prorated on the employee's base pay.

Determination of and changes to certified employees' rank and experience are determined in compliance with Policy **03.121**. Changes in rank and experience are determined on September 15 of each year. No later than forty-five (45) days before the first student attendance day of each year or June 15th, whichever comes first, the Superintendent will notify certified personnel of the best estimate of their salary for the coming year.

Classified Personnel: Classified personnel may be paid on an hourly or salary basis, as determined by the Board. **03.221**

Hours of Duty

Employees are to be prompt in attendance and are to remain on duty as specified by school policy or their immediate supervisor. **03.1332/03.2332.**

Certified Employees: Certified employees are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor. Certified employees may be required to perform additional duties as directed by school policy or assigned by their immediate supervisor. **03.1332**

All certified staff are required to attend high school graduation. **03.1332**

Teachers shall attend all faculty or staff meetings unless prevented by personal illness or specifically excused by the Superintendent or the Principal. **03.1335**

Snow Days/Dismissal of School

Classes may be cancelled or dismissed early because of inclement weather such as snow or flooding. When possible, advance notice will be given to the Principals and to the media for public notification. Employees with contracts limited to the length of the regular school year are not required to work on days that school is dismissed. All other employees are expected to report to work if possible.

However, employees must use their best judgment as to their safety. Requests for emergency leave will be considered on a case-by-case basis for those employees. If emergency leave is not approved for an absence on these days, the employee will be charged with a non-contract day.

Please note that emergency leave will only be approved for the most severe and unusual weather. A Snow Day schedule is available in the Central Office for employees who have contracts beyond the regular school year. **08.33**

Work Calendars/Time Sheets

Classified and Certified Salaried Employees: All salaried employees with extended days must submit a projected work calendar for the upcoming year to their supervisor. Also, these employees are to submit a monthly calendar of actual days worked to their supervisor by the end of each month. Paychecks will be held until calendars are properly submitted.

Classified Hourly Employees: All hourly employees are required to submit time sheets to their supervisor for review and approval on a bi-weekly basis. Paychecks will be held until timesheets are properly submitted. Time sheets must be accurate and correctly reflect time worked. They must show actual times used for lunch and times worked. Inaccurate reporting of time worked can result in dismissal. The supervisor must approve any changes from the regular work schedule before changing the schedule.

Overtime and Partial Time Missed

All Employees: Employees will not be allowed to make up significant amounts of time missed from work. While emergencies may occur and are understood, employees should not leave work on a regular basis to carry out personal business. If an employee must leave work early, they must notify their supervisor prior to leaving. The supervisor will determine how to code the time missed. Missed time of up to one (1) hour can be made up during that work week upon prior approval by the supervisor. Larger amounts of time must be coded as some form of leave and will be granted in no less than ½ day increments.

Time cannot be accumulated to reduce the number of days to be worked.

Classified Staff: Hourly classified staff must receive approval from the supervisor before working beyond regularly scheduled hours. Approval will only be given for work on specific projects/activities. Hourly classified staff will be paid at an overtime rate for work beyond the regular forty (40) hour work week. Salaried employees are not paid overtime. **03.221**

Certification

Persons appointed to a position requiring Kentucky certification must present a copy of the required certificate to the Superintendent prior to assuming the duties of the position. It is the responsibility of the employee to see that the required certification is on file in the Central Office and is kept current at all times. **03.112**

Medical Examination

Certified Employees: All newly employed certified personnel, including substitute teachers, must have a physical examination by a designated licensed physician, physician assistant, or advanced registered nurse practitioner (ARNP) or by a licensed medical practitioner of the employee's choice within ninety days prior to initial employment. The examination must include a skin test or X-ray for tuberculosis.

Classified Employees: All newly employed classified personnel, and substitute employees, with the exception of bus drivers, must have a physical examination by a designated licensed physician, physician assistant, or advanced registered nurse practitioner or by a licensed medical practitioner of the employee's choice within ninety days prior to initial employment. The examination must include a skin test or X-ray for tuberculosis.

Bus drivers and substitute bus drivers shall pass a medical examination by a District-appointed doctor, unless otherwise approved on initial employment and every two (2) years thereafter in accordance with KRS 281A.175, 702 KAR 5:030, and 702 KAR 5:080.

Supervision Responsibilities

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. All District employees are required to assist in providing appropriate supervision and correction of students.

Students (K-12) shall not be excused to leave the school grounds for lunch. Students may be sent on errands only to instructional areas on school property. Employees shall not send students on errands off school property. Only those students who are involved in school activities and under the direct supervision of a faculty member or other approved school personnel shall be permitted in school buildings after school hours. **09.221**

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirement for intervening in, as appropriate, and reporting to the Principal or to their immediate supervisor situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party, on school premises, on school-sponsored transportation (per policies 06.34 and 09.2261), or at school sponsored events.

The Code of Acceptable Behavior and Discipline shall specify to whom reports of alleged instances of bullying or hazing shall be made. **03.162/03.262/06.34/09.2261/09.422/09.42811**

Moment of Silence or Reflection

At the commencement of the first class of each day, a moment of silence or reflection shall occur. Guidelines are listed in policy **08.1351**.

Bullying/Hazing

"Bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process.

"Hazing" is defined as a direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization, including but not limited to actions which coerce or force a minor or a student to:

a) Violate federal or state criminal law;

b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of serious physical injury;

c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;

d) Endure brutality of a sexual nature; or

e) Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student.

