



**ADAIR COUNTY
SCHOOLS**

EMPLOYEE



HANDBOOK

2026-2027

COMPLETE LIST OF DISTRICT POLICIES

<http://policy.ksba.org/A01/>

CONTENTS

ADMINISTRATION	4-5
2026-2027 School Calendar	6
Section I: Introduction	6
Future Policy Changes	7
District Mission.....	7
Vision	7
Section Two: General Terms of Employment	8
Harassment/Discrimination/Title IX Sexual Harassment	8
Guidelines	9
Prohibited Conduct	9
School Safety & Discipline	9
Workplace Injury & Safety Hazards	10
Automated External Defibrillators (AEDS)	10
Opioid Antagonist.....	10
Emergency & Cardiac Response Plan	10
Hiring.....	12
Resignation of Employment Exit Survey	12
Transfer of Tenure	12
Job Responsibilities	12
Criminal Background Check and Testing	12
Confidentiality	13
Information Security Breach.....	13
Hours of Duty.....	13
Supervision Responsibilities	13
Section Three: Benefits and Leave	15
Salaries and Payroll Distribution	15
Extended Employment	15
Insurance	16
Liability Insurance	16
Cobra Insurance	16
Workman's Compensation	16
Salary Deductions	17
Cafeteria Plan	17
Name Or Address Changes	17
Holidays/Non-Contracted Days/Vacations	17
Classified Employee Vacation	18
Leave Policies	18
Sick and Personal Leave	19
Leave Of Absence (Certified Personnel)	19

Recovery from Childbirth Leave	203
Maternity Leave	20
Family and Medical Leave	20
Extended Disability Leave.....	21
Sick Leave Donation Program.....	21
Emergency Leave	21
Section Four: Personnel Management	23
Transfer	23
Employee Discipline.....	23
Retirement.....	23
Evaluations	23
Professional Learning/Training/Inservice.....	24
Stipulations On Receiving Professional Development Stipends Addendum	24
Guidelines For Payment Of Stipends To Presenters (Local Facilitators)	25
Personnel Records	25
Electronic Access/User Agreement.....	25
Section Five: Employee Conduct	30
Absenteeism/Tardiness/Substitutes.....	30
Staff Meetings.....	30
Political Activities.....	30
Employee Religious Expression	30
Disrupting the Educational Process.....	31
Previewing Student Materials	31
Controversial Issues.....	31
Human Sexuality Instruction	32
Student Privacy Rights	33
Bullying/Hazing	33
Teacher Records.....	34
Drug-Free/Alcohol-Free Schools	35
Federal Motor Carrier Safety Administration Drug & Alcohol Clearinghouse for CDL Operators	35
Weapons.....	35
Tobacco Products.....	36
Use of School Property	36
Outside Employment or Activities	37
Assaults & Threats of Violence.....	37
Disrupting the Educational Process.....	38
Child Abuse.....	39
Use of Physical Restraint & Seclusion.....	40
Civility	40
Energy Policy For Teachers And Staff.....	40
Student Competitive Food Regulations	41
Student Health Services & Medication Administration.....	41

Grievances/Communications.....42

Grievance Procedures 42

Grievance Process 42

Gifts.....43

Required Reports.....43

Code of Ethics for Certified School Personnel 44

Section Six: Financial Procedures 46

Travel Invoices.....46

Physical And CDL Reimbursements.....46

School Activity Funds/Booster Club Funds.....46

Purchase Requests 46

Section Seven: Retirement Information 47

Certified Employees Kentucky Teachers' Retirement System 47

Kentucky Classified Retirement Systems 48

Termination Of Employment 50

Accounts In More Than One Retirement System.....50

Questions About Accounts.....50

Employee 403(B) Plan Eligibility Notice.....51

Section 8: Appendix.....54

Pay Date Calendar 54

The Adair County School District does not discriminate on the basis of race, color, national origin, religion, marital status, age, sex, or disability toward any person in any educational program, activity or employment practice according to Title VI (The Civil Rights Act of 1964), Title IX, Sex (The Educational Amendments of 1972), and Section 504 of the Rehabilitation Act of 1973.

ADMINISTRATION

BOARD MEMBERS

Terry Harvey, Chair
Dana King
Teresa Absher
Destiny Greer, Vice Chair
Troy Grider

SUPERINTENDENT

Jason Faulkner
Ext. 2005

DIRECTORS OF INSTRUCTION

Susan Pfefferman, Elementary Ext. 2001
Sarah Hatton, Secondary Ext. 2002

SPECIAL EDUCATION & EARLY CHILDHOOD DIRECTOR

Wesley Irvin
Ext. 2017

DEAN OF STUDENTS

Robbie Harmon
Ext. 2014

FINANCE DIRECTOR

Jaimie Wisdom
Ext. 2007

DIRECTOR OF HUMAN RESOURCES

Carolee Lloyd
Ext. 2006

FEDERAL PROGRAMS DIRECTOR

Holly Trowbridge
Ext. 2010

TRANSPORTATION/MAINTENANCE DIRECTOR

Anthony Darnell
Ext. 2011

SCHOOL FOOD SERVICE DIRECTOR

Dayna Parnell
Ext. 2003

CHIEF INFORMATION OFFICER

Jason Rector
Ext. 2024

FACILITY	TELEPHONE	ADMINISTRATION
CENTRAL OFFICE 1204 GREENSBURG ST	270.384.2476 270.384.5841 (F)	CAROLEE LLOYD, HR/SUPT. ADM. ASST., EXT. 2006 AMANDA CROSS, PAYROLL, EXT. 2009 CONNIE YOUNG, ACCTS. PAYABLE, EXT. 2008 ASHLEY FANCHER, TRANS. ASST., EXT. 2012 MICHELLE PETTY, STUD. DEAN ASST., EXT. 2013 BETTY JO BURRIS, SPED DIRECTOR ASST., EXT. 2015 ASHLEY SHIRLEY, MIGRANT, EXT. 2019
ADAIR COUNTY HIGH SCHOOL 526 INDIAN DR.	270.384.2751 270.384.2168 (F)	CHAD PARNELL, PRINCIPAL, EXT 6244 JR THOMPSON PRINCIPAL, EXT. 6245 TRENT HADLEY, ASST. PRINCIPAL, EXT 6106 BRITNEY FAULKNER, COUNSELOR, EXT 6249 ROBIN LOY, COUNSELOR, EXT 6248 SHANNA DARNELL, COUNSELOR, EXT 6247 MICHELLE NEAT, INSTRUCTIONAL COACH, EXT 6212
ADAIR COUNTY MIDDLE SCHOOL 322 GEN JOHN ADAIR DR	270.384.5308 270.384.2168 (F)	SAMANTHA ELLIS, PRINCIPAL, EXT 5103 JOHN WALKER, ASST. PRINCIPAL, EXT 5108 JULIE BURTON, ASST. PRINCIPAL, EXT 5102 LACHANA SCHOLL, COUNSELOR, EXT 5105 KAYLA STOCKTON, INSTRUCTIONAL COACH, EXT 5102
ADAIR COUNTY ELEMENTARY SCHOOL 870 INDIAN DR	270.384.0077 270.384.0079 (F)	JORDAN WILLIAMS, PRINCIPAL, EXT 4106 WILL RICH, ASST. PRINCIPAL, EXT. 4105 JOANNA WILLIAMS, COUNSELOR, EXT 4107 JENNIFER KEMP, INSTRUCTIONAL COACH, EXT. 4108
ADAIR COUNTY PRIMARY CENTER 158 COL. CASEY DR	270.384.3367 270.384.6668 (F)	SARAH BURTON, PRINCIPAL, EXT. 3113 GERALD HADLEY, ASST. PRINCIPAL, EXT. 3104 ANDREA IRVIN, COUNSELOR, EXT. 3111 LISA HAYES, INSTRUCTIONAL COACH, EXT. 3107
ADAIR LEARNING ACADEMY 401 APPLEBY DR	270.384.0811 270.384.2122 (F)	SOMMER BROWN, PRINCIPAL, EXT. 2010 BRADLEY STEPHENS, HEAD TEACHER
MUSIC BUILDING 230 GEN JOHN ADAIR DR.	270.384.5149	JONATHAN HOLMES, BAND DIRECTOR, EXT 2034 HALEN PHARIS, ASST BAND DIRECTOR, EXT 2035
MAINTENANCE BUILDING 350 GEN JOHN ADAIR DR	270.384.5598	ANTHONY DARNELL, DIRECTOR, EXT 2011 TRENT BOOHER, EXT. 2033
MIGRANT/HOMEBOUND BUILDING 332 GEN JOHN ADAIR DR	270.384.8845	MIGRANT, EXT. 2037 HOMEBOUND, EXT. 2036
TECHNOLOGY OFFICE 302 GEN. JOHN ADAIR DR	270.384.2889 [FAX]	JASON RECTOR, CIO, EXT. 2024
TRANSPORTATION 201 COL. CASEY DR	270.384.3312	ANTHONY DARNELL, DIRECTOR, EXT 2011

Adair County Schools 2026-27 School Calendar (Main Campus)

Calendarpedia
Your source for calendars.

Month	Mo	Tu	We	Th	Fr	Timeline Committee Meetings 11/19 and 12/1 Presented to BOE- 12/18/25 Approved by BOE-1/15/26
			1	2	3	Independence Day (observed)
Jul 2026	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	July 28-31-Professional Development Days-Placeholders only
Aug	3	4	5	6	7	August 10-Opening Day for Staff
	10	11	12	13	14	August 11-Planning Day #1-Attendance required for any staff that have not completed videos.
	17	18	19	20	21	August 12-First Day for Students
	24	25	26	27	28	
Sep	31	1	2	3	4	
	7	8	9	10	11	September 7- No School-Labor Day Holiday
	14	15	16	17	18	September 8-No School for Students-Planning Day #2/Make-up Day (if needed)
	21	22	23	24	25	
Oct	28	29	30	1	2	
	5	6	7	8	9	October 5-9-Fall Break
	12	13	14	15	16	October 12- No School for Students-Planning Day #3/Make-up Day (if needed)
	19	20	21	22	23	
Nov	26	27	28	29	30	
	2	3	4	5	6	
	9	10	11	12	13	November 11-No School-Veterans Day
	16	17	18	19	20	
Dec	23	24	25	26	27	November 25-27-Thanksgiving Holiday Break
	30	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
Jan 2027	21	22	23	24	25	December 21-January 1-Christmas Holiday Break
	28	29	30	31	1	
	4	5	6	7	8	January 4- No School for Students-Planning Day #4/Make-up Day (if needed)
	11	12	13	14	15	
Feb	18	19	20	21	22	January 18-No School-Martin Luther King Day Holiday
	25	26	27	28	29	
	1	2	3	4	5	
	8	9	10	11	12	
Mar	15	16	17	18	19	February 15-No School-Presidents' Day/Make-up Day (if needed)
	22	23	24	25	26	February 16-- No School for Students-Planning Day #5/Make-up Day (if needed)
	1	2	3	4	5	
	8	9	10	11	12	
Apr	15	16	17	18	19	March 19- No School for Students-Planning Day #6/Make-up Day (if needed)
	22	23	24	25	26	
	29	30	31	1	2	
	5	6	7	8	9	April 5-9-Spring Break
May	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
	3	4	5	6	7	
Jun	10	11	12	13	14	May 20-Last Day for Students
	17	18	19	20	21	May 21-Closing Day for Staff
	24	25	26	27	28	Memorial Day
	31	1	2	3	4	186 Contract Days-170 Instructional, 1 Opening, 1 Closing, 4 PD, 4 Holidays, 6 Planning Days
	7	8	9	10	11	Employees working 186 contract days shall be paid for four holidays which are in the school.
	14	15	16	17	18	Employees working 220-239 contract days shall be paid for Memorial Day and July 4th.
	21	22	23	24	25	Employees working 240 or more contract days shall be paid for Memorial Day, July 4th, the
	28	29	30			Friday following Thanksgiving, Christmas Eve, and New Year's Day.

