



2019 - 2020 Employee Handbook

BRACKEN COUNTY SCHOOLS

2019 - 2020 Employee Handbook

Jeff Aulick, Superintendent
Bracken County Board of Education
348 West Miami Street
Brooksville, KY 41004
Phone 606.735.2523 • Fax 606.735.3640
www.bracken.k12.ky.us

As required by law, the Board of Education does not discriminate on the basis of race, color, national or ethnic origin, age, religion, sex, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

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Introduction

Welcome

Welcome to Bracken County Schools.

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

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Central Office and in the Principal's office. Policies and procedures also are available online via the District's web site or through this Internet address: <http://policy.ksba.org/B15/>. 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. **01.5**

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

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

District Mission

Bracken County Schools will provide a challenging academic environment, which recognizes diverse students as individuals expected to achieve at proficient and distinguished levels.

Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, the Bracken 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.

Central Office Personnel

Person/Address	Telephone/E-mail	Fax
Superintendent/Personnel Facilities & Pupil Transportation Jeff Aulick 348 W. Miami St. Brooksville, Ky. 41004	606-735-2523 Jeff.Aulick@Bracken.kyschools.us	(606) 735-3640
Pupil Personnel/Assessment/District- Wide Programs/English as a Second Language ESS/Instruction/Textbooks Daniel Fisher 348 W. Miami St. Brooksville, Ky. 41004	606-735-2523 Daniel.Fisher@Bracken.kyschools.us	(606) 735-3640
Data Point of Contact & Technology Coordinator Stephanie Auchter 348 W. Miami St. Brooksville, Ky. 41004	606-735-2523 Stephanie.Auchter@Bracken.kyschools.us	(606) 735-3640
Special Education/Early Childhood Programs/Section 504 Kevin Courtney 348 W. Miami St. Brooksville, Ky. 41004	606-735-3349 Kevin.Courtney@Bracken.kyschools.us	(606) 735-2219
Finance and Business Brittany Mullikin 348 W. Miami St. Brooksville, Ky. 41004	606-735-2523 Brittany.Mullikin@Bracken.kyschools.us	(606) 735-3640
Food Service and Nutrition Allison Lucas 348 W. Miami St. Brooksville, Ky. 41004	606-735-2523 Allison.Lucas@Bracken.kyschools.us	(606) 735-3640
Certified Evaluation/Gifted and Talented/PD/SBDM/ Improvement Planning Daniel Fisher/Lila Brindley 348 W. Miami St. Brooksville, Ky. 41004	606-735-3349 Daniel.Fisher@Bracken.kyschools.us Lila.Brindley@Bracken.kyschools.us	(606) 735-2219

Person/Address	Telephone/E-mail	Fax
School Health Kimberly Figgins 348 W. Miami St. Brooksville, Ky. 41004	606-735-2523 Kimberly.Figgins@Bracken.kyschools.us	(606) 735-3640
Payroll & Attendance Whitney Hargett 348 W. Miami St. Brooksville, Ky. 41004	606-735-2523 Whitney.Hargett@Bracken.kyschools.us	(606) 735-3640
Payroll Sherry Bond 348 W. Miami St. Brooksville, Ky. 41004	606-735-2523 Sheryl.Bond@Bracken.kyschools.us	(606) 735-3640

School Administrators

Bracken County High School Jamey Johnson, Principal Chris Yelton, Assistant Principal Box 128, 350 W. Miami St. Brooksville, Ky. 41004	606-735-3153 Jamey.Johnson@Bracken.kyschools.us Chris.Yelton@Bracken.kyschools.us	(606) 735-2549
Bracken County Middle School Clay King, Principal 167 Parsley Dr. Brooksville, Ky. 41004	606-735-3425 Clay.King@Bracken.kyschools.us	(606) 735-2057
Taylor Elementary School Bobbi Jo Brothers, Principal Brad Riley, Assistant Principal 140 Gibson Dr. Brooksville, Ky. 41004	606-735-2169 Bobbi.Brothers@Bracken.kyschools.us Brad.Riley@Bracken.kyschools.us	(606) 735-2058
Bracken County FRC Trish Conley, Director Bracken County YSC Kamon Cucchiara, Director 106 Powell Street Brooksville, Ky. 41004	606-735-3349 Patricia.Conley@Bracken.kyschools.us Kamon.Cucchiara@Bracken.kyschools.us	(606) 735-2219

Who Should I Call at the Central Office When I Have Questions?