"Organization" is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary education institution at any time during the previous five (5) years. **09.422**

Student Telecommunication Devices

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess personal telecommunications devices and other related electronic devices. StudentS are prohibited from using a personal telecommunication device during instructional time, except during an emergency, if directed to do so by a teacher for an instructional purpose, or if authorized by a teacher. Students shall not access social media unless authorized to do so by a teacher for an instructional purpose. **09.4261**

Section

2

Benefits and Leave

Insurance

The Board provides unemployment insurance, and workers' compensation insurance for all certified employees. In accordance with 702 KAR 3:330, the District shall provide Certified Employee Liability Insurance in an amount not less than one (1) million dollars for the protection of the employee from liability arising in the course and scope of pursuing the duties of his or her employment. **03.124**

The Board provides unemployment insurance, workers' compensation, and liability insurance for all classified employees. **03.224**

In addition, the state of Kentucky provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation. **03.124/03.224**

Salary Deductions

The Harlan Independent District makes all payroll deductions required by law. Employees may choose from the following optional payroll deductions:

- Health/life insurance program;
- Tax Sheltered Annuity program;
- Credit Union;
- State approved deferred compensation plan;
- State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans;

Employees shall submit to the Finance Officer a written request to add or cancel any additional payroll deductions.**03.1211/03.2211**

Cafeteria Plan

The Harlan Independent District offers employees a cafeteria plan of benefits. Further information is available from Central Office. **03.1213/03.2212**

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses school personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent/designee. All employees must submit a *Conference Attendance Request* and receive proper approval before attending a conference, workshop, training, or other event outside of the District. **03.125 AP.21**

Allowable expenses include mileage, gasoline used for Board vehicles, tolls (for out-of-state travel) and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (as authorized by policy and/or procedure), and lodging.

Employees shall be eligible for a per-diem reimbursement for meal expenses while traveling if the employee's travel requires an overnight stay. Receipts will not be required to claim reimbursement for meals under the per diem method. The only authorized exception shall be for special meals prearranged as a part of a conference or meeting. The cost of such meals will be reimbursed in full based on receipts. The per diem rate is $40.00.

The Board or Superintendent may approve additional costs for meals that are requested in advance and subsequently substantiated with an itemized receipt.

No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by the proper itemized receipts.

Employees must submit travel vouchers within two (2) weeks of travel and will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **03.125/03.225**

Purchasing

All purchases are to be made through the District's purchasing process. Purchases of items covered by bidding are to be purchased from approved vendors unless otherwise authorized by the Superintendent. Employees who wish to make purchases for which the District or school is expected to make payment must first complete a requisition form for the articles or services desired. All requests must receive prior written approval from the Principal, Program Supervisor, or Superintendent. Employees who fail to receive proper approval for purchases will be personally responsible for the expenditure. **04.3**

Fund-Raising Activities

The Board must approve all school-wide fund-raising activities after submission to the Principal and Superintendent. The Principal must approve all other fund-raising activities. All funds raised must be turned in to the school office and recorded in school activity accounts. Students cannot be required to participate in or meet any kind of quota in a fund-raising activity. Participation by students must be voluntary and refusal or failure to participate cannot affect a student's grade or result in other sanctions against the student. **09.33**

Holidays

All full-time certified employees and classified employees are paid for four (4) annual holidays as indicated in the school calendar. Those working more than 230 days per year are paid for five (5) annual holidays. **03.122/03.222**

Leave Policies

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the Board provides various types of leave under which absences may be authorized. Employees who must be absent should inform their immediate supervisor as soon as possible.

Listed below is general information regarding several types of leave available to employees. Please note that in many cases a written request, submitted for approval before leave begins, is required.

Employees on extended leave, including those on professional leave serving in charter schools, who plan to return the next school year must notify the Superintendent/designee in writing of their intention to return to work by **April 1** of the year the leave terminates.

Authorization of leave and time taken off from one's job shall be in accordance with a specific leave policy. Absence from work that is not based on appropriate leave for which the employee is qualified may lead to disciplinary consequences, up to and including termination of employment.

Employee shall not experience loss of income or benefits, including sick leave when they are assaulted while performing assigned duties and the resulting injuries qualify them for workers' compensation benefits. **03.123/03.223**

For complete information regarding leaves of absence, refer to the District's *Policy Manual*.

Personal Leave

Full-time employees are entitled to three (3) days of paid personal leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized personal leave day, calculated to the nearest ½ day. Approval is contingent upon the availability of qualified substitute employees. Those employees making earliest application shall be given preference.

Except with the approval of the Superintendent, personal leave shall not be taken on the first workday following a vacation or holiday, or on the first five (5) or last five (5) workdays of the school year. Holidays are defined as school days officially designated in the school calendar as holidays; vacation days are days that have been excluded from the school calendar.

The supervisor must approve the leave date, but no reasons will be required for the leave. Employees taking personal leave must file a personal statement on their return to work stating that the leave was personal in nature. **03.1231/03.2231**

Sick Leave

Full-time employees are entitled to sick leave each school year based on the following:

Employees working less than 200 days	10 sick days
Employees working 200 – 219 days	11 sick days
Employees working 220 or more days	12 sick days

Persons employed less than a full year contract shall receive a prorata part of the authorized sick leave days calculated to the nearest one-half (½) day. Any employee absent for purposes covered by sick leave for more than one and one-half (1 ½) hours will be charged one-half (½) day of sick leave. Sick leave days not taken during the school year they were granted accumulate without limit for all employees. Upon return to work an employee claiming sick leave must file a personal statement or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill. **03.1232/03.2232**

See the "Retirement" section for information about reimbursement for unused sick leave at retirement.