© Calendarpedia® www.calendarpedia.com

SECTION I: INTRODUCTION

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, in the principal's office and on the District's website. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action.

In some instances, school council policies, which are available from the principal, may apply to employment and job responsibilities in your school. If an employee has questions about the policies/administrative procedures included in this handbook, s/he should contact his/her immediate supervisor.

FUTURE POLICY CHANGES

Although every effort will be made to update the Handbook on a timely basis, the Adair County 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.

DISTRICT MISSION

Meaningful learning, meaningful lives.

VISION

Adair County Public Schools will be a collaborative community where students, families, and educators continually adapt to create limitless opportunities, developing each student's strengths and preparing them for lifelong success..

SECTION TWO: GENERAL TERMS OF 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, Steve Burton.

The Adair County Board of Education is an Equal Opportunity Employer. As required by law, the District does not discriminate on the basis of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.

District personnel will make reasonable accommodations for individuals with disabilities or limitations related to pregnancy, childbirth, or related medical conditions 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 considered as a bona fide occupational qualification, provided such consideration is consistent with governing law.

A list of all District job openings is available at the Central Office and online at www.adair.kyschools.us. If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact the Title IX Coordinator, Steve Burton, at the Board of Education's Central Office.

HARASSMENT/DISCRIMINATION/TITLE IX SEXUAL HARASSMENT

The Adair County 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 workplace or the educational process and/or keeps employees from doing their jobs.

Any employee who believes that s/he 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 Coordinator (TCIX) 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.

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.

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.

Title IX Coordinator: Steve Burton

1204 Greensburg St.
Columbia, KY 42728
steve.burton@adair.kyschools.us
270.384.2476

504 Coordinator: Chloe Stearns

1204 Greensburg St.
Columbia, KY 42728
chloe.stearns@adair.kyschools.us
270.384.2476

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

GUIDELINES

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than five (5) working days of receipt of the original complaint.
2. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. The Superintendent/designee may take interim measures to protect complainants during the investigation.
3. A process to identify and implement, within five (5) working days of the submission of the written investigative report, methods to correct and prevent recurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
4. A process to be developed and implemented to communicate requirements of this policy to all staff, which may include, but not be limited to, the following:
 - a. written notice provided in publications such as handbooks, staff memoranda, and/or pamphlets;
 - b. postings in the same location as are documents that must be posted according to state/federal law; and/or
 - c. Such other measures as determined by the Superintendent/designee.
5. Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy.
6. Annual training explaining prohibited behaviors and the necessity for prompt reporting of alleged harassment/discrimination; and
7. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/ discrimination contained in this policy example of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing an employee to believe that he or she must submit to unwelcome sexual conduct in order to maintain employment or that a personnel decision will be based on whether or not the employee submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve individuals with disabilities in antisocial, dangerous or criminal activity where they, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

SCHOOL SAFETY & DISCIPLINE

The Board shall adopt a plan for immediate and long-term strategies to address school safety and discipline, which shall be reviewed annually and revised, as needed. This plan shall utilize information gathered from the District assessment of school safety and student discipline required by law and shall include the Board's code of acceptable behavior and discipline and a description of instructional placement options for threatening or violent students. The committee that develops the plan for Board consideration shall include at least one (1) representative from each school in the District, as well as representatives from the community as required by law.

The plan shall identify measures to be taken in protecting students, staff, visitors, and property. Areas addressed by the plan shall include, but not be limited to, the following:

1. Employment practices and employee management;
2. School facility design, maintenance, and usage;
3. Safety and security procedures, orientation and training in use and management of equipment and facilities;

4. Supervision of students;
5. Compliance with state and federal safety requirements;
6. Quarterly reports to the Board concerning implementation of the plan and its effects on District students, personnel, and operations;
7. Emergency/crisis intervention; and
8. Community involvement.

WORKPLACE INJURY & SAFETY HAZARDS

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 within 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.

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

File a Report	After Hours Hotline
502.564.3070	800.321.6742

For information on the District's plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout, Personal Protective Equipment (PPE), and Asbestos Management, contact your immediate supervisor or see the District's Policy Manual and related procedures.

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)

The District shall maintain a portable AED in a public, readily accessible, well-marked location in every middle and high school building and, as funds become available, at school-sanctioned middle and high school athletic practices and competitions. A minimum of three (3) employees in the school and all interscholastic athletic coaches shall be trained on the use of a portable AED.

An AED shall be used in emergency situations warranting its use in accordance with KRS 311.665 to KRS 311.669.

The District shall notify the local emergency medical services system and the local emergency communications or vehicle dispatch center of the existence, location, and type of each AED.

AEDs shall be kept on school property and will not accompany EMS personnel to a hospital emergency room.

OPIOID ANTAGONIST

District schools may maintain an opioid antagonist for administration to any individual who may experience a life-threatening, opioid overdose while on Board-owned property or attending a District event. An opioid antagonist for such instances shall be administered following the protocols developed by the Kentucky Department of Public Health.

EMERGENCY & CARDIAC RESPONSE PLAN

The school council shall adopt an emergency plan for the school that shall include:

1. Procedures to be followed in cases of medical emergency, fire, severe weather, earthquake, or a building lockdown as defined in KRS 158.164;

2. A written cardiac emergency response plan; and
3. A diagram of the facility that clearly identifies the location of each AED.

The emergency plan shall be provided to appropriate first responders, and all school staff.

Following the end of each school year, the school nurse, the school council, and first responders shall review the emergency plan and revise it as needed.

The school emergency plan shall address staff responsibilities for safely evacuating students needing special assistance during safety drills and actual emergency situations, including students with disabilities and those with 504 plans. The principal shall discuss the emergency plan with all school staff prior to the first instructional day annually and document the date and time of any discussion.

The cardiac emergency response plan shall be rehearsed by simulation prior to the beginning of each athletic season by all:

1. Licensed athletic trainers, school nurses, and athletic directors; and
2. Interscholastic coaches and volunteer coaches of each athletic team are active during that athletic season.

Whenever possible, first responders shall be invited to observe emergency response drills.

In addition, the school council shall:

1. Establish and post primary and secondary evacuation routes in each room by any doorway used for evacuation;
2. Identify the best available severe weather safe zones, in consultation with local and state safety officials and informed by guiding principles set forth by the National Weather Service and the Federal Emergency Management Agency, and post the location of the safe zones in each room;
3. Develop school procedures to follow during an earthquake;
4. Develop and adhere to practices to control access to the school. Practices shall include but not be limited to:
 - Controlling outside access to exterior doors during the school day;
 - Controlling the main entrance of the school with electronically locking doors, a camera, and an intercom system;
 - Controlling access to individual classrooms;
 - Requiring classroom doors to be equipped with hardware that allows the door to be locked from the outside but opened from the inside;
 - Requiring classroom doors to remain closed and locked during instructional time, except in instances when only one (1) student and one (1) adult are in the classroom or when approved in writing by the State School Security Marshal;
 - Requiring classroom doors with windows to be equipped with material to quickly cover the window during a building lockdown;
 - Requiring all visitors to report to the front office of the building, provide valid identification, and state the purpose of the visit; and
 - Providing a visitor's badge to be visibly displayed on a visitor's outer garment.
5. Maintain a portable AED in a public, readily accessible, well-marked location in every middle and high school building and, as funds become available, at school-sanctioned middle and high school athletic practices and competitions and:
 - a. Adopt procedures for the use of the portable AED during an emergency;
 - b. Adopt policies for compliance with KRS 311.665 to KRS 311.669 on training, maintenance, notification, and communication with the local emergency medical services system;
 - c. Ensure that a minimum of three (3) employees in the school and all interscholastic athletic coaches be trained on the use of a portable AED in accordance with KRS 311.667; and
 - d. Ensure that all interscholastic athletic coaches maintain a cardiopulmonary resuscitation certification recognized by a national accrediting body on heart health; and
6. Require development of an event-specific emergency action plan for each school-sanctioned nonathletic event held off-campus to be used during a medical emergency, which may include the provision of a portable AED. The plan shall:
 - a. Include a delineation of the roles of staff and emergency personnel, methods of communication, any assigned emergency equipment including a portable AED, a cardiac emergency response plan, and access to and plan for emergency transport; and

- b. Be in writing and distributed to any member of school personnel attending the school-sanctioned event in an official capacity.

HIRING

Except for non-contracted substitute teachers, all personnel, including regular full-time and part-time classified employees, are required to sign a written contract with the District.

When the District hires full-time certified and classified employees previously retired under the Kentucky Teachers' Retirement System or the Kentucky Retirement System, those employees shall participate in the District's health insurance program.

Employees may be requested to indicate their availability for employment for the following school year.

No person shall be initially hired unless s/he holds at least a high school diploma or high school certificate of completion or High School Equivalency Diploma or is provided an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee. Licenses or credentials issued by a government entity that require specialized skill or training may also substitute for this requirement. Employees shall hold the qualifications for the position as established by the Commissioner of Education.

All paraprofessionals shall satisfy educational requirements specified by federal law.

RESIGNATION OF EMPLOYMENT EXIT SURVEY

Employees seeking to resign or terminate contracts in force shall do so in compliance with KRS 161.780.

A certified 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.

TRANSFER OF TENURE

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

JOB RESPONSIBILITIES

Every employee is assigned an immediate supervisor. All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities.

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.

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.

Link to DPP-156 Central Registry Check and more information on the required CA/N check:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANCHECKsandCentralRegistryChecks.aspx>

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.

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.

HOURS OF DUTY

Certified employees who are assigned to a school shall be prompt in attendance and shall remain on duty the entire school day. A teacher must be present on school grounds until the last student has left.

Other certified employees shall be prompt in attendance and shall remain on duty as specified by school policy or their immediate supervisor. Certified employees are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor.

Classified employees who are assigned to a school shall be prompt in attendance and shall remain on campus the entire school day, which shall be as designated in their contract.

Classified employees are not allowed to leave their job assignment during duty hours without following school policy or without the express permission of the Superintendent/designee.

All employees may be required to perform additional duties as directed by school policy or assigned by the Superintendent/designee.

SUPERVISION RESPONSIBILITIES

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

Employees shall not send a student on an errand off school property without the prior approval of the principal.

Only those students who are involved in school activities and under the direct supervision of faculty members or other approved school personnel shall be permitted in school buildings after school hours.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting 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.

The Student Discipline Code shall specify to whom reports of alleged instances of bullying or hazing shall be made.

SECTION THREE: BENEFITS AND LEAVE

SALARIES AND PAYROLL DISTRIBUTION

Certified employee salaries are based on a single-salary schedule reflecting the school term as approved by the Board in keeping with statutory requirements. Compensation for employment is prorated on the employee's base pay.

All permanent full-time employees' contract salary will be paid in 24 equal checks. Payroll checks will be issued on the 15th and 30th of each month, except February, when checks will be issued on the 28th. If the 15th or 30th fall on a weekend or holiday checks will then be issued on the next working day, unless the next working day is in the next calendar month. In this case checks will be issued on the last working day prior to the 30th. A working day is defined as any day Monday through Friday except the six paid holidays.

Your contract salary will be divided by 24 to get the base salary amount. Any unpaid day off must be deducted from this base salary during the pay period when the unpaid absence occurs.

Employees transferring to the District from a public, nonpublic, or parochial elementary or secondary school or from a college or university that is approved by the public accrediting authority in the state in which professional experience was rendered shall be credited with experience as defined in KRS 157.320.

The rank and experience of certified personnel shall be determined at time of hire. The Board shall direct the Superintendent to validate all experience of professional personnel employed in the District.

Changes in experience shall be determined on September 15 of each year.

Changes in rank shall be determined on September 15 and January 15 of each year. All documents necessary to substantiate rank change shall be turned into the Finance Department by September 1, for a September 15 rank change, and January 2, for a January 15 rank change.