In most cases local school questions can and should be answered by the supervisor involved, or by the principal of the school concerned. For information about district programs or procedures, please contact the following people at Central Office (606) 735-2523, School Garage (606) 735-2523, or Family Resource Youth Service Center (606) 735-3349.

Issue/Concern	Contact Person	Extension
Accounts Payable/Bookkeeping	Brittany Mullikin	4602
Applications (Certified and Classified)	Daniel Fisher Sherry Bond	4605 4601
Assessment	Daniel Fisher	4605
Benefits	Brittany Mullikin	4602
Bills/Travel Expenses	Brittany Mullikin	4602
Board Policy Information	Jeff Aulick Daniel Fisher	4605
Certification Renewal	Daniel Fisher Sherry Bond	4605 4601
Certified Evaluation	Leah Jefferson	4206
Curriculum/Instruction	Daniel Fisher	4605
District Improvement Plan	Lila Brindley/Daniel Fisher	4204
District Purchasing (Bids)	Brittany Mullikin	4602
Extended School Service	Daniel Fisher	4605
Use of School Facilities	Jeff Aulick	4604
Financial Information	Jeff Aulick Brittany Mullikin	4602
Food Service	Allison Lucas	4607
Gifted and Talented	Erin Conley	4206
Health Insurance	Brittany Mullikin Sherry Bond	4602 4601
Homebound Instruction	Whitney Hargett	4606
Infinite Campus	Whitney Hargett	4606
KTIP	Daniel Fisher	4605
Maintenance/Custodian	Jeff Aulick Daniel Fisher	4604 4605
Payroll/Salary Information	Sherry Bond Whitney Hargett	4601 4606
Payroll Deductions	Brittany Mullikin Sherry Bond	4602 4601
Personnel Records	Sherry Bond Daniel Fisher	4601 4605

Issue/Concern	Contact Person	Extension
Preschool	Kevin Courtney	4204
Professional Development	Daniel Fisher/Lila Brindley	4605
Property-Liability Insurance	Brittany Mullikin Jeff Aulick	4602 4604
Retirement	Whitney Hargett	4606
School Board	Jeff Aulick	4604
School Calendar	Daniel Fisher Whitney Hargett	4605 4606
School Councils	Jeff Aulick/Lila Brindley	4204
Section 504/ADA	Kevin Courtney	4204
Sick Leave	Whitney Hargett	4606
Special Education	Kevin Courtney	4204
Student Info/Attendance	Daniel Fisher Whitney Hargett	4605 4606
Student Needs	Trish Conley	4204
Substitutes (Certified and Classified)	<u>Whitney Hargett</u>	4606
Technology	Stephanie Auchter	4608
Textbooks	Daniel Fisher	4605
Title I	Daniel Fisher	4605
Transportation	Jeff Aulick	4604
Volunteers	Trish Conley	4202
Worker's Compensation	Brittany Mullikin	4602

Section

1

General Terms of Employment

Equal Opportunity Employment

The Bracken County Board of Education is an Equal Opportunity Employer. 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.

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

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

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact Jeff Aulick at the Board of Education's Central Office. **03.113/03.212**

Harassment/Discrimination

The Bracken 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 work place or the educational process and/or keeps employees from doing their jobs.

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

GENERAL TERMS OF EMPLOYMENT

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

03.162/03.262

Title IX Coordinator Name Daniel Fisher
Telephone 606.735.3153
Address 348 W. Miami St., Brooksville, Ky.