Sick Leave Donation Program

Employees who have accumulated more than fifteen (15) days of sick leave may request to donate sick leave days to another employee authorized to receive the donation. Employees may not disrupt the workplace while asking for donations.

Applications to donate sick leave should be returned to Anne Lindsey.

Any sick leave that is not used will be returned on a prorated basis to the employees who donated days. **03.1232/03.2232**

Family and Medical Leave

Employees are eligible for up to twelve (12) workweeks of family and medical leave each school year, if they have been employed by the District for twelve (12) months, have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave, and otherwise qualify for family and medical leave for one of the reasons below:

1. For the birth and care of an employee's newborn child or placement of a child with the employee for adoption or foster care;

2. To care for the employee's spouse, child or parent who has a serious health condition, as defined by federal law;

3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform her/his job;

4. To address a qualifying exigency (need) defined by federal regulation arising out of the covered active duty or call to active duty involving deployment to a foreign country of the employee's spouse, son, daughter, or parent who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and

5. To care for a covered service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

When family and medical military caregiver leave is taken based on a serious illness or injury of a covered service member, an eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve-month period.

Paid leave used under this policy will be subtracted from the twelve (12) workweeks to which the employee is entitled. Employees should contact their immediate supervisor as soon as they know they will need to use Family and Medical Leave. **03.12322/03.22322**

Following is a summary of the major provisions of the Family and Medical Leave Act (FMLA) provided by the United States Department of Labor.

FML Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:
• For incapacity due to pregnancy, prenatal medical care or child birth;
• To care for the employee's child after birth, or placement for adoption or foster care;
• To care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
• For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements - Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".

Benefits and Protections - During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements - Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Definition of Serious Health Condition - A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave - An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave - Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities - Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities - Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers - FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement - An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Quarantine Leave

Employees shall receive at least ten (10) days for quarantine due to exposure to a reportable infectious or contagious disease under 902 KAR 2:020 or any other infectious or contagious disease designated as reportable to a local health department or the Department for Public Health by a valid order or administrative regulation of the local health department serving the school District or the Department for Public Health.

Leave granted shall be on a day-by-day basis, as needed, and shall not accumulate or carry over year to year, and shall not be transferrable to any other classification of paid leave established by KRS 161.155, KRS 161.154, or Board policy. **03.12323/03.22323**

Parental Leave

Paid Maternity Leave

The District shall provide up to thirty (30) paid maternity leave days for a teacher or employee who gives birth to a child, shall be used without deduction of salary and prior to using any other leave, shall not transfer into sick leave or be converted to any other leave type, and shall expire upon return to work.

Paid Sick Leave

Employees may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child.

FMLA

Employees eligible for family and medical leave are entitled to up to twelve (12) workweeks of unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child

Unpaid Leave

The parent of a newborn or an employee who adopts a child may also request an unpaid leave of absence not to exceed the remainder of the school year in which the birth or placement occurred. Thereafter, leave may be extended in increments of no more than one (1) year. **03.1233/03.2233**

The Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law. **03.1233**

Extended Disability Leave

Unpaid disability leave for the remainder of the school year is available to employees who need it. Thereafter, leave may be extended by the Board in increments of no more than one (1) year.

The Superintendent may require an employee to secure a medical practitioner's verification of a medical condition that will justify the need for disability leave. **03.1234/03.2234**

The Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law. **03.1234**

Educational Leave

Certified Employees: The Board may grant unpaid leave for a period no longer than two (2) consecutive years for educational or professional purposes. Leave may be granted for full-time attendance at universities or other training or professional activities approved by the Board when those activities are related to the employee's job or to other jobs an employee might hold in the school system. Leave will not be granted for part-time educational activities.

The Board shall grant a two (2) year unpaid leave to employees under continuing service contracts who have been offered employment with a charter school.

A teacher with continuing status shall notify the District of the teacher's intent to work in a converted charter school.

A teacher working in a converted charter school shall notify the District of the teacher's intent to return to employment the next school year by April 15 of each year of the granted leave.

Written application for unpaid educational/professional leave should be made as soon as possible, but at least thirty (30) days before leave is to begin. **03.1235**

Classified Employees: Upon recommendation by the Superintendent, the Board may grant short-term paid leaves to classified employees for training necessary to enhance skills required for their jobs or in anticipation of a different position within the school system. **03.2235**

Jury Leave

Any employee who serves on a jury in local, state or federal court will be granted paid leave (minus any jury pay, excluding expense reimbursement) for the period of her/his jury service.

Employees who will be absent from work to serve on a jury must notify their immediate supervisor in advance. **03.1237/03.2237**

Military/Disaster Services Leave

Military leave is granted under the provisions and conditions specified in law.

As soon as they are notified of an upcoming military-related absence, employees are responsible for notifying their immediate supervisor.

The Board may grant disaster services leave to requesting eligible employees. **03.1238/03.2238**

Sick Leave Bank

Upon receipt by the Superintendent of a signed statement of intent, any certified employee may participate in the sick leave bank.

Each employee who is a member shall contribute one (1) of his/her annual sick days to the bank for each year that he/she is a member.