To assist with the budgeting process, candidates for NBCT certification shall notify the Superintendent/designee in writing prior to September 15 that certification is pending for the employee to receive any rank-related increase retroactive to the beginning of the school 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 employees may be paid on an hourly or salary basis, as determined by the Board.

For the purpose of employment and gaining a step on the salary schedule, the definition of a year of experience is equivalent to 140 paid days.

All employees shall be responsible for providing the Superintendent with all required certificates, other credentials, health examinations, and verifications of experience prior to beginning work.

All certified and classified employees have to be paid 140 days during the school year to receive one (1) year of experience credit for salary purposes.

Payroll checks will be issued by direct deposit according to a schedule approved by the Board. At the end of the school year, employees who have completed their duties will be paid their remaining salary by June 30.

Each employee is responsible for completing all employee payroll documentation.

EXTENDED EMPLOYMENT

Employees of the Adair County Board of Education who have been granted extended time shall keep daily records of days worked on forms provided by the Superintendent.

The employee's immediate supervisor shall promulgate these forms.

Extended time shall be worked beyond the instructional days of the current school year. An extended day shall be 6.5 hours. Extended time shall be divided equally between the beginning and ending of the school year.

All persons who have extended employment shall fill out the Extended Employment Form. The immediate supervisor will validate the starting time and stopping time of each employee that has extended employment time except for administrators. Logistics prevent the validation of the forms for administrators. The supervisor will sign to confirm, and the completed calendar will be sent to the Superintendent's office.

INSURANCE

The Board provides unemployment, workers' compensation, and liability insurance for all employees. In addition, the state of Kentucky provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation.

LIABILITY INSURANCE

Liability Insurance is provided for all employees in the amount of \$1,000,000. The coverage includes liability damages against all employees for reasons of bodily injury, personal injury and property damage. Incidental malpractice is provided for secretaries in connection with the rendering of first aid. The policy provides for defense of any action which might be brought against the employee alleging that some negligent act of the employee caused damage to the individual bringing suit. A "wrongful acts" policy provides protection in the amount of \$1,000,000 with a \$5,000 deductible for each claim and a \$1,000 deductible to each employee for errors, misstatements, acts of neglect of duty and for claims alleging "civil rights" and constitutional violations. Provisions in the policies required that the appropriate insurance carriers be given prompt notification of any claim or incidents, which may give rise to claims against employees.

COBRA INSURANCE

Medical insurance coverage can be continued at group rates plus an administrative expense charge in certain insurances where coverage under the plan would otherwise end. There are certain rights and obligations under the continuation coverage provisions in Title X of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) for both the subscriber and/or their covered dependents.

As an employee of the Adair County Board of Education covered by one of the state sponsored medical insurance plans, you have a right to choose continuous coverage (maximum thirty-six (36) months) for himself/herself if his/her medical insurance coverage is terminated because of one of the following four reasons:

1. The death of your spouse who is the Adair County Board of education employee.
2. The Adair County Board of Education employees' termination of employment or reduction in hours of employment.
3. Divorce or legal separation from your spouse.
4. Your spouse, who is an Adair County Board of Education employee, becomes eligible for Medicare.

The dependent children of an Adair County Board of Education employee covered by one of the state sponsored medical insurance plans have the right to choose continuous coverage (maximum thirty-six (36) months) for themselves if their medical insurance coverage is terminated because of any of the following five reasons:

1. The death of the parent who is the Adair County Board of Education employee.
2. The termination of the parent's employment or reduction in the parent's hours of employment with the Adair County Board of Education.
3. The Adair County Board of Education employee's divorce or legal separation.
4. Medicare eligibility of the parent who is the Adair County Board of Education employee.
5. The dependent child becomes ineligible for coverage under his/her parent's coverage because of attaining the limiting age.

WORKMAN'S COMPENSATION

Employees are covered for an injury resulting from an accident "arising out of and in the course of his/her employment." All injuries should be reported to their supervisor immediately following the accident. An accident report should be completed immediately and submitted to the secretary to the superintendent at the Board of

Education, Central Office within 24 hours. Supervisor and employee accident reports are on file in each school office or office of their supervisor. Failure to comply with the above regulations may result in non-payment of claim and penalty. It is the responsibility of the injured employee to report the injury in the appropriate manner.

Employees who qualify for Worker's Compensation shall be offered the opportunity to participate in the District's Early Return to Work Program. Transition employment is not required to be in the same job classification or location but must comply with the designated treating physician's restrictions and amendments until the participating employee achieves maximum medical recovery.

Optional insurance coverage available to employees includes policies offered by various vendors.

SALARY DEDUCTIONS

The Adair County School District makes all mandatory payroll deductions required by law:

- State and federal income taxes;
- Occupational tax, when applicable;
- All state retirement systems including the Teachers' Retirement System and the Classified Employee Retirement System;
- Any deductions required as a result of judicial process, e.g., salary attachments, etc.; and
- Medicare (FICA) applicable to personnel newly hired after 3/31/86.

All employees are eligible to participate in the District's cafeteria plan of benefits, including:

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

CAFETERIA PLAN

The Cafeteria Plan being offered to all full-time employees of the Adair County Board of Education is a way to let your tax dollars help pay your insurance premiums.

With the Cafeteria Plan, rather than paying state and federal income tax on your gross wages, all your payroll deductible insurance, with some limitations, is subtracted from your gross wages and then that figure is used as your taxable income.

For example, if your gross is \$1,400.00 and your insurance premiums are \$275.00, then you pay federal and state income tax on \$1,125.00 rather than the full \$1,400.00.

Depending on the number of dependents you claim and other variables, this plan can save you money. Contact your accountant, lawyer, or state and federal tax tables to determine your exact savings.

NAME OR ADDRESS CHANGES

Anytime an employee has a name or address change; they must come to the payroll office and fill out the proper forms. Changes also need to be submitted to EPSB (certified only). See Sarah Hatton to make EPSB changes.

HOLIDAYS/NON-CONTRACTED DAYS/VACATIONS

All full-time employees shall be paid for four (4) holidays, Labor Day, Thanksgiving Day, Christmas Day, and Martin Luther King, Jr. Day, as designated in the official school calendar. These are part of the minimum school year required by state law.

Employees working 220-239 days, as specified by the contract, shall be paid for Memorial Day and Independence Day (July 4).

Employees working 240 or more days, as specified by the contract, shall be paid for Memorial Day, Independence Day (July 4), the Friday following Thanksgiving, Christmas Eve, and New Year's Day.

CLASSIFIED EMPLOYEE VACATION

The following twelve-month classified employees are entitled to two weeks of vacation annually without loss of salary (Custodians, Mechanics, Maintenance). Upon the completion of ten years service, these employees receive a total of three weeks vacation, and after twenty years of service they will receive a total of four weeks vacation, with no more than two weeks to be taken during the summer.

Vacation time does not accumulate. All vacation days taken should be cleared through the employee's immediate supervisor. Employees taking a vacation day must file a vacation day affidavit on their return to work to document the vacation day(s).

LEAVE POLICIES

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.

In all cases of absence, employees are required to notify the Principal/Supervisor or designee of the need for a substitute as far in advance as possible. If a substitute is needed, it will be the responsibility of the principal/assistant principal to obtain a substitute for the period of time the employee is absent. The principal is responsible for reporting all days missed, reason of absence and substitute used. Substitute teachers have the same responsibility as teachers.

Employees 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.

Leave Verifications

Every day an employee is not working in their normal position documentation must be on the "Leave Verification Report." The employee should sign this report. These reports must be turned into the office by the 15th and 30th of each month.

Absentee Reports

Each school or supervisor must complete absentee reports. This report must contain the date of absence, employee number, employee name, number of days employee was absent, leave type, substitute employee number, name, and number days or hours substitute worked. This report along with all substitute reports, leave cards, and time sheets must be turned in by the second day after checks go out. Example: payroll checks go out on Monday; all information for the next payroll must be turned in to the payroll office by Wednesday.

Classified Employee Time Sheets

All classified personnel must fill out a timesheet. Time sheets have space for up to five different jobs. The employee's contract job should be on the first line, with any extra duty on the subsequent lines. If your contract job is Instructional Assistant for 6.5 hours per day, you will list this as Job 1. You will need to put down the time you start working, and the time you stop, for that job. If you then ride a bus as a monitor, monitor would be job 2 and you will need to put down the time you start, and the time you stop. All information should be completed on the time sheet, except the shaded areas, which are to be completed by the payroll office.

Stipends

Written authorization must be prepared and signed by the Principal or Supervisor for extra pay such as coaches' salaries, etc., the authorization must give the name of the employee to be paid, the position being paid and the amount of pay.

Paid Leave

The following is general information regarding several specific types of paid 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 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 current school year.

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

Unpaid Leave

Requests for leave without pay must be made in writing to the Board for approval. All leave requests shall be made through the employee's Principal/immediate supervisor. For complete information regarding leaves of absence, refer to the *District's Policies and Procedures Manual*: <http://policy.ksba.org/A01/>

SICK AND PERSONAL LEAVE

Full-time employees working 186-219 days are entitled to 10 sick leave days and 2 personal leave days per school year. Employees working 220-232 days are entitled to 11 sick days and 2 personal leave days. Employees working 233 days or more are entitled to 12 sick days and 3 personal leave days.

Any unused personal leave will convert to sick leave at the end of the school year. These days will accumulate. Sick leave will be granted when properly reported that the employee was ill, or a member of his/her immediate family was ill. Immediate family is defined as an employee's spouse, children, grandchildren, stepchildren, foster children, parents and grandparents, spouse's parents and grandparents without reference to the location of said relatives. Sick leave may be used for any other blood relative living in the employee's home. New employees hired after the school year begins will be pro-rated sick leave and personal leave based on the 186-day school year. This percentage will be rounded to the nearest half day.

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 to attend to a member of the immediate family who was ill.

All sick leave and personal leave must be reported on the district's assigned time management system. The Superintendent/principal/immediate supervisor must approve the personal leave date, but no reasons will be required for the leave. Approval is contingent on the availability of qualified substitute employees. Those who make the earliest application for personal leave shall be given preference.

Employees taking personal leave must file a personal statement on their return to work stating that the leave was personal in nature.

Employees may not take personal leave on the day before a holiday or vacation, i.e., Labor Day, fall break, etc., on the first day following a holiday or vacation, on the first or last two (2) weeks of the school year, or on school/District scheduled professional learning days without prior approval from the principal/immediate supervisor.

Employees coming to Adair County Schools from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave.

Sick leave days not taken during the school year they were granted accumulate without limit for all employees. See the "Retirement" section for information about reimbursement for unused sick leave at retirement.

LEAVE OF ABSENCE (CERTIFIED PERSONNEL)

Upon written request of a teacher or superintendent, a Board of Education may grant a leave of absence for a period of not more than two (2) consecutive school years for educational or professional purposes, and shall grant such leave where illness, maternity, adoption of a child or children, or other disability is the reason for the request. Upon subsequent request, the Board may renew such leave. A Board of Education may pay a sum of money equivalent to all or any portion of salary to a teacher or superintendent who has been granted leave for educational or professional purposes if the person taking said leave agrees in writing to return to employment with the Board for no less than two (2) years.

Without request, a Board of Education may grant leave of absence and renewals thereof to any teacher or superintendent because of physical or mental disability, but such teacher or superintendent shall have the right to a hearing and appeal on such unrequested leave of absence or its renewal in accordance with the provisions for hearing and appeal in KRS 161.790.

Upon the return to service of a teacher or superintendent at the expiration of a leave of absence, he/she shall resume the contract status, which he/she held prior to such leave.

Payments to any teacher or superintendent under this section by a local district are intended and presumed to be for and in consideration of services rendered and for the benefit of the common schools and such payments do not affect the eligibility of any school district to share in the distribution of funds from the public school funds as established in KRS Chapter 157.

RECOVERY FROM CHILDBIRTH LEAVE

Any employee who gives birth to a child will be entitled to thirty (30) school days of paid leave for self-care and recovery without having to use his/her sick leave, personal days, vacation days, or non-contract days. This leave begins on the day following the birth of a child. It does not extend from one school year into a new school year.