Section 504 Coordinator Name Kevin Courtney
Telephone 606.735.3349
Address 348 W. Miami St., Brooksville, Ky.

01.1

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

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

07.1

Hiring

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

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

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

Transfer of Tenure

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

03.115

Job Responsibilities

Every employee is assigned an immediate supervisor. 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. **03.132/03.232**

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

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

Criminal Background Check and Testing

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

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

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

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.

Access to be Limited

Employees may only access student record information in which they have a legitimate educational interest. **03.111/03.211/ 09.14/09.213/09.43**

Information Security Breach

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

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

Salaries and Payroll Distribution

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

Employees shall have the option to enroll in a direct deposit program during an open enrollment period provided by the District. For those employees, once enrollment is authorized, it shall remain in effect for the remainder of the contract year unless otherwise approved by the Superintendent. Employees who change banks must inform the payroll clerk one (1) week prior to the next payday.

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

No later than forty-five (45) days before the first student attendance day of each year or June 15th, whichever comes first, the Superintendent will notify certified personnel of the best estimate of their salary for the coming year.

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

Rank and Experience

Changes in rank and experience shall be determined on September 15 of each year. To assist with the budgeting process, candidates for National Board certification shall notify the Superintendent/designee in writing prior to September 15 that certification is pending in order for the employee to receive any rank-related increase retroactive to the beginning of the school year. A "Change in Rank Request" form (03.121 AP.24) may be found in the Appendix of this handbook. **03.121/03.221**

Hours of Duty

No employees shall leave their job assignment during duty hours without the express permission of their immediate supervisor. **03.1332/03.2332**

Certified Employees: Teachers shall be on duty in the classroom or building at least fifteen (15) minutes prior to the first bell and shall remain at least fifteen (15) minutes after the last bell. **03.1332**

Supervision Responsibilities

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. All District employees are required to assist in providing appropriate supervision and correction of students. **09.221**

GENERAL TERMS OF EMPLOYMENT

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 **03.162/03.262/09.422/09.42811**

Bullying

"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. **09.422**

Section

2

Benefits and Leave

Insurance

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

In addition to the above coverages, the state of Kentucky provides group health and \$20,000 in life insurance to employees who are eligible as determined by Kentucky Administrative Regulation. The Board provides an additional \$10,000 of life insurance coverage over and above that provided by the state. Beneficiary and enrollment cards must be signed and are available at the Central Office. There is no charge to the employee for either policy. **03.124/03.224**

Salary Deductions

Bracken County School District makes all payroll deductions required by law. Employees may choose from the following optional payroll deductions: **03.1211/03.2211**

Vendor	Contact	Phone
American Fidelity	Adeana Wiefering	1-800-934-8030 or 513-305-2350
Colonial: Accident, Sickness, Cancer, Life, Intensive Care	W.C. Stewart/Steve Shenkel	513-479-9597
CONSECO: Accident, Sickness, Cancer, Life, Intensive Care	Andrew Foxworth	740-463-3824

Vendor	Contact	Phone
Deferred Compensation		1-800-542-2667
Delta Dental: Dental	David Gross Customer Service	1-800-875-0812 1-800-955-2030
Health Insurance (State Department)	Ky. Personnel Cabinet	1-888-581-8834
Additional Group Life Insurance: (State Department- \$20,000. Free)		1-502-564-4774
The Lincoln National Life Insurance Company: Life Insurance		1-800-423-2765
Woodmen of the World: Life Insurance, Retirement Planning		859-620-2881
KEA-KESPA: (Union)		1-800-231-4532
COMMONWEALTH CREDIT UNION	Savings Accounts	1-800-228-6420
Reliastar		1-877-884-5050