An employee who donates to the sick leave bank is eligible to use the bank after exhausting all of his/her accumulated sick leave and other available paid leave days and any workers' compensation coverage which pays for the days of work missed, s/he may draw on the sick leave bank according to the limitations that follow for such time as s/he is sick as per policy 03.1232. Application may be made to the bank when the total days missed in one (1) year exceeds by five (5) the number of paid leave days. The employee may request that these five (5) days be reimbursed by the bank.

Annually, employees who have contributed to the bank for one (1) year may apply for a maximum of ten (10) bank days; employees who have contributed to the bank for two to five (2-5) years may apply for a maximum of twenty (20) bank days per year; and employees who have contributed to the bank for more than five (5) years may apply for a maximum of thirty (30) days per year.

No employee may draw from the bank more than thirty (30) days or more than the total number of days contained in the bank at the time of application.

Requests for the use of sick leave bank days shall be made in writing on forms available in the Central Office and shall be submitted for consideration to a Review Board composed of the Superintendent and two (2) representatives elected by and from the certified staff.

Employees requesting the use of sick leave bank days for personal illness shall submit with the application a physician's statement of need. Employees requesting the use of sick leave bank days for illness in the immediate family shall submit with the application a written statement explaining why it is necessary to attend the relative. **03.12321/03.22321**

Section

3

Personnel Management

Transfer

The Superintendent shall make all transfers. Employees who wish to request a voluntary transfer should contact their immediate supervisor for assistance**.** Transfer or reassignment of certified personnel will be made no later than thirty (30) days before the first student attendance day of the school year except to fill vacancies created by illness, death, or resignations; to reduce or increase personnel because of a shift in school population; to make personnel adjustments after consolidation or merger; or to assign personnel according to their major or minor fields of training.

Employees charged with a felony offense may be transferred to a second position with no change in pay until such time as they are found not guilty, the changes are dismissed, their employment is terminated, or the Superintendent determines that further personnel action is not required. **03.1311/03.2311**

Employee Discipline

Termination and nonrenewal of contracts are the responsibility of the Superintendent. Termination of contract refers to dismissal prior to completion of the current contract between the employee and the District or the dismissal of a tenured employee. **03.17/03.27/03.2711**

Certified Employees: The contract of a teacher may be terminated for the following reasons:

a) Insubordination, including but not limited to violation of the school laws of the state or administrative regulations adopted by the Kentucky Board of Education, the Education Professional Standards Board, or lawful rules and regulations established by the local board of education for the operation of schools, or refusal to recognize or obey the authority of the Superintendent, Principal, or any other supervisory personnel of the board in the performance of their duties;

b) Immoral character or conduct unbecoming a teacher;

c) Physical or mental disability; or

d) Inefficiency, incompetency, or neglect of duty, when a written statement identifying the problems or difficulties has been furnished the teacher or teachers involved.

Per KRS 161.790, upon notification of termination, a teacher may appeal the action to a tribunal and to the Circuit Court. As an alternative to termination, the Superintendent upon notifying the Board and providing written notification to the teacher of the charge may impose other sanctions, including suspension without pay, public reprimand, or private reprimand.

Classified Employees: Classified employees may be subject to the following actions, to include, but not be limited to:

1) Verbal warning or reprimand;

2) Written warning or private reprimand;

3) Probation imposed by Superintendent/designee;

4) Reassignment (temporary or permanent) by Superintendent;

5) Public reprimand by Superintendent;

6) Suspension without pay by Superintendent;

7) Nonrenewal by Superintendent;

8) Dismissal (termination of contract) by Superintendent.

Classified employees may be terminated, issued a public reprimand or suspended without pay only by the Superintendent.

Any classified employee may be subject to appropriate disciplinary or job action for one or more of the following reasons:

1) Dishonesty, neglect of duty, incompetence, inefficiency or insubordination.

2) Reporting to work under the influence of or use or possession of alcohol or controlled substances while on duty, or the illegal use or possession of controlled substances at any time.

3) Unsatisfactory evaluation of any factor on the employee's performance evaluation report.

4) Repeated unexcused absence, tardiness, absence without notification or abuse of sick leave.

5) Violation of or refusal to obey local policies or state regulations adopted by the Kentucky Board of Education or by the Board.

6) Refusal to comply with safety directives.

7) Falsifying information supplied to the District including information on application forms, absence reports, or any other information.

8) Violation of local policy, state, or federal statutes or regulations which apply to assigned duties.

9) Failure to notify the Superintendent if the classified employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal.

10) Being convicted of or entering an "Alford" plea or a plea of nolo contendere to a felony or any crime (including misdemeanors) involving moral turpitude or illegal transactions with minors or students.

11) Immorality, misconduct, or conduct unbecoming a school employee.

12) Loss of licensure or certification required for this position; failure to provide cooperation or consents necessary to serve or continue serving in positions requiring licensure; or being disqualified from serving in a licensed position based on information obtained by the District from the Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol electronic "Clearinghouse" or otherwise.

13) Failure to maintain the confidentiality of information about students or staff obtained in the course of employment, unless disclosure serves a legitimate job-related purpose or is required by law.

14) Engaging in any sexually related behavior with a student with or without consent, including, but not limited to, behavior such as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape, threats of physical harm; and sexual assault.

15) Physical or mental disability; consistent with applicable laws protecting employees with disabilities.

Classified employees will be afforded due process when publicly reprimanded, suspended without pay or their contract is terminated. Classified employees can submit a written response if they wish to respond to other disciplinary actions.