MATERNITY LEAVE

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

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.

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. Board Policies 03.1233

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.

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 for 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.

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

EXTENDED DISABILITY LEAVE

Unpaid disability leave for the remainder of the school year is available to employees who need it. Thereafter, the Board may extend disability leave in one (1) year increments.

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. Board Policies 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.

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 who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days.

Certified employees can donate sick leave days to both certified and classified employees. Classified employees can only donate to other classified employees. Any unused donated sick leave shall be returned on a proportionate/pro-rated basis to the employees who donated days.

The donation recipient must meet the following criteria:

- The receiving employee suffers from a catastrophic loss to his/her personal or real property, due to either a natural disaster or fire, that either has caused or will likely cause the employee to be absent for at least ten (10) consecutive working days; and/or
- The receiving employee or member of his/her immediate family suffers from a medically certified illness, injury, impairment, or physical or mental condition that has caused or is likely to cause the employee to be absent for at least ten (10) days.
- As appropriate, the receiving employee's need for the absence and use of sick leave are certified by a licensed physician (as attached).
- The receiving employee has exhausted his/her accumulated sick leave and any other paid leave granted by the Board.
- The receiving employee has complied with the District's policies governing the use of sick leave.

Forms for leave donation may be obtained in your school office or the payroll office.

EMERGENCY LEAVE

All employees of the Adair County School System receive two days emergency leave in any school year, with pay in addition to sick leave at the immediate time of the death of a wife, husband, son, daughter, father, mother, brother, sister, son-in-law or daughter-in-law and one of the two days leave for grandparents, grandchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent-in-law, uncle, aunt, niece or nephew.

School employees may use up to three sick leave days for emergency leave when the maximum number of emergency leave days has been used by the employee.

JURY LEAVE

Any employee who serves on a jury shall be granted leave with full compensation, less any compensation received as jury pay. Employees who serve on jury duty will be responsible to submit jury pay compensation to the board, either in person or through school office mail.

SECTION FOUR: PERSONNEL MANAGEMENT

TRANSFER

Certified Employees: 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 adjust after consolidation or merger; or to assign personnel according to their major or minor fields of training.

Employee transfers shall be made by the Superintendent who, at the first meeting following the transfer, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

Voluntary requests to transfer are included in the District's "Intent Form."

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 charges are dismissed, their employment is terminated, or the superintendent determines that further personnel action is not required.

EMPLOYEE DISCIPLINE

Certified employees who violate provisions of the Professional Code of Ethics for Kentucky School Certified Personnel may be subject to disciplinary action, up to and including termination. Certified employees who resign or terminate their contracts must do so in compliance with KRS 161.780.

Classified employees may be terminated or suspended with or without pay only by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes.

Termination and nonrenewal of contracts is the responsibility of the Superintendent.

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 Teachers' Retirement System or the County Employees' 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 contract salary. Upon death of an employee in active contributing status who was eligible by reason of service, the District shall compensate the estate of the employee. Board Policies

EVALUATIONS

All employees are given an opportunity to review their evaluations and an opportunity to attach a written statement to the evaluation. Any employee who believes that s/he was not fairly evaluated may appeal his/her evaluation in accordance with Policies.

Certified Employees: Administrators and limited-contract certified employees shall be evaluated annually, per certified evaluation plan.

Classified Employees: Classified employees shall be evaluated at least once each year. The principal or immediate supervisor shall perform this evaluation.

Within 30 days of the beginning of school, the principal or immediate supervisor shall review the evaluation instruments to be used in the evaluation process with each employee. By April 15 of each school year, every non-tenured employee shall have an evaluation completed on them by the principal or immediate supervisor. By May 15 of each year, the principal or immediate supervisor shall provide copies of the summative evaluation to the district personnel office.

PROFESSIONAL LEARNING/TRAINING/INSERVICE

The Board provides a high quality, personalized and evidence-based program for professional learning.

Certified Employees: All certified employees are required to attain 24 professional learning hours annually. These hours must be outside regular instructional days or hours, per board-adopted flexible professional development plan. Employees hired after the beginning of school will have a pro-rated professional learning day requirement.

Unless an employee is granted leave as approved under appropriate Board policy, 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. Personal leave may not be used for professional learning days. Professional learning days after closing day through June 12 may be counted for the immediate past year or forward to the next one, per teacher request.

Professional learning sought outside the district requires approval from the principal/immediate supervisor in the district request platform prior to attendance. Certificates are required to document any professional learning outside the district. The content of professional learning must be related to the teacher's classroom assignment and content area, or be required by the school improvement plan, or be tied to the teacher's individual growth plan. Professional learning hours are restricted to the following limits, unless prior approval is provided from the principal/immediate supervisor: No more than three professional learning hours after school contract hours on a regular instructional day; no more than nine hours total on a non-instructional day; and no more than fifteen hours total per one professional learning conference/event.

Classified Employees: School-based classified employees shall track 36 hours of in-service time to the school, following directions of the principal/immediate supervisor, as part of contracted employment days. This may be fulfilled by working at Open House, PTO events, family nights, etc.

Request for purchase orders, principal and instructional director approval are required prior to registering for any PD. Any PD completed out-of-district must have documentation attached verifying attendance.

CPR and First Aid do not count as PD for teachers but are requirements of serving as a coach. Coaching seminars cannot be used unless the seminar is related to student fitness and applies to ALL students, not just athletes, and the person attending the seminar will be teaching the information to students.

Please contact your school principal for questions relevant to your school.

Any middle or high school coach (head or assistant, paid or unpaid) shall successfully complete all training required by the District, the Kentucky Board of Education, the Kentucky High School Athletic Association, and state law and regulation. This shall include safety and first aid training and providing the school documentation of successful completion of a cardiopulmonary resuscitation (CPR) course that includes the use of an automated external defibrillator and first aid training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association, or other bona fide accrediting agency. Initial certification shall use in-person instruction with certification updated as required by the approving agency. All interscholastic athletic coaches shall maintain a CPR certification recognized by a national accrediting body on heart health.

Non-faculty coaches and non-faculty assistants shall complete District training that includes information on the physical and emotional development of students of the age with which they will be working, the District's and school's discipline policies, procedures for dealing with discipline problems, and safety and first aid training. Follow-up training shall be provided annually.

STIPULATIONS ON RECEIVING PROFESSIONAL DEVELOPMENT STIPENDS ADDENDUM

Professional learning sought on your own beyond the 4 district/school mandated days is not eligible for a stipend without prior approval.

1. Must be requested by principal/approved by Instructional Supervisor prior to attendance.

2. Must qualify as Professional Development and be included in Comprehensive District/School Improvement Plan (actual staff development training) NOT faculty meeting, committee meetings, planning.
3. Minimum of 3 hours per occurrence, but maximum of 12 hours per teacher per year. Will be paid \$20.00 per hour, unless a lesser amount is agreed upon by all parties.
4. School-wide training will be considered at the discretion of principal, and Professional Development Coordinator. Maximum of 6 hours for school wide training.

GUIDELINES FOR PAYMENT OF STIPENDS TO PRESENTERS (LOCAL FACILITATORS)

- \$150.00 3 hours – Includes preparation time
- \$300.00 6 hours – Includes preparation time
- Trainers who meet guidelines to provide national training may negotiate fees at different rates
- Must meet following criteria:
 - Certified trainer in a particular area, or;
 - Expertise in subject area and provide evidence on subject knowledge (form provided).
 - The decision will be at discretion of principal, and Professional Development Coordinator.
 - POLICY IS CONTINGENT UPON PRESENT PROFESSIONAL DEVELOPMENT FUNDING LEVEL *

PERSONNEL RECORDS

An official personnel file is maintained in the Central Office for each employee. Medical information is maintained separately from an employee's personnel file only for bus drivers. The principal/supervisor may maintain a personnel folder for each person under his/her supervision. Employees may inspect their personnel files.

ELECTRONIC ACCESS/USER AGREEMENT

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 this policy and related procedures, which apply to all parties who use District technology.

Safety Procedures and Guidelines

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media and authorized communication system(s). Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Guidelines and procedures should encourage details on how the District implements and facilitates digital learning tools and portable/mobile technologies to foster ubiquitous access for staff and students, emphasizing always-on, everywhere digital opportunity and empowering Districts and schools to fully understand digital access beyond the campus. With such District implemented resources, the guidelines for acceptable and responsible use shall still apply, regardless of the time, place, and means of utilization.

The District shall support teacher efforts in taking ownership of digital citizenship skills and educating their students in the same skills to foster a responsible, safe, secure, and empowered digital learning environment. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access, District-managed systems and accounts, and personal devices that are permitted to access the District's network, shall be implemented that effectively address the following, regardless of the time, place, and means of utilization:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;

- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its initial Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

Permission/Agreement Form

All applicable procedures and guidelines resulting from this AUP/RUP shall be readily available and for use by students, parents/guardians, faculty, staff and other to whom access is granted. A written parental or legal guardian request shall be required to opt-out of or rescind access to electronic media involving District technological resources. Or if applicable procedures require, a written parental request may be required to prior to the student being granted independent access to electronic media involving District technological resources. This document shall be kept on file as a legal, binding document.

The required permission/agreement materials, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be acknowledged by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. In order to opt-out, modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

Employee Use

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own authentication credentials.

Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

In accordance with KRS 160.145, the Board shall designate a traceable communication system to be the exclusive means for District employees and volunteers to communicate electronically with students. The Principal of each school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents to access and review communications sent through each electronic school notification and communication program. See policy 08.2324 for complete details and guidelines.

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

1. Outside of the traceable communication system designated by the Board; or
2. 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.

Networking, communication systems, and other options offering the ability to communicate directly with students may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities in accordance with Policy 08.2324.

Students may only be invited or granted access to Board approved traceable electronic communications systems, including social media platforms and other digital communication sites, if the District has verified that the system meets acceptable data privacy standards and includes appropriate protections for student information. Furthermore, the students must meet the platform's minimum age requirements before being granted access or invited to access.

Staff members shall not use or create personal social networking accounts to which they communicate directly with or invite students to be friends.

Employee Conduct and Reporting Requirements for Technology Use

All employees and volunteers are subject to disciplinary action if their conduct relating to the use of technology or online resources violates this policy or any other applicable statutory, regulatory or policy provisions governing employee conduct. This includes, but is not limited to, unauthorized electronic communications.

The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and the confidentiality of student information. Any conduct in violation of this Code – particularly involving technology or online resources - must be reported to the Education Professional Standards Board (EPSB) as required by law and may result in disciplinary action up to and including termination.

Reporting Procedures – Policy 08.2324

A District employee or volunteer who receives a report alleging that another District employee or volunteer has engaged in unauthorized electronic communication must immediately notify the appropriate authority:

1. If the subject of the report is a staff member, notify the Principal.
2. If the subject is the Principal, notify the Superintendent.
3. If the subject is the Superintendent, notify the Commissioner of Education and the Chair of the local Board.

Community Use

On recommendation of the Superintendent/designee, the Board shall determine when and which District technology resources (including internet access, computer equipment, software, and information access systems) may be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

Digital Citizenship and Responsible Use

All District technology users shall demonstrate safe, savvy, and social digital citizenship skills by practicing respectful, responsible, and ethical use of technology. The District will ensure comprehensive instruction on digital citizenship, focusing on the nine (9) elements of digital citizenship: Digital Access; Digital Commerce; Digital Communication & Collaboration; Digital Fluency; Digital Etiquette; Digital Law; Digital Rights and Responsibilities; Digital Health and Welfare; and Digital Security & Privacy, as well as cyberbullying awareness and response strategies, are provided. All digital citizenship instruction shall align with the Kentucky Academic Standards for Technology and be reviewed regularly to reflect current best practices and emerging technologies. The District shall support efforts to instill digital citizenship skills in students to foster a responsible, safe, and empowered digital learning environment. District-provided technology resources shall be used in a manner that upholds the integrity, security, and privacy of district systems and supports educational goals regardless of the time, place, and means of utilization.