Professional Organization

Kentucky Education Association (KEA) and its members are champions for public education, children, and the employment rights of public school employees. Advocacy has taken the form of lobbying for improved education funding, safe schools, better materials, smaller class sizes, and the empowerment of school employees and parents. This is a voluntary membership organization for school employees and is affiliated with the National Education Association. KEA is the preeminent voice of quality public education. Interested individuals may join by contacting local education association officers or at www.kea.org. Deductions for membership dues of an employee organization, association, or union shall only be made upon the express written consent of the employee. This consent may be revoked by the employee at any time by written notice to the employer. **03.1211/03.2211**

Cafeteria Plan

The Bracken County School District offers employees a cafeteria plan of benefits. For a list of benefits and procedures consistent with regulations contact the Central Office. **03.1213/03.2212**

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, school personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent/designee. Allowable expenses include mileage, gasoline used for Board vehicles, tolls and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), and lodging. Itemized receipts must accompany requests for reimbursement.

Actual monies spent on food while on out-of-District trips, when an overnight stay is required shall also be reimbursed. Any meal exceeding \$5.00 must be substantiated by a receipt. The maximum allowable food expenditure per day shall be \$25.00 unless an exception is approved by the Superintendent.

Employees must submit travel vouchers within one (1) week of travel and will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **03.125/03.225**

Holidays

All certified employees and classified employees are paid for four (4) annual holidays; Labor Day, Thanksgiving, Christmas Day, and New Year's Day, as indicated in the school calendar. Employees employed for twelve (12) months shall be eligible for three additional holidays as specified in the Board calendar. During years when presidential elections are held, employees shall be granted Election Day as an additional holiday. **03.122/03.222**

Classified Employee Vacations

260 day employees with one (1) to fifteen (15) years of service with the District shall be eligible for ten (10) days paid vacation leave annually. 260 day employees with more than fifteen (15) years service with the District shall be eligible for fifteen (15) days paid vacation leave annually.

Vacation leave must fall within the fiscal year in which it was earned. Carry-over vacation days must be approved by the Superintendent and must be used by December 31st. A six (6) month carry-over is the maximum that may be considered. All vacation leave must be scheduled in advance and approved by the Superintendent. **03.222**

Leave Policies

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

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

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

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.

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. **03.123/03.223**

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

Personal Leave

Full-time employees are entitled to two (2) days of paid personal leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized personal leave days. Unless prevented by circumstances beyond their control, employees must notify the building Principal or immediate Supervisor at least three (3) school calendar days prior to a planned absence. Employees taking personal leave must file a personal affidavit on their return to work stating that the leave was personal in nature.

On June 30, all personal leave days not used during the current school year shall be transferred and credited to the certified employee's accumulated sick leave account. **03.1231/03.2231**

Certified Employees: Personal leave shall not be granted on the day prior to or the day following designated school calendar holidays, EKEA, Christmas vacation, spring break, or professional development days. **03.1231**

Classified Employees: Personal leave shall not be granted on the day prior to or the day following designated school calendar holidays, Christmas vacation, or spring break. **03.2231**

Sick Leave

Full-time employees are entitled to ten (10) days of paid sick leave each school year. Employees with a contract who work 240 days or more shall receive two (2) additional days of sick leave annually for a total of twelve (12) days of sick leave with pay each school year.

Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized sick leave days. Sick leave days not taken during the school year they were granted accumulate without limit for all employees.

Upon return to work a certified employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill. **03.1232/03.2232**

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

Sick Leave Donation Program

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

Applications to donate sick leave should be returned to Jeff Aulick.

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

Sick Leave Bank

Certified employees may choose to participate in the sick leave bank. The commitment to participate in the bank must be made by September 15 of any school year by donating of one (1) of his/her annual sick days to the bank. Once participation has been declared, the employee shall be annually enrolled in the bank until s/he withdraws via written request. Only employees who are members of the sick leave bank in any given year shall be eligible to draw on the sick leave bank. **03.12321**

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. **03.12322/03.22322**

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

FML Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Maternity Leave

Employees may use up to thirty (30) days of sick leave immediately following the birth or adoption of a 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. **03.1233/03.2233**

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

Extended Disability Leave

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

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

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

Educational Leave

Certified Employees: The Board may grant unpaid leave for a period no longer than two (2) consecutive years for educational or professional purposes. Leave may be granted for full-time attendance at universities or other training or professional activities. Leave will not be granted for part-time educational activities.