Resignation

Certified Employees: Per KRS 161.780, if a certified employee voluntarily resigns his contract during the school term, the resignation shall be in writing and is binding on the date the resignation is accepted by the Superintendent. A resignation, once accepted, may be withdrawn only with the approval of the Board. No certified employee will be permitted to terminate his or her contract within thirty (30) days prior to the beginning of the school term or during the school term without the consent of the Superintendent.

Classified Employees: Resignations submitted by classified employees shall comply with the requirements specified in the contract between the employee and the District.

Employee Separation

An employee who voluntarily leaves the District shall complete an exit survey that includes, but is not limited to the position vacated, the employee's years of service in the position and in the District, if the employee is taking a similar position in another district, and the reason(s) provided for leaving the District. This information shall be reported to the Kentucky Department of Education (KDE) by the District in a system developed by KDE without providing personally identifiable information. **03.17/03.272**

Retirement

Employees who decide to retire should give the Superintendent/designee notice as far in advance as possible, but no later than two (2) weeks before retirement. Retirement benefits are solely a matter of contract between the employee and her/his retirement system (the Teacher's Retirement System or the County Employee's Retirement System).

The Board compensates employees only upon initial retirement for each unused sick day at the rate of thirty percent (30%) of the daily salary, based on the employee's last annual salary. **03.175/03.273**

Evaluations

Certified and classified employees will be evaluated annually. All employees are given an opportunity to review their evaluations and an opportunity to attach a written response to the evaluation. Any employee who believes that s/he was not fairly evaluated may appeal his/her evaluation in accordance with Policy. **03.18/03.28**

Training/In-Service

The Board provides a high quality, personalized, and evidence-based program for professional development and staff training. Employees who wish to attend out-of-District training, are to submit their request in writing using the *Conference Attendance Form*. All requests must be approved by proper personnel in advance of registration. The professional development requirement must be fulfilled by the latest fixed PD date of each year. Unless an employee is granted leave, failure to complete and document required professional development during the academic year will result in a reduction in salary and may be reflected in the employee's evaluation. **03.19**

Prior to the opening of school, all teachers new to the District are required to attend an orientation session to acquaint new personnel with Board policies, administrative procedures, Central Office staff, and the Principal(s) to whom they are assigned.

All certified employees shall complete at least one (1) hour of each of the following trainings within twelve (12) months of initial hire and at least once every four (4) years thereafter: active shooter training, child abuse, suicide prevention, and seizure disorder. The District shall implement the professional development training from the Kentucky Department of Education. **03.19**

Classified Personnel: The Superintendent may develop and implement a program for continuing training for selected classified personnel. **03.29**

District Training

Procedure **03.19 AP.23** 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.

Notice of Salary

Pursuant to KRS 161.760, the Superintendent will notify certified employees of the best estimate of their salary to be paid during the upcoming school year no later than forty-five (45) days before the first student day of attendance or June 15th, whichever comes first,. All certified employees who refuse assignment must notify the Superintendent in writing no later than thirty (30) days before the first student day of attendance.

Limited Contracts for Non-Tenured Teachers

Non-tenured teachers will sign limited contracts with the district. These contracts are for one (1) year or for the remainder of a school year and may be renewed for the upcoming year. Per KRS 161.750, non-tenured teachers will be notified in writing by the Superintendent by May 15 if their contract will not be renewed for the upcoming year.

NOTE: Nonrenewal is not the same as the termination of a contract and does not carry the same due process requirements.

Reduction of Responsibility and Demotion

As required by KRS 161.760, a reduction of responsibility for a certified employee may be accompanied by a corresponding reduction in salary, provided written notice is furnished within ninety (90) days of the first student attendance day of the upcoming year or May 15, whichever is first.

The Superintendent may demote an administrator who has not completed three (3) years of administrative service by complying with the requirements specified in KRS 161.760. Administrators with more than three (3) years of administrative service may be demoted by following the procedures outlined in KRS 161.765.

Reduction in Force

Certified Personnel

When, by reasons noted in KRS 161.800, it becomes necessary to reduce the number of certified personnel, the Superintendent shall do so in compliance with the statute.

For purposes of this policy, the following definitions shall apply in determining seniority:

Full-time service is that service which begins on the date on which the employee was officially employed by the District as a limited contract employee.

Greatest length of service is the total of all full-time service without a break. Approved leaves of absence do not constitute a break in service, but the period of time on leave of absence does not count toward length of service. **03.171**

Classified Personnel

If it becomes necessary to reduce the number of classified employees within the budget year, the Superintendent may at any time make a reduction in the number of classified employees due to the following:

1. Reduction in funding,
2. Reduction in enrollment of students,
3. Changes in the District or school boundaries, or
4. Other compelling reasons as determined by the Superintendent.

Reduction in force of classified employees shall be defined as total separation from employment in the District. The Superintendent shall refer to Board policy and the appropriate statute to determine the order of reduction. **03.271**

Personnel Records

One (1) master personnel file is maintained in the Central Office for each employee. The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. Employees may inspect their personnel files. **03.15/03.25**

Retention of Recordings

Employees shall comply with the statutory requirement that school officials are to retain any digital, video, or audio recording as required by law. **01.61**

Section

4

Employee Conduct

Absenteeism/Tardiness/Substitutes

Employees are expected to notify their immediate supervisor when they must be tardy or absent. **03.123/03.223**

Certified Employees: In all cases of absence, teachers shall notify the Principal/Designee before the opening of school or the night before, if possible, and the Principal/Designee shall call substitute teachers from the official substitute list approved by the Superintendent.