Disregard of Rules

Individuals who opt-out of required responsible use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

Responsibility for Damages

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

Responding to Concerns

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Emerging Technologies

The District shall establish and maintain procedures that address the safe, secure and responsible uses of emerging technologies, including, but not limited to, artificial intelligence (AI) and AI-enhanced or generative AI features. These procedures shall be reviewed and updated regularly to ensure alignment with current technological advancements, fostering a proactive approach while emphasizing safeguards for student safety, data privacy, and ethical practices. Such procedures will support innovative strategies while addressing potential risks and maintaining the confidence of district stakeholders. Additionally, procedures will address the responsible use of these emerging technologies, including appropriate and inappropriate uses of AI (e.g., for inspiration vs. cheating, plagiarism).

Audit of Use

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing social media (unless authorized by a teacher for instructional purposes) and sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets the requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors. For instructional purposes, age/grade-level appropriateness and meets traceable/inspectable guidelines set forth in this and related policies;
2. Utilizing the latest available filtering technology to ensure that social media is not made available to students, unless authorized by a teacher for instructional purposes;
3. Maintaining and securing a usage log; and
4. Monitoring online activities of both minors and adults using District-owned or managed systems, regardless of the time, place, and means of utilization.

Retention of Records for E-Rate Participants

Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.

SECTION FIVE: EMPLOYEE CONDUCT

ABSENTEEISM/TARDINESS/SUBSTITUTES

Employees shall notify the Principal/Supervisor of the need for a substitute as far in advance as possible.

STAFF MEETINGS

Unless they are on leave or have been excused by the administrator who called the meeting, staff members shall attend called meetings. Each school shall have a monthly standing faculty meeting, established at the beginning of the year by the principal, that all teachers are expected to attend. **If coaching/practice responsibilities are a conflict, coaches will need to plan a makeup session for missed faculty meetings.**

POLITICAL ACTIVITIES

Employees shall not promote, organize, or engage in political activities while performing their duties or during the workday. 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.

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

While an employee is on duty, the employee may, at a minimum:

- Engage in religious expression and discussions and share religious materials with other employees at the same time and in the same manner that employees are permitted to engage in nonreligious expression and discussions outside the scope of duties;
- Engage in private religious expression at a time when it is otherwise permissible for an employee to engage in private expressive conduct or act outside the scope of duties;
- Meet with other District employees for prayer or religious study during times that the employee is allowed to act outside the scope of duties, including but not limited to employee breaks, time before school, and during lunch;
- Work as a sponsor of a student religious club or organization and assist students in planning meetings, activities, and events to the same extent that employee sponsors of nonreligious clubs or organizations are permitted to do so;
- Wear religious clothing, symbols, or jewelry, provided that such items otherwise comply with any dress code implemented by the District;
- Decorate their desk and other personal spaces with personal items that reflect their religious beliefs to the same extent that other employees are permitted to decorate their desk and other personal spaces with personal items; and
- During non-instructional time, engage in religious expression and share religious materials to the same extent that other employees may engage in private expression permitted under the First Amendment to the United States Constitution.

Per KRS 158.193, "on duty" means those times when an employee is:

1. Required by the District to be on campus or at another designated location and required to perform the scope of the employee's duties; or
2. Otherwise acting as a designated representative of the District.

This policy shall not be construed to authorize the state or any other governmental organization to:

- Require any person to participate in prayer or any other religious activity; or
- Violate the constitutional rights of any person.

This shall not be construed to limit the District's authority to:

1. Maintain order and discipline on school property in a content-neutral and viewpoint-neutral manner;
2. Protect the safety of students, employees, and visitors; and
3. Adopt and enforce policies and procedures regarding student speech at school that respect the rights of students.

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 the 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.

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.

CONTROVERSIAL ISSUES

Teachers who suspect that materials or a given issue may be inappropriate or controversial shall confer with the principal prior to the classroom use of the materials or discussion of the issue.

KRS 158.196 requires each school to provide instruction and instructional materials that are aligned with the social studies' academic standards and consistent with the following concepts:

- All individuals are created equal;
- Americans are entitled to equal protection under the law;
- An individual deserves to be treated on the basis of the individual's character;
- An individual, by virtue of the individual's race or sex, does not bear responsibility for actions committed by other members of the same race or sex;
- The understanding that the institution of slavery and post-Civil War laws enforcing racial segregation and discrimination were contrary to the fundamental American promise of life, liberty, and the pursuit of happiness, as expressed in the Declaration of Independence, but that defining racial disparities solely on the legacy of this institution is destructive to the unification of our nation;
- The future of America's success is dependent upon cooperation among all its citizens;

- Personal agency and the understanding that, regardless of one's circumstances, an American has the ability to succeed when he or she is given sufficient opportunity and is committed to seizing that opportunity through hard work, pursuit of education, and good citizenship; and
- The significant value of the American principles of equality, freedom, inalienable rights, respect for individual rights, liberty, and the consent of the governed.

Schools are not restricted from providing instruction or using instructional materials that include:

- The history of an ethnic group, as described in textbooks and instructional materials adopted by the District;
- The discussion of controversial aspects of history; or
- The instruction and instructional materials on the historical oppression of a particular group of people.

HUMAN SEXUALITY INSTRUCTION

Per KRS 158.1415, if a school council or, if none exists, the principal adopts a curriculum for human sexuality or sexually transmitted diseases, instruction shall include but not be limited to the following content:

- Abstinence from sexual activity is the desirable goal for all school-age children;
- Abstinence from sexual activity is the only certain way to avoid unintended pregnancy, sexually transmitted diseases, and other associated health problems;
- The best way to avoid sexually transmitted diseases and other associated health problems is to establish a permanent mutually faithful monogamous relationship;
- A school policy to respect parental rights by ensuring that:
 - Children in grade five (5) and below do not receive any instruction through curriculum or programs on human sexuality or sexually transmitted diseases; and
 - Any child, regardless of grade level, enrolled in the district does not receive any instruction or presentation that has a goal or purpose of students studying or exploring gender identity, gender expression, or sexual orientation; and
- A school policy is to notify a parent in advance and obtain the parent's written consent before the parent's child in grade six (6) or above receives any instruction through curriculum or programs on human sexuality or sexually transmitted diseases.

Any course, curriculum, or program offered by a public school about human sexuality provided by school personnel or by third parties authorized by the school shall:

- Provide an alternative course, curriculum, or program without any penalty to the student's grade or standing for students whose parents have not provided written consent as required by law;
- Be subject to an inspection by parents of participating students that allows parents to review the following materials:
 - Curriculum;
 - Instructional materials;
 - Lesson plans;
 - Assessments or tests;
 - Surveys or questionnaires;
 - Assignments; and
 - Instructional activities
- Be developmentally appropriate; and
- Be limited to a curriculum that has been subject to reasonable review and response by stakeholders in conformity with KRS 160.345.

A public school offering any course, curriculum, or program about human sexuality shall provide written notification to the parents of a student at least two (2) weeks prior to the student's planned participation in the course, curriculum, or program. The written notification shall:

- a. Inform the parents of the provisions of the course or curriculum;
- b. Provide the date the course, curriculum, or program is scheduled to begin;
- c. Detail the process for a parent to review the materials;
- d. Explain the process for a parent to provide written consent for the student's participation in the course, curriculum, or program; and
- e. Provide contact information for the teacher or instructor of the course, curriculum, or program and a school administrator designated with oversight.

This shall not prohibit school personnel from:

- a. Discussing human sexuality, including the sexuality of any historic person, group, or public figure, where the discussion provides necessary context in relation to a topic of instruction from a curriculum approved pursuant to KRS 160.345; or
- b. Responding to a question from a student during class regarding human sexuality as it relates to a topic of instruction from a curriculum approved pursuant to KRS 160.345.

STUDENT PRIVACY RIGHTS

KRS 158.189 requires the Board, after allowing public comment at an open meeting, to adopt this Policy (09.141), necessary to protect the privacy rights for students, that at a minimum, does not allow students to use restrooms, locker rooms, or shower rooms that are reserved for students of a different biological sex.

A student who asserts to school officials that his or her gender is different from his or her biological sex and whose parent or legal guardian provides written consent to school officials shall be provided with the best available accommodation, but that accommodation shall not include the use of school restrooms, locker rooms, or shower rooms designated for use by students of the opposite biological sex while students of the opposite biological sex are present or could be present.

Acceptable accommodations may include but are not limited to access to single-stall restrooms or controlled use of faculty bathrooms, locker rooms, or shower rooms

BULLYING/HAZING

To effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.¹ This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

Per KRS 158.148, "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.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate, or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Per KRS 508.150, "hazing" is defined as an action which endangers the mental or 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 cause, 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 mental harm or 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 mental nature, including personal servitude, sleep deprivation, or circumstances which would cause a reasonable person to suffer substantial mental distress;
- e. Endure brutality of a sexual nature; or
- f. Endure any other activity that creates a reasonable likelihood or mental harm or physical injury to the minor or student.

*Per KRS 508.180, "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.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting 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.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. 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. The principal/designee shall investigate and address alleged incidents of such misbehavior.

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.

TEACHER RECORDS

Teachers shall maintain detailed, systematic records of the achievement of each student, including daily attendance.

- Daily attendance of elementary students shall be determined once daily by recording attendance in Infinite Campus at the beginning of the instructional school day.
- Daily attendance of middle and high school students shall be determined by recording attendance in Infinite Campus at the beginning of each class period.
- Any student that is not on the absentee report and not present for an assigned class is to be reported to the school office immediately.
- Each school shall also maintain a student entry/exit log to record late arrivals or early departures during the school day.

Special education teachers are to collaborate with the regular classroom teacher to report the student's progress.

Daily grades for students in grades 6-12 will be available in Infinite Campus bi-weekly (extenuating circumstances may alter the data input timeline). Teachers shall report grades to parents at regular reporting periods.

Students are to be assigned an interim grade report at the midpoint of the grading period and a final grade at the end of the grading period. All grades and grade reports are to be reported through Infinite Campus.

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:

- Alcoholic beverages;
- 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.
- 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.

If the violator seeks or desires rehabilitation for his/her problem, the school system shall assist in locating proper counseling services. If rehabilitation is confirmed by the counseling agency, the violator shall be given consideration for re-employment.

Beginning with the 2015-16 school year employee drug testing will be Implemented. Please refer to policies 03.13251 and 03.23251.

Some CBD oils may produce a positive result for THC. THC is a prohibited substance under District policies. Employees in violation of the provisions of this policy may be subject to disciplinary action, up to and including termination.

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

All employees are subject to random drug and alcohol testing.

FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION DRUG & ALCOHOL CLEARINGHOUSE FOR CDL 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 Department of Transportation (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 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, including hunting knives, in any school building, on school

grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except School Resource Officers (SROs) as provided in KRS 158.4414, and for 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 by telephone or otherwise to the local police department, sheriff, or Kentucky State Police.

TOBACCO 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.

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.

Equipment, which can be used for school functions only, is not to be removed from the school building unless it is checked out through the principal's office.

Outside Work: Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are District property.

E-mail and Internet: Employees shall use electronic mail and Internet only for purposes directly related to work-related activities. Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their email accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

Board Vehicles: Employees who have occasion to drive any Board-owned vehicle and/or transport students must annually provide the Superintendent/designee with a copy of their driving record from the Kentucky Department of Transportation. 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.

Telecommunication Devices: The Board authorizes the purchase and employee use of telecommunication devices, as deemed appropriate by the Superintendent. These devices shall include, but are not limited to, pagers and digital or cell phones.

Telecommunication devices may be assigned or made available on a temporary or on-going basis when it is determined that:

1. Assignment of a device to an employee is a prudent use of District resources.
2. The employee's job responsibilities require the ability to communicate frequently and access to a District or public telephone is not readily available.