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

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

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

Written application for educational/professional leave must be made at least sixty (60) days before the leave is to begin. **03.1235**

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

Emergency Leave

Full-time employees are entitled to three (3) days of emergency leave with pay each school year. Part-time employees and employees who work for less than a full year are entitled to a prorata part of the authorized emergency leave days. Emergency leave days do not accumulate from school year to school year.

Approved reasons for taking emergency leave include: bereavement, personal disasters, legal/court appearances and others as approved by the Superintendent/designee. Persons taking emergency leave must file a personal affidavit upon their return to work stating the specific reasons for their absence. **03.1236/03.2236**

Jury Leave

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

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

Military/Disaster Services Leave

Military leave is granted under the provisions and conditions specified in law. As soon as they are notified of an upcoming military-related absence, employees are responsible for notifying their immediate supervisor.

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

Section

3

Personnel Management

Transfer

Employees who wish to request a voluntary transfer should contact their immediate supervisor for assistance.

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. **03.1311/03.2311**

Employee Discipline

Termination and nonrenewal of contracts are the responsibility of the Superintendent. **03.17/03.27/03.2711**

Certified employees who resign or terminate their contracts must do so in compliance with KRS 161.780.

Retirement

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

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

Contact Information: Teacher's Retirement System, 479 Versailles Rd., Frankfort, Ky. 40601. Phone 1-800-618-1687; Kentucky Retirement Systems, 1260 Louisville Rd., Frankfort, Ky. 40601. Phone 1-800-928-4646

Evaluations

Each classified employee shall be evaluated at least once each year.

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

Training/In-Service

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

Certified Personnel: Unless an employee is granted leave, failure to complete and document required professional development during the academic year will result in a reduction in salary and may be reflected in the employee's evaluation. **03.19**

Personnel Records

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

Retention of Recordings

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

Section

4

Employee Conduct

Absenteeism/Tardiness/Substitutes

Employees are expected to notify their immediate supervisor when they must be tardy or absent. Staff in positions requiring substitutes must contact their immediate supervisor or designee no later than 6:00 a.m. to request a substitute for the day.

Staff Meetings

Unless they are on leave or have been excused by the administrator who called the meeting, staff members shall attend called meetings.**03.1335**

Political Activities

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

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

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

Dress and Appearance

“One of the reasons we have schools is for students to learn what is appropriate. Young people learn what is appropriate in society by looking at their adult role models. Your dress and your behavior are what young people will take to be appropriate.” Harry K. Wong

In order to provide a learning environment consistent with the purpose of educating children, all employees shall dress professionally, and in a manner commensurate with their professional responsibilities. The Principal or immediate supervisor will discuss inappropriate dress with employees, as necessary, and in accordance with the District evaluation procedures.

The following is considered an outline of what may be considered acceptable dress for Certified Staff, Instructional Assistants, and Office Personnel:

Males

- Dress shirt (tie optional), button-up shirts with collar, turtlenecks, or mock turtleneck
- Knit polo shirts with collar
- Dress slacks or khaki/Dockers type slacks with belt (optional)
- Sports coats or sweaters
- Sweatshirts or tee-shirts with appropriate school-related logos worn with collared shirts or turtlenecks
- Business Suits (optional)
- Dress shoes or boots
- Appropriate seasonal attire

Females

- Business suit (optional)
- Business pant suit (optional)
- Dresses, jumpers, and skirts (professional fit and length)
- Dress slacks or khaki/Dockers type slacks
- Blouses, business shirts, and knit polo shirts with moderate neckline
- Sweatshirts or tee-shirts with appropriate school-related logos worn with collared shirts or turtlenecks
- Sweaters, turtlenecks, or mock turtlenecks
- Dress boots, shoes, or sandals (not of the thong variety)
- Appropriate seasonal attire