Classified Employees: Employees shall notify their immediate supervisor or the Principal before the opening of school or the night before, if possible. Failure to give such notice for three (3) consecutive days may be grounds for termination of employment with the District. Unless otherwise approved by the Superintendent, substitutes will not be provided for classified employees.

Staff Meetings

Unless they are on leave or have been excused by the Principal/designee, staff members shall attend meetings called by the Principal or other authorized administrator.**03.1335**

Political Activities

Employees shall not promote, organize, or engage in political activities while performing their duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

- Encouraging students to adopt or support a particular political position, party, or candidate; or
- Using school property or materials to advance the support of a particular political position, party, or candidate. **03.1324/03.2324**

In addition, KRS 161.164 prohibits employees from taking part in the management of any political campaign for school board.

Employee Religious Expression

The District shall not punish or prohibit an employee from, or punish an employee for, engaging in private religious expression otherwise protected by the First Amendment to the United States Constitution absent a showing that the employee has engaged in actual coercion. **03.13241/03.23241**

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

- conduct that threatens the health, safety or welfare of others;
- conduct that may damage public or private property (including the property of students or staff);
- illegal activity;
- conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations. **03.1325/03.2325**

Drug-Free/Alcohol-Free Schools

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain, sell or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

Any employee who violates the terms of the District's drug-free/alcohol-free policies may be suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials.

Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District's law enforcement agency and either the local law enforcement agency or the Kentucky State Police.

Any employee convicted of a workplace violation of drug abuse statutes must notify the Superintendent/designee of the conviction within five (5) working days.

Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances. **03.13251/03.23251/09.423**

Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse for CDL/CLP Operators

Reporting of the following information on individual drivers to the federal Clearinghouse is required: verified positive, adulterated, or substituted test results; confirmed alcohol tests at .04 or higher; refusal to submit to required tests; the reporting of actual knowledge (as defined by federal regulation) of DOT regulatory violations, including violations based on prohibited on duty, pre-duty, or post-accident alcohol use and controlled substance use; and regulatory return to duty and follow-up testing information as applicable.

The District shall not allow a driver to perform any safety-sensitive function if the results of a Clearinghouse query on the driver demonstrate a disqualification as provided by regulation and described above and such driver may be subject to personnel action up to and including termination. **06.221**

Weapons

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for School Resource Officers (SROs) as provided in KRS 158.4414, and authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

Employees who know or believe that this policy has been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **05.48**

Tobacco, Alternative Nicotine Product, or Vapor Products

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.

School employees shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth by Board. **03.1327/03.2327/06.221**

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all Board property at all times, including any vehicle owned, operated, leased, or contracted for use by the Board and while participating in any school-related trip or student activity.

If a student under the age of twenty-one violates this policy, then the District will confiscate the alternative nicotine products, tobacco products, or vapor products. **09.4232**

Use of School Property

Employees are responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. Employees shall immediately report to their immediate supervisor any property that is damaged, lost, stolen, or vandalized.

No employee shall perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities.

Employees may not use any District facility, vehicle, equipment, or materials to perform outside work unless otherwise approved by the Board.

District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted.

Employees who drive any Board-owned vehicle and/or transport students must annually provide the Superintendent/designee with a copy of their driving record. Employees who receive a traffic citation during the year must report the citation to the Superintendent/designee before driving a Board-owned vehicle or transporting students. **03.1321/03.2321**

Use of Personal Cell Phones/Telecommunication Devices

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor. Such devices include, but are not limited to, personal cell phones and tablets.

For exceptions, see Board Policies **03.13214/03.23214**.

Health, Safety and Security

It is the intent of the Board to provide a safe and healthful working environment for all employees. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor.

In addition, employees are required to notify their supervisor immediately after sustaining a work-related injury or accident. A report should be made with 24-48 hours of the occurrence and prior to leaving the work premises, UNLESS the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care. Failure to report the claim within thirty (30) days could result in coverage being denied.

The District shall follow established timelines in policy when making oral reports to the Kentucky Labor Cabinet to report employee fatalities, amputations, hospitalizations, including hospitalization resulting from a heart attack, or the loss of an eye.

File a Report	After Hours Hotline
(502)-564-3070	(800) 321-6742

Staff should submit work requests to their supervisor for maintenance needed on District facilities or equipment. The District maintenance staff will review the requests and schedule work to be done with priority given to those items related to safety and instructional impact**. 05.2 AP.22**

For information on the District's Hazard Communication Plan, Bloodborne Pathogen Control Plan, and Asbestos Management, contact your immediate supervisor or see the District's *Policy Manual* and related procedures. Each year, employees are to review and agree to the District Safety Plan.

Employees should use their school/worksite two-way communication system to notify the Principal, supervisor or other administrator of an emergency. **03.14/03.24/05.4**

Automated External Defibrillators (AEDs)

The District shall maintain AEDs in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with procedures established by the Superintendent/designee. Expected users documented as having completed required training shall be authorized to use a defibrillator. **05.4**

Emergency Procedures

Emergency plans and procedures are available at all locations. District employees must review and carry out these guidelines in cases of emergency.

Traceable Communications

The Board shall designate a traceable communication system to be the exclusive means for District employees and volunteers to communicate electronically with students. Employees and volunteers that violate this policy will be subject to disciplinary action.

A District employee or volunteer, unless authorized, shall not communicate electronically with a student:

- Outside of the traceable communication system designated by the Board; or

- Through an unauthorized electronic communication program or application.