3. The employee's job involves situations where immediate communication is necessary to ensure the security of District property or safety of students, staff or others while on District property or engaged in District sponsored activities.

OUTSIDE EMPLOYMENT OR ACTIVITIES

Employees may not perform any duties related to an outside job during their regular working hours.

ASSAULTS & THREATS OF VIOLENCE

For purposes of this Policy, a "threat" shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

Any student who threatens, physically assaults, batters or abuses another student shall be subject to appropriate disciplinary action, including suspension or expulsion.¹

Students may also be subject to prosecution or juvenile justice interventions for assault, threats, or other abusive conduct.

The principal shall provide written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of each school year of the provision of KRS 508.078 and potential penalties under KRS 532.060 and KRS 534.030.²

Any student who threatens, physically assaults, batters or physically or verbally abuses educational personnel on or off school property (and the incident is likely to substantially disrupt the educational process) shall be subject to appropriate disciplinary action up to and including expulsion from school and/or legal action.

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Disrupts the classroom environment and education process or the student challenges the authority of a supervising adult.
2. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
3. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

The principal may establish (school) procedures for a student's removal from and reentry to the classroom when the student's behavior disrupts the classroom environment and education process or the student challenges the authority of a supervising adult. In addition to removal, the student shall be subject to further discipline for the behavior consistent with the school's code of conduct.

Removal of students from a bus shall be made in compliance with 702 KAR 5:080.

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The principal/designee shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

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.

These reporting requirements covering domestic violence and abuse or dating violence and abuse do not relieve school personnel of the duty to report any known or suspected abuse, neglect, or dependency of a child pursuant to KRS 620.030. This separate reporting requirement covers abuse, neglect or dependency of a child committed or caused by a parent, guardian, other person exercising control or supervision, or a person in a position of authority or special trust.

If individual school personnel have reasonable cause to believe that a victim with whom s/he has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, s/he shall provide educational materials to the victim relating to such form(s) of abuse and including information on access to regional domestic violence programs or rape crisis centers and how to access protective orders. These materials shall be made available to school personnel in print form or on the web by the primary domestic violence, shelter, and advocacy service provider designated by the Cabinet for Health and Family Services to serve the school District's area.

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other official who has knowledge of the student's behavior prior to the assignment or contact.

DISRUPTING THE EDUCATIONAL PROCESS

Behavior that materially or substantially disrupts the educational process, whether on or off school property or at school-sponsored events and activities, shall not be tolerated and shall subject the offending student to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct that disrupts the classroom environment and education process or the student challenges the authority of a supervising adult;
2. Conduct which threatens the health, safety, or welfare of others;
3. Conduct which may damage public or private property, including the property of students or staff;
4. Illegal activity;
5. Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities; or
6. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive" and may be suspended from school and no other basis for suspension shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, the principal may permanently remove a student from a classroom for the remainder of the school year if the principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

- Another classroom in that school; or
- An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

Before being punished at the school level with suspension for violation of school regulations, a student shall have the right to follow due process procedures.

1. The student shall be given oral or written notice of the charge(s) against him or her;
2. If the student denies the charge(s), the student shall be explained the evidence of the charge(s) against him or her; and
3. The student shall be given an opportunity to present his or her own version of the facts relating to the charge(s).

In cases which involve students with disabilities, procedures mandated by federal and state law shall be followed.

In accordance with KRS 158.150, the Superintendent, Principal, Assistant Principal, or Head Teacher may suspend a student up to a maximum of ten (10) days per incident.

Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent/designee.

A student shall not be suspended until due process procedures have been provided as described in KRS 158.150 (09.431)¹, unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process. If the Superintendent lengthens the period of suspension imposed by the Principal, additional due process shall be provided.

In case of imminent danger, due process shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.

The principal, assistant Principal, or Head Teacher shall report any suspension in writing immediately to the Superintendent. A written report which shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement be sent to the parent of the student being suspended.

CHILD ABUSE

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected¹, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make an oral report 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 in accordance with KRS 620.030.2

After making that oral 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.

Only agencies designated by law are authorized to investigate a report of alleged child abuse. Therefore, the District shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations, reports involving claims made under state and federal laws, such as Title IX, shall require the District, after making the required report, to conduct an independent investigation of the allegations in order to determine appropriate personnel action.

The person reporting shall, if requested, in addition to the report required above, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's or County Attorney or the Cabinet for Health and Family Services or its designated representative within forty-eight (48) hours of the original report a written report containing specific information regarding the child, the child's parents or guardians, and the person allegedly responsible for the abuse or neglect.

Copies of reports kept by the District that are submitted to authorities in compliance with the child abuse law are educational records and subject to inspection by the parents of the alleged victim of child abuse. Whether the records are considered "internal records", and not maintained with the students' "permanent records", is immaterial if such records are directly related to students and are maintained by the school or school District.

USE OF PHYSICAL RESTRAINT & SECLUSION

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

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 Board Policy 10.21 or provide him/her with a copy of the policy.

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.

ENERGY POLICY FOR TEACHERS AND STAFF

General

1. All District personnel are expected to contribute to energy efficiency in the District. Each person is expected to conserve energy and resources.
2. Teachers are responsible for implementing energy guidelines in their classroom.
3. Staff are responsible for implementing energy guidelines in their office/work areas.
4. Teachers and staff will fill out an energy checklist prior to leaving building for a holiday weekend, school break, shut down, summer, etc.

Classroom/Work Area Plug load

1. All computers (teachers, students, and staff) are turned off each night before leaving the building.
2. All computer monitors, local printers, and speakers are turned off each night before leaving building.
3. Network equipment is excluded and will remain running overnight. All other devices (copier, laminator, document camera, amplifier, scanner, DVD player, VHS player, stereo, etc.) are turned off each night.

4. Smartboard projectors are turned off during lunch and when it is finished being used.

Classroom/Work Area Lighting

1. Classroom overhead lighting is turned off when the classroom is unoccupied for more than two minutes.
2. Classroom overhead lighting is turned off when the classroom is unoccupied during lunch time.
3. Classroom and work area lighting is turned off each night before leaving the building.
4. Shades, blinds, drapes, etc. should be pulled each night before leaving the building (if applicable).

STUDENT COMPETITIVE FOOD REGULATIONS

702 Kentucky Administrative Regulation (KAR) 6:090. Minimum nutritional standards for foods and beverages available on public school campuses during the school day; required nutrition and physical activity reports.

- The first "window" opens when the first child arrives in the morning and closes 30 minutes after lunch. While this "window" is open, no sales of any food or beverage item may take place except as part of the school breakfast or lunch program.
- The second "window" opens at 30 minutes after lunch and closes at the end of the last instructional period. While this "window" is open, vending machines, school stores, school canteens, etc., may sell food and beverage items that meet the standards in the regulations.
- The third "window" opens at the close of the last instructional period in the afternoon and closes at the arrival of the first student on the following morning. While this third "window" is open, there are no nutrient standards restricting what may be sold.

STUDENT HEALTH SERVICES & MEDICATION ADMINISTRATION

Employees have the responsibility to administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care using medical equipment; or the administration of clinical procedures.

All unlicensed school personnel who have been delegated medication administration in school or on school sponsored activities (band/athletic/field trips) must show proof of completing the medication administration by unlicensed school personnel training course and passing the assessment developed by the provided by the Kentucky Department of Education in collaboration with the Kentucky Department for Public Health and the Kentucky Board of Nursing. The Kentucky Board of Nursing has approved the curriculum to be in compliance with 201 KAR 20:040.

The unlicensed school personnel Administration of Medication training is provided through the Lake Cumberland Nurse staff that is certified to provide this training. Only school employees who have completed Administration of Medication training and passed the assessment each school year are allowed to administer medication to students.

Please be aware that school personnel can only provide doctor prescribed medications, no Tylenol, cough medication or other over-the-counter medication unless prescribed by a physician or other authorized medical personnel. (The school nurse can administer over-the-counter medications including Tylenol with parent permission.)

Also, any student receiving medication administered by the school nurse or school personnel must have a guardian signed release medication authorization form on file at the school and all medication administered by school or nurse staff must be recorded on the Student Medication Log (one log is maintained for each student).

To ensure proper administering and recording of student medications, please follow procedures in place by the school nurse for immediate documentation of medications on each student's Medication Log. All medications provided at school and school sponsored activities are to be recorded on the Student's Medication Log. At the end of each school year the student medication logs are required to be filed in the student's cumulative folder.

GRIEVANCES/COMMUNICATIONS

The Superintendent/designee has developed specific procedures to assist employees in making a complaint.

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.

GRIEVANCE PROCEDURES

Persons who feel they have been discriminated against or denied an opportunity because of their race, color, national origin, age, religion, marital status, sex, or disability in a school program and/or employment have the right to file a formal complaint as follows:

STEP 1: The person will notify in writing the Superintendent of Adair County Board of Education County Schools, Columbia, Kentucky, within five (5) school days of the alleged discrimination or denial of service. The written notice should identify the nature of the violations, the dates the violations occurred, and be signed by the person making the complaint. The Adair County Board of Education County School Superintendent shall notify the complainant in writing within five (5) school days from the date of the receipt of the notice of the action that was taken.

STEP 2: If the complainant is not satisfied with the action taken by the Superintendent, the complainant may appeal in writing by notifying the Chairman of the Adair County Board of Education, Columbia, Kentucky 42728, within five (5) school days of the action taken in Step 1. The written notice to the Chairman of the Board must contain the nature and dates of the grievance, a description of action taken at the school level by the complainant and the Superintendent of the Adair County Schools. The Board Chairman will notify the complainant in writing within five (5) school days from the receipt of the complaint of the action taken.

STEP 3: If the complainant is not satisfied with the action taken at the local level, the complainant may notify in writing within five (5) school days of the local decision the Secretary of the State Board of Education, Capital Plaza Tower, 500 Mero Street, Frankfort, Kentucky 40601. The written notice must identify the grievances (or alleged violations) and the dates they occurred; a description of the action taken at the school and local levels by the complainant, the Superintendent of Schools and the local Board of Education; and copies of the notifications the complainant received from the Superintendent and Board of Education. The Secretary of the State Board of Education will notify the complainant in writing within twenty (20) school days of the complaint of the action taken.

STEP 4: If the complainant is still not satisfied with the action taken, the complainant may write the Director of Office of Civil Rights, *Philadelphia Office*, U.S. Department of Education, The Wanamaker Building 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323. If appeals are not made, it is assumed the decision of that level is accepted.

GRIEVANCE PROCESS

The Adair County Board of Education provides the following process as an Affirmative Action Plan for the disposition of any grievance by an employee, student, or parent of a student. Grievance hearings for personnel actions shall only occur for full-time employees that are under contract at the time of the incident. Hearing rights are reserved for full-time or part-time employees but not substitute employees.

STEP 1: The aggrieved employee, student, or parent of a student shall present his/her complaint in writing to his/her building principal or supervisor to arrive at a workable solution to the grievance. The matter shall be handled in a prompt manner allowing no more than five (5) working days or school calendar days to elapse from the time of the known complaint to arrive at a solution agreeable to all parties involved. A written response shall be made by the building principal or supervisor and presented to the aggrieved employee, student, or parent of a student within five (5) working days or school calendar days from the date the complaint was heard by the principal or supervisor and filed in the master file in the Superintendent's Office.

STEP 2: If the aggrieved employee, student, or parent of a student is not satisfied with the solution received under Step One, or if the solution is not received in the prescribed five (5) days, the aggrieved person may appeal in writing to the Superintendent who shall arrange for a hearing. A written response shall be made by the Superintendent to the complaining party within five (5) working days or school calendar days from the date said appeal was heard and filed in the master file maintained in the Superintendent's Office.

STEP 3: If the solution offered by the superintendent is not satisfactory, the employee, student, or parent of a student may appeal in writing to the Adair County Board of Education through the chairperson of the Board for a hearing at the next regularly scheduled meeting. This written appeal shall be made within five (5) working days or school calendar days of the date the written response was delivered from Step Two proceedings. Any decision reached by the Board of Education shall be considered final and shall be presented in written form to the aggrieved employee, student, or parent or a student within five (5) working days or school calendar days from the date of said appeal and filed in the master file maintained in the superintendent's office.