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer. **08.2324**

Dispensing Medication

Nonprescription medications, excluding aspirin products, may be provided by and kept at the school for the purpose of administering to pupils with the written parent/guardian and medical provider consent. Parents should be contacted before medications are administered. Students with a pressing medical need may be allowed to carry prescribed medication. Students with asthma may self-administer medication pending proper approval from the parents/guardians and physician. Prescription medications should be administered by the school nurse following District procedures: **09.2241/09.2241 AP.1**

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral, written or electronic) to their immediate supervisor.

Under provisions of state law (KRS 158.150) and regulation (702 KAR 5:080), school personnel may remove threatening or violent students from a classroom or from the District's transportation system pending further disciplinary action. However, before the need arises, employees should familiarize themselves with policy and procedures that are required.

Per KRS 158.155, any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070, shall immediately cause a report to be made to the District's law enforcement agency and either to the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:

a. Assault resulting in serious injury;

b. A sexual offense;

c. Kidnapping;

d. Assault with the use of a weapon;

e. Possession of a firearm or deadly weapon in violation of the law;

f. The use, possession, or sale of a controlled substance in violation of the law; or

g. Damage to property.

Any school employee who receives information from a student or other person of conduct which is required to be reported, shall report the conduct to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police**. 09.425**

Child Abuse

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make an oral or written report, including but not limited to electronic submission, to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney. After making the report, the employee shall notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for investigation.

After making that report, the employee shall then immediately notify the Principal of the suspected abuse. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee.

Upon notification, the Principal or the Superintendent/designee shall facilitate the cooperation of the school with the investigation of the report. Any person who knowingly causes intimidation, retaliation, or obstruction in the investigation of the report shall be guilty of a Class A misdemeanor.

All school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors who are employed by the District shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting within ninety (90) days of being hired, and then every two (2) years thereafter. **09.227**

Use of Physical Restraint and Seclusion

Use of physical restraint and seclusion shall be in accordance with Board policy and procedure. **09.2212**

Civility

Employees should be polite and helpful while interacting with parents, visitors and members of the public. Individuals who come onto District property or contact employees on school business are expected to behave accordingly. Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures, including dismissal.

In cases involving physical attack of an employee or immediate threat of harm, employees should take immediate action to protect themselves and others. In the absence of an immediate threat, employees should attempt to calmly and politely inform the individual of the provisions of Policy **10.21** or provide him/her with a copy. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the caller; ending a meeting; asking the individual to leave the school; calling the site administrator/designee for assistance; and/or calling the police.

As soon as possible after any such incident, employees should submit a written incident report to their immediate supervisor.

Grievances/Communications

The Superintendent/designee has developed specific procedures to assist employees in making a complaint. For full information refer to Policy **03.16/03.26** and related procedures.

Grievances are individual in nature and must be brought by the individual employee. The Board shall not hear grievances or complaints concerning simple disagreement or dissatisfaction with a personnel action.

Gifts

Any gift presented to a school employee for the school's use must have the prior approval of the Superintendent/designee. After approval and acceptance, gifts become the property of the Board of Education.

No employee shall receive, directly or indirectly, any gift, reward, or promise of reward in exchange for influence in recommending or procuring the use of any goods, services, property, or merchandise of any kind for which school funds are expended. **03.1322/03.2322**

Outside Employment or Activities

Employees shall not accept outside employment or activities which will prevent them from fulfilling regularly assigned school duties and obligations. **03.1331/03.2331**

Network Access: Telecommunications

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by policy and related procedures, which apply to all parties who use District technology. Employees are required to follow Board policy and administrative procedures and guidelines designed to provide guidance for access to electronic media and authorized communication systems.

If you have questions about what constitutes acceptable use, please check with the Principal/designee. **08.2323/08.2324**

Section

5

Classroom Responsibilities

Course of Study/Syllabus

Each teacher is required to implement the course of study prescribed for the assigned grade and area. Teachers at all levels must develop and distribute annually, a syllabus to communicate expectations and requirements for each course, grade/level or subject, to students and parents/guardians. **08.11**

Controversial Issues in the Curriculum

Teachers are expected to exercise reasonable and prudent judgment in the selection and use of materials and discussion of issues in their classrooms. The study of controversial issues is to be objective, scholarly, and developmentally appropriate for students. Neither issues nor materials that have a potentially disruptive effect on the educational process are to be discussed or chosen. Teachers who suspect that materials or issues may be disruptive or controversial, are to confer with the Principal prior to use in the classroom. **08.1353**

Restrictions on Instructional Materials

A superintendent, teacher, or other official or employee of any institution supported wholly or in part by public funds shall not act, directly or indirectly, as agent for any person whose instructional materials are identified on the state-approved list. **03.1721/03.2721**

Previewing Student Materials

Except for current events programs and programs provided by Kentucky Educational Television, teachers shall review all materials presented for student use or viewing before use. This includes movies and other videos in any format. **08.234**

Homework

Homework is assigned for the improvement of learning and is not to be used for disciplinary purposes. Assignments should have meaning for the student, should be clear and specific, and should be of an amount and type that may be accomplished in a reasonable period of time. **08.211**

Field Trips

Field trips must be related to the course of study and have educational value. Teachers are to provide related materials and prepare students prior to the field trip. No student is to be denied participation on a field trip because of an inability to pay. Parents are to be informed of the trip and must give written approval for students to participate.

Teachers must receive approval for a field trip prior to scheduling the event. The principal must approve all regularly scheduled athletic events or trips to tournaments or playoffs. The superintendent must approve any trip beyond a 150-mile radius. Requests for trips must be submitted on appropriate forms and approved by the appropriate supervisors, including the Transportation Director.

At no time are students allowed to drive a vehicle on a school-related trip. Private vehicles driven by adults will only be allowed on trips when school transportation is unavailable. Parents must give approval before a student is allowed to ride in a privately driven vehicle. Use of a common carrier service, such as a tour bus or airline, must be authorized by the Board before its use.

A member of the faculty or administration must accompany students on the bus on all school-sponsored and school-endorsed trips except that a nonfaculty coach or assistant may accompany students on athletic trips. Discipline on the bus is the responsibility of the teacher or administrator in charge.

Sponsors of field trips are to arrange for proper supervision of the students, including chaperones. All parent volunteer chaperones must first have an acceptable criminal check turned in to Central Office before they can be give supervision responsibilities. School personnel who have direct supervision responsibilities as part of their work assignment may be used as chaperones. However, any staff member must have approval by their supervisor before he or she can serve as a paid chaperone as part of their school duties on a field trip. **09.36/03.6**

Required Reports

Although you may be directed to make additional reports, the following reports are required by law and/or Board policy:

- Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**

- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11/03.21**

- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**

- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**

- Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District's law enforcement agency and the local law enforcement agency or the Kentucky State Police. **03.13251/03.23251/09.423**

- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

  School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse. **03.13253/03.23253/09.425**

- Report potential safety or security hazards to the Principal. **03.14/03.24/05.4**

- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262/09.42811**

- Employees who believe or have been made aware that they or any other employee, student, or visitor has been subject to Title IX Sexual Harassment shall report it to the TIXC. Failure to make such a report shall be grounds for discipline up to and including termination. If the knowledge of the reporting party gives rise to reasonable cause to believe that the reported conduct constitutes child abuse Policy 09.227 or a reportable criminal offense Policy 09.221, notification of state officials shall be made as required by law. **03.1621/03.2621/09.428111**

- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**

- Report to the Principal any student who is missing during or after a fire/tornado/ bomb threat drill or evaluation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**

- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**

- If you know or believe that the District's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**

- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities. **06.221**

- A District employee or volunteer that receives a report alleging that another District employee or volunteer participated in unauthorized electronic communication shall immediately notify the Principal. If the subject of the report is the Principal, the employee or volunteer shall immediately notify the Superintendent. If the subject of the report is the Superintendent, the employee or volunteer shall immediately notify the Commissioner of Education and the Chair of the Board of Education. **08.2324**

- Per KRS 158.155, any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070, shall immediately cause a report to be made to the District's law enforcement agency and either to the local law enforcement agency or to the Kentucky State Police.

  Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act that has occurred on school property or at a school-sponsored function involving assault resulting in serious injury, a sexual offense, kidnapping, assault with the use of a weapon, possession of a firearm or deadly weapon in violation of the law, the use, possession, or sale of a controlled substance in violation of the law, or damage to property. **09.2211/09.425**

- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

  The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in such an incident.

  Within forty-eight (48) hours of the original report of the incident, the Principal also shall file with the Board and the local law enforcement agency or the Department of Kentucky State Police or the County Attorney a written report containing the statutorily required information. **09.2211**

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, you shall **immediately** make make an oral or written report, including but not limited to electronic submission, to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney, and make a report to the Principal**.** (See **Child Abuse** section.) **09.227**

- District employees shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board Policy **09.42811**.

  In certain cases, employees must do the following:

  1. Report bullying and hazing to appropriate law enforcement authorities as required by policy **09.2211**; and
  2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas. **09.422**

- Report to the Principal any threats you receive (oral, written or electronic)**. 09.425**

Code of Ethics for Certified School Personnel

SOURCE: 16 KAR 1:020

Section 1. Certified personnel in the Commonwealth:

(1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;

(2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;

(3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:

(a) To students:

1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;

2. Shall respect the constitutional rights of all students;

3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;

4. Shall not use professional relationships or authority with students for personal advantage;

5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;

6. Shall not knowingly make false or malicious statements about students or colleagues;

7. Shall refrain from subjecting students to embarrassment or disparagement; and

8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

(b) To parents:

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;

2. Shall endeavor to understand community cultures and diverse home environments of students;

3. Shall not knowingly distort or misrepresent facts concerning educational issues;

4. Shall distinguish between personal views and the views of the employing educational agency;

5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;

6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and

7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(c) To the education profession:

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;

2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;

3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;

4. Shall not use coercive means or give special treatment in order to influence professional decisions;

5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and

6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:585.

Acknowledgement Form

2025-2026 School Year

I, _____, have received a copy
Employee Name

of the Employee Handbook issued by the District, and understand and agree that I am to review this handbook in detail and to consult District and school policies and procedures and with my Principal/supervisor if I have any questions concerning its contents.

I understand and agree:

1. that this handbook is intended as a general guide to District personnel policies and that it is not intended to create any sort of contract between the District and any one or all of its employees;

2. that the District may modify any or all of these policies, in whole or in part, at any time, with or without prior notice; and

3. that in the event the District modifies any of the policies contained in this handbook, the changes will become binding on me immediately upon issuance of the new policy by the District.

I understand that as an employee of the District I am required to review and follow the policies set forth in this Employee Handbook and I agree to do so.

_____
Employee Name (please print)

_____ _____
Signature of Employee *Date*

Return this signed form to the Central Office.