GIFTS

Any gift presented to a school employee for the school's use must have the prior approval of the principal/supervisor. Gifts valued at more than \$1000 must be approved by the board. After approval and acceptance, gifts become the property of the Board of Education.

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.
- 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.
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes.
- 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.
- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances 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.
- 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.
- Report potential safety or security hazards to the principal and notify your supervisor immediately after sustaining a work-related injury or accident.
- 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.
- 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.
- 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.

- Report to the Principal any student who is missing during or after a fire/tornado/bomb threat drill or evacuation.
- 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.
- 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.
- 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 people 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 a report to a local law enforcement agency or Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney. (See Child Abuse section.)
- District employees shall report to the principal or to their immediate supervisor those situations that threaten, harass, or stances 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.

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.

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:**
 - i. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
 - ii. Shall respect the constitutional rights of all students;
 - iii. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;

- iv. Shall not use professional relationships or authority with students for personal advantage;
- v. Shall keep confidential information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
- vi. Shall not knowingly make false or malicious statements about students or colleagues;
- vii. Shall refrain from subjecting students to embarrassment or disparagement; and
- viii. 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:

- i. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
- ii. Shall endeavor to understand community cultures and diverse home environments of students;
- iii. Shall not knowingly distort or misrepresent facts concerning educational issues;
- iv. Shall distinguish between personal views and the views of the employing educational agency;
- v. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
- vi. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
- vii. 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:

- i. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
- ii. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
- iii. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
- iv. Shall not use coercive means or give special treatment in order to influence professional decisions;
- v. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
- vi. 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.

SECTION SIX: FINANCIAL PROCEDURES

TRAVEL INVOICES

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 and, when appropriate, by the school council. Out-of-state travel by staff or students requires permission from the Board.

Allowable expenses include mileage when an employee uses his/her personal vehicle, gasoline used for Board vehicles, tolls 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.

Mileage rates are calculated from the Adair County Board of Education, not the employee's home, at \$0.46/mile.

Expenditures for lodging when an overnight stay is required for an out-of-District trip will be reimbursed only when the destination is more than 100 miles from the Central Office.

An employee shall be eligible for reimbursement for meal expenses if his authorized work requires an overnight absence. Two dollars is the allowance for meals without a proper receipt. The District will reimburse the cost of meals for overnight stays only at an amount not to exceed a per diem of \$38.00 daily or according to the following schedule for partial days:

Breakfast: \$8.00	Lunch \$10.00	Dinner \$20.00
Departure prior to 9:00 AM:	Breakfast, Lunch, and Dinner	
Departure 9:00 AM – 1:00 PM:	Lunch and Dinner	
Departure after 1:00 PM:	Dinner Only	

Return day meal reimbursements shall be based upon the time of day or return to the District. If meals are provided by the conference or meeting, per diem does not apply. These must be marked on the travel invoice, which must be completed and approved for any employee wanting reimbursement for their travel expenses. The proper supervisor, administrator, or coordinator must sign the travel invoice and turn it into the Finance Department for payment within 30 days of the date incurred. All claims for reimbursement must be made by completing an official Travel Expense Form.

PHYSICAL AND CDL REIMBURSEMENTS

A statement or invoice from the attending physician must be turned into the Transportation Director or other supervisor for reimbursement. A canceled check or statement must also be turned into the Transportation Director or supervisor for reimbursement of Commercial Driver's License.

The Transportation Director will complete an approval form and attach the proper documentation to the form. The form and other documentation must then be submitted to the Finance Department to process payment.

The Adair County Board of Education has set limits on each physical and CDL reimbursement. The amount for each may be found in the minute book.

SCHOOL ACTIVITY FUNDS/BOOSTER CLUB FUNDS

All activity programs and booster clubs must follow the guidelines adopted in the Redbook as of 08-01-19.

PURCHASE REQUESTS

All purchases must follow purchasing procedures through the school bookkeeper and principal. Purchases may NOT be made prior to having an appropriately procured purchase order. Reimbursements for purchases made prior to the purchase order process are NOT permitted. No back orders are allowed - source the item needed from another company.

All technology purchases, **regardless of funding source**, must be approved by the Chief Information Officer prior to ordering, and include KETS Commodity codes. All technology items will be inventoried prior to their distribution to a school or district location.

SECTION SEVEN: RETIREMENT INFORMATION

CERTIFIED EMPLOYEES KENTUCKY TEACHERS' RETIREMENT SYSTEM

Administration

KTRS administration is the responsibility of a Board of Trustees consisting of nine members. Two of these, the Chief State School Officer and the State Treasurer, are ex-officio, serving by reason of their constitutional office. The remaining seven trustees are active members, one trustee is a retired member, and two trustees are people from outside the profession. KTRS is an independent state agency and is not a part of any department of state government. Only the General Assembly may amend or change the independent status of KTRS.

The Board of Trustees appoints an Executive Secretary who is responsible for administering KTRS under the policies established by the Board. The Board's regular meeting date is the third Monday of March, June, September, and December.

Membership

KTRS membership consists of all persons occupying full-time positions in the public elementary or secondary schools for which a certificate or graduation from a four-year college or university is required. Beginning July 1, 2002, all substitute employees who are subbing in a certified position will be required to contribute to KTRS at the same rate as a full-time employee, which is 11.355%. Also, all 100-day employees who retired on or before June 30, 2002, may continue to be employed without making contributions to KTRS. People retiring after this date and returning to work in a 100-day position will be required to contribute to KTRS. In addition, faculty members of the five regional universities, the Chief State School Officer, and certain staff of the Department of Education and the Workforce Development Cabinet, faculty members of the School for the Deaf, School for the Blind, and the state and area vocational schools are members. Membership is mandatory for persons entering the teaching profession in public schools or other covered institutions.

Benefit Financing

Your benefits are financed by contributions of members and the State, plus investment income accruing from the investment of these contributions. Investment income is very important since it will finance over one-half of your retirement annuity. Prior service (i.e., credit for teaching before July 1, 1941) is financed by special legislative appropriation. Your contribution rate is 12.855% of your annual compensation. Beginning July 1, 2014, the employer contribution rate for federal employees will be 16.105% University members contribute at a rate of .0616% since they also contribute to Social Security. When you file a membership application, an individual account is established. The funds credited to your account can be used only for the purpose of providing your annuity.

Contributions To Your Account

Your employer deducts the proper contribution from your salary for each pay period and forwards it to KTRS. It is KTRS's responsibility to properly credit your account. However, this is your money, and it is your responsibility to have a basic knowledge of your account. Such knowledge may be to your benefit in the future.

Each reporting agency is required to forward all amounts deducted from salaries within 15 days following deduction. When these deductions have been made, they immediately become trust funds, and their use for any other school purpose is a serious breach of law.

Yearly, each board of education or institution makes a detailed annual report showing your salary, contributions, and service. After this report has been received and verified by KTRS, the contributions and service credit are posted to your account.

Deferred Income Tax Payments

Effective August 1, 1982, you are no longer required to pay Federal and State income tax on your retirement contributions. Payment of Federal income tax on retirement contributions made after August 1, 1982, is deferred until you retire or withdraw your account from the system.

Relation Of Contribution, Salary and Service Credit

Your service credit and salary (both of which directly affect your right to retire and annuity amount) are determined based on contributions and service credit reported by your employer. Any contribution less than the current contribution rate times your contract salary will result in a reduction in service credit and salary credit. If you are absent without pay or your salary is reduced, retirement regulations may allow you to purchase credit so that you will receive a full year of service credit. You should contact KTRS for details immediately since there is a time limit for most purchases.

Beneficiary Designation

Perhaps your most important responsibility as an active member of the system is to maintain your beneficiary designation in a status. Failure to do so can cause very serious consequences and possible loss of valuable benefits.

You should designate your spouse as a beneficiary unless there are strong objections, because your spouse must be the sole beneficiary to be eligible for survivor benefits. If you marry after becoming a member, your spouse automatically becomes your beneficiary, and your previous beneficiary designation is void. Divorce voids any previous beneficiary designation, and your estate automatically becomes the beneficiary. In the event of either marriage, divorce, or the beneficiary's death, you should file a new beneficiary designation with KTRS. Neglect of this responsibility can be disastrous. You may name more than one beneficiary and may designate them as co-beneficiaries or in order of succession. Your beneficiary does not have to be a relative. You may name your estate although, generally, this is not good practice. For a beneficiary change to be effective, it must be completed on a KTRS form.

Change Of Name and Address

Your Social Security number is the positive identification of your account; however, it is your responsibility to send KTRS written notification of any status changes, such as name and address.

Annual Statement of Account

After the close of each fiscal year, you will receive an annual statement of your account. This will report to you the salary earned in the preceding year, the service credit earned in that year, the contribution made, the total monies in your account, and the total service credit. If you think there is an error in this statement, write KTRS immediately. (NOTE: If your address is not updated, you will not receive a statement.)

Questions About Your Account

Please contact KTRS in writing if you have a question concerning your account. When corresponding, remember to use your given name, your Social Security number, and any pertinent facts relating to your specific question.

TEACHERS' RETIREMENT SYSTEM OF THE STATE OF KENTUCKY
479 VERSAILLES ROAD
FRANKFORT, KY 40601-3800
TELEPHONE: (502) 573-3266

KENTUCKY CLASSIFIED RETIREMENT SYSTEMS

Administration

Kentucky Retirement Systems administers three separate systems: Kentucky Employees Retirement System (KERS), County Employees Retirement System (CERS), and State Police Retirement System (SPRS). Each system has a separate legal and financial structure. A nine-member Board of Trustees oversees the investments and programs of the three systems. The Board consists of trustees elected by the members of the three systems and trustees appointed by the Governor.

This section describes the benefits available to general members of KERS and CERS. KERS was established in 1956 under Kentucky Revised Statutes 61.510 to 61.705. CERS was established in 1958 under Kentucky Revised Statutes 78.510 to 78.852. The retirement benefits of each system are guaranteed by state law and cannot be reduced. By contributing to one of the retirement systems, the employee is assured a percentage of average salary for each year he is employed. The employees' contributions are currently tax-deferred.

The Retirement Office maintains each member's account separately. By law, accounts are kept confidential, so all requests for information must be in person or in writing. The Retirement Office provides the following services to members: (1) Annual Statement of Account, (2) Periodic Newsletters, (3) Estimates of Benefits, (4) Retirement Counseling and (5) Retirement Conferences.

Members are expected to keep the Retirement Office informed of their beneficiary choices, current home address and any inaccurate information shown in their annual statements.

Contributions

Member: Employees contribute 5% of gross salary to the system if they were hired before 2008 and 6% if the employee was hired after 2008.

Employer: Employers contribute at a rate determined by the Board to maintain the financial soundness of the systems. Employer contributions are not deposited in the employees' accounts.

Service Credit

Current Service: Members earn a service for each month employed in a regular full-time position of 100 or more hours of work per month. Local school board employees earn a service for employment of 80 or more hours per month.

Prior Service: Members receive credit for regular full-time employment prior to the date the retirement system was established.

Sick Leave

At the time of retirement KERS members receive credit for all unused sick leave. CERS members only receive credit for unused sick leave if the employer has elected to participate in a sick leave plan. The employer may elect to provide up to 6 months of sick leave or may elect to pay the retiring member for the sick leave and have the additional service and payment used in the computation of the member's benefits. CERS employers are not required to offer either of these sick leave plans.

Other Service Credit

Employees may also purchase credit for other types of service including: Active Duty Military Service--up to 4 years, County or City Government Service--if the county or city is now a member of CERS, State University Service, Seasonal, Temporary, Emergency or Part-time Service, Public Service Out-of-State, KRS Chapter 155 Business Corp. Service*, Leave to Work for Work-Related Labor Org.*Federal Government Service, Maternity Leave, Educational Leave, Approved Sick Leave Without Pay, School/University Employee "Summer" Months--non-teaching positions less than 12 months.

*Require federal IRS or DOL approval before purchase.

The eligibility and cost of the service must be determined by the Retirement Office. The employee may pay the cost in one lump sum or through payroll deducted installments (if the employer allows payroll deductions), subject to the limitations of Section 415 of the Internal Revenue Code.

Retirement

A member is vested for normal retirement at age 65 with 48 months of service credit. A member is vested for early retirement at age 55 with 60 months of service credit or at any age with 25 years of service credit. Early retirement benefits are reduced based on the member's age or years of service. However, a member may retire at any age with full benefits after obtaining 27 years of service credit. Retirement benefits are calculated using the following formula:

YEARS OF SERVICE X BENEFIT FACTOR X FINAL COMPENSATION

The KERS BENEFIT FACTOR is 1.97%. The CERS BENEFIT FACTOR is 2.2%.

FINAL COMPENSATION is the average salary earned during the five fiscal years the member had the highest salary.

EXAMPLE: A KERS member has 20 years' service, final compensation of \$20,000 and retires at age 65.

$$20 \times 1.97\% = 39.4\%$$

$$39.4\% \times \$20,000 = \$7,880 \text{ Annual Payment}$$

$$\$7,880 / 12 = \$656.67 \text{ Monthly Payment}$$

The CERS member's annual benefit would be \$8,800 calculated at the 2.2% factor.

Disability

A member with 60 months of service credit is eligible for a monthly Disability benefit if he or she should become disabled while actively contributing to the retirement system. A member is considered disabled if he can no longer perform his job or a job of like duties. The disability must not have existed before the member joined the retirement system.

Application for Disability benefits must be filed at the retirement office within 12 months of the last day of paid employment. Disability benefits are calculated in the same manner as Normal retirement benefits, except that

additional years of service credit may be added to the member's account. The amount of service credit added will vary depending on the member's age and years of service at the time of retirement.

Death Benefits

If the member dies while employed and has at least 60 months of service credit, the beneficiaries of the member are eligible for benefits.

If the member dies and is no longer employed but has at least 144 months (12 years) of service, the beneficiaries of the member are eligible for benefits.

At the time of retirement, the member must select a payment option. If the member dies after retirement, his choice of payment option will determine the benefits provided to the beneficiary. If the member had at least 48 months of service at the time of retirement and dies while receiving monthly benefits, the retirement system will pay a \$5,000.00 death benefit to the beneficiary designated by the member to receive this benefit.

Insurance Coverage

The retirement system provides hospital/medical insurance or Health Maintenance Organization coverage (where available) for recipients of retirement benefits. Participation in the insurance program is optional, and coverage may be purchased to cover dependents. The cost of the coverage purchased for dependents must be paid by the recipient. Part of the insurance cost for the retired member may be partially, or fully, paid by the retirement system depending on the member's years of service and the insurance carrier selected by the retiree. Service in the Kentucky Teachers' Retirement System (KTRS) applies toward the benefit of insurance if the member is retiring on combined service with KTRS. The percentage of the member's premium paid by the system is as follows:

Less than 4 years - 0%

At least 4 but less than 10 years - 25%

At least 10 but less than 15 years - 50%

At least 15 years but less than 20 years - 75%

20 or more years - 100%

Benefit Increases After Retirement

Recipients of monthly benefits may receive increases to their benefits. However, there is no statutory provision guaranteeing that retirees will receive a raise after retirement. All significant raises have been provided through the actions of the Kentucky General Assembly.

TERMINATION OF EMPLOYMENT

Upon termination of employment, the member has three options: (1) He may retire, if eligible. (2) He may retain his account in the retirement system until eligible for retirement. (3) He may request a refund of his contributions and any interest that has been credited to his account. If the member takes a refund prior to age 55, the taxable portion of his refund will be subject to federal income tax and a 10% federal excise tax. Refunds are subject to a mandatory 20% federal income tax withholding in addition to the excise tax unless the member elects to have the refund rolled directly over into an IRA or other qualified plan.

If the member took a refund and later returns to work with an agency participating in one of the state administered retirement systems, he may repay his refund with interest and have his account restored. The member must work at least 6 months to validate the repayment of a refund.

ACCOUNTS IN MORE THAN ONE RETIREMENT SYSTEM

Members who have accounts in more than one state administered retirement system in Kentucky may combine accounts at the time of retirement to determine benefit eligibility and amounts. Thus, a member with 12 years of state service and 15 years of county service would be eligible for unreduced benefits based on the combined 27 years of service. The member would receive a check from each system based on the actual service in each system.

QUESTIONS ABOUT ACCOUNTS

Members with questions about their accounts should contact the Retirement Office at the following address:

Kentucky Retirement Systems
Perimeter Park West

When requesting information, please be sure to include your Social Security number and current address. Note: address changes cannot be made over the phone. Please send written notice of address changes.

The Summary Plan Description, a more detailed explanation of benefits, may be obtained from the Retirement Office upon request. Newsletters will be distributed through your employer to help keep you informed and to explain aspects of the systems. Newsletters announcing changes enacted by the Kentucky General Assembly will be mailed to the current mailing address of each member.

EMPLOYEE 403(B) PLAN ELIGIBILITY NOTICE

We are pleased to offer employees the opportunity to participate in the ADAIR COUNTY BOARD OF EDUCATION 403(b) Plan ("the Plan"). The opportunity for eligible employees to participate is offered on a voluntary basis.

What Is A 403(B) Plan?

A 403(b) Plan allows eligible employees the opportunity to save for retirement. Amounts contributed to the Plan are, in general, contributed on a tax-deferred basis. This means that the contribution is not subject to federal income tax or, in most cases, state income tax until distributed by the plan. This tax deferral also applies to any earnings on the contributions. Because the Plan is intended as a means of saving for retirement, distributions are limited to certain events.

Who Is Eligible To Participate?

All employees are eligible to participate in the Plan unless specifically excluded by the written plan.

Any exclusion(s) in our Plan will be indicated below. If no exclusions are checked, all employees are eligible for Plan participation.

- ☐ Employees who participate in a 401(k) plan or another 403(b) plan of the employer.
- ☐ Students performing services at the Employer institution.
- ☐ Employees who normally work fewer than 20 hours per week.
- ☐ Employees who are non-resident aliens.

How Much May Be Contributed To The Plan?

The amount that may be contributed to the Plan is set by federal tax law. The limit is an annual contribution limit.

For the tax year, the contribution limits are:

Basic salary deferral limit for all employees	\$18,000
Additional Contribution for age 50+ catch-up	\$6,000

- An additional catch-up contribution will be permitted for employees with 15 years of service with the employer. This additional catch-up limit, if permitted, requires the completion of a worksheet to determine eligibility for the additional catch-up contribution. (If not checked, NO additional catch-up contribution will be permitted.)
- After tax Roth 403(b) contributions are permitted under the Plan. If Roth 403(b) contributions are permitted, see your provider for more information. (If not checked, after tax Roth 403(b) contributions are NOT permitted.)

When Is Distribution Allowed Under The Plan?

The 403(b) Plan is intended as a source of retirement income so there are withdrawal restrictions on the funds, including earnings. A withdrawal or distribution may be taken only for the following reasons:

- Attainment of age 59 ½
- Severance from employment
- Total and permanent disability
- Death
- A "qualified reservist" distribution
- Financial hardship (if checked below)
 - Hardship distributions are available under the Plan from accounts with Investment Providers listed in Appendix I and in Appendix II-A (if Applicable). Hardship Distributions are not allowed from accounts

with Investment Providers listed in Appendix II-B (if applicable). If a Hardship is taken, contributions to the Plan must cease for six (6) months following the distribution. (If not checked, Hardship distributions are NOT permitted.)

Reasons for hardship distributions are limited to the following:

- Unpaid medical bills for participant or participant's spouse or dependents
- Expenses including tuition, room and board and any other related fees for the next 12 months of post-secondary education for the participant or participant's spouse or dependents
- Purchase of a primary residence (excluding mortgage payments)
- Prevent eviction from or foreclosure of primary residence
- Funeral expenses for immediate family members
- Expenses to repair damage to a primary residence if those expenses qualify for deduction on the participant's income tax return

May I Change Investment Options Under The Plan?

Employees are permitted to move all or a portion of the value of one investment option under the plan for another approved investment option under the plan. This transaction is called an exchange. These exchanges may be subject to withdrawal or contingent deferred sales charges. (if not checked exchanges are NOT permitted)

What Other Transactions Are Permitted Under The Plan?

Other transactions may be permitted under the Plan. The following list will indicate what options are available: Transfers into the Plan from another employer's 403(b) Plan

☒ Yes ☐ No

Rollovers into the Plan from another eligible qualified plan

☒ Yes ☐ No

Roth 403(b) or 401(k) direct rollovers into the Plan

☐ Yes ☒ No

Loans are available under the Plan subject to availability and any additional conditions that may apply under a Participant's 403(b) Individual Agreement(s)*

☒ Yes ☐ No

*Loans are available under the Plan from accounts with Investment Providers listed in Appendix I and in Appendix II-A (if applicable). Loans are not allowed from accounts with Investment Providers listed in Appendix II-B (if applicable).

Who Are the Approved Investment Option Providers Under The Plan?

The attached list, Appendix I, indicates the providers that are approved investment option providers under the Plan. If you are participating in the 403(b) Plan and your current provider is listed on Appendix I, no action is required, and your contributions will continue until changed by you. If your contributions were temporarily stopped, you must complete a new salary reduction agreement for your contributions to resume. If you are participating and your current provider is NOT listed on Appendix I, you must contact a provider on the list and complete the proper forms to continue 403(b) contributions. Deductions for accounts with providers who are not in Appendix I will be discontinued.

If you are not a current 403(b) Plan participant and you wish to participate in the Plan, you will need to contact a provider listed on Appendix I and complete the proper paperwork to establish an account with that entity. You must also complete a salary reduction agreement authorizing your employer to reduce your salary for the contribution amount.

If My Current 403(B) Provider Is Not On The List, Am I Required To Move My Account Balance To An Approved Provider?

No. There is no requirement that you transfer any existing account balances to a provider on the list. In fact, you should be very careful about entering into any transaction that would transfer balances to another provider. No transaction should be entered into unless you have all of the information needed to determine if such a transaction is suitable for you and your retirement planning needs.

Is Plan Approval Required for Transactions?

The Plan has contracted with AFPlanServ™ for selected plan administrative services. Among the services provided by AFPlanServ™ is approval of salary reduction agreements for beginning or changing amounts and/or providers. Salary reduction agreement forms can be found on the website listed below.

The regulations require Plan approval of plan distributions and loans. Forms for these transactions are available and can be downloaded from www.afplanserv.com or may be requested by calling 1-866-560-6415 (toll-free). The proper form must be completed. Certain transactions may require additional documentation. You should follow the instructions on the form. The form with requested documentation should then be sent to AFPlanServ™. The mailing address is:

AFPlanServ
P.O. Box 269008
Oklahoma City, OK 73126-9008

If approval is granted for the transaction, this approval should be forwarded to the provider. The provider may or may not require that the provider's forms also be completed to affect the transaction.

Who Do I Contact If I Have Questions?

If you have questions concerning account balances, the status of approved transactions, or investment option details, contact your investment provider.

If you have questions on changing your contribution amount, contact your employer or investment provider.

If you have questions on transaction approval, contact AFPlanServ™ at:

Mailing Address: AFPlanServ
P.O. Box 269008
Oklahoma City, OK 73126-9008
Phone Number (toll free): 1-866-560-6415
Fax Number (toll free): 1-866-578-0962

PAY DATE CALENDAR

July 2026 - June 2027

July 2026							August 2026							September 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
October 2026							November 2026							December 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
January 2027							February 2027							March 2027						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				
April 2027							May 2027							June 2027						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												