The following is considered an outline of what may be considered acceptable dress for Cafeteria, Custodians, Maintenance, and Transportation Staff:

- Required smock/apron issued to them while on duty (Cafeteria Staff)
- Gym shoes or shoes with rubber soles (Cafeteria Staff)
- Work boots, shoes with rubber soles or gym shoes
- Flip-flops or open heeled shoes such as Crocs create a safety hazard and should not be worn

- Hats or hairnets must be worn in the cafeteria. Long hair must be restrained.
- Sweatshirts, tee shirts with designs that do not relate to drugs, alcohol or inappropriate language in the design (worn under smock in cafeteria).
- Blouses, knit shirts, sweater (pull-over or cardigans), holiday or school shirts with collars
- Dresses and skirts
- Blue jeans or work pants
- Shorts (Cafeteria and Transportation Staff during warm weather)

Employees should strive to be “professional” in appearance and well groomed. Appropriate dress for special activities may be acceptable as determined by building level/district administrator. Any casual dress or accessories not stated above must at all times meet or exceed standards set for our student’s in each of their respective schools.

School/locations may develop “special dress days” for special occasions or for other individual appropriate occasions at the discretion of the Principal/supervisor. Two (2) days per month may be designated as “Casual Day” for all District employees.

Apparel Appropriate for Specialty Groups: Specialty teachers and staff (such as physical education, special education, art, vocational, etc.) who require specific attire are permitted to dress according to restrictions of their job duties during that specific time period.

Special Note: Dress and appearance of employees on days when school is not in session (i.e. professional development, snow days and summer/fall/winter breaks) shall be determined by the direct supervisor of the employee. Employees who require specific attire are permitted to dress according to restrictions of their job duties during that specific time period (i.e. shorts may be approved by supervisor during seasonal activities such as mowing).

Disrupting the Educational Process

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

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

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

03.1325/03.2325

Previewing Student Materials

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

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. **08.1353**

Drug-Free/Alcohol-Free Schools

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

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

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

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

Employees who know or believe that the District's alcohol-free/drug-free policies have been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **09.423**

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

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

Weapons

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

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

Tobacco, Alternative Nicotine Product, or Vapor Product

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

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

Use of School Property

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

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

Employees may not use any District facility, vehicle, 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.

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

Acceptable Use Policy

Employees shall use electronic mail only for purposes directly related to work-related activities. Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

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 password.

Employees shall be subject to disciplinary action, up to and including termination for violating the AUP policy and acceptable use rules and regulations established by the school or District. **08.2323**

Guidelines (08.2323 AP.1) can be found in District procedures and a staff user contract (08.2323 AP.21) can be found in the Appendix of this handbook.

Health, Safety and Security

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

In addition, employees are required to notify their supervisor immediately after sustaining a work-related injury or accident. A report should be made 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.

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.

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

Assaults and Threats of Violence

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

Under provisions of state law (KRS 158.150) and regulation (702 KAR 5:080), school personnel may remove threatening or violent students from a classroom or from the District's transportation system pending further disciplinary action. However, before the need arises, employees should familiarize themselves with policy and procedures that are required. **09.425**

Child Abuse

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking shall immediately make a report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney. **09.227**

Use of Physical Restraint and Seclusion

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

Civility

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

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

As soon as possible after any such incident, employees should submit a written incident report to their immediate supervisor. **10.21**

Grievances/Communications

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

Grievances are individual in nature and must be brought by the individual employee. The Board shall not hear grievances or complaints concerning simple disagreement or dissatisfaction with a personnel action. **03.16/03.26**

Gifts

Any gift presented to a school employee for the school's use must have the prior approval of the Superintendent/designee. After approval and acceptance, gifts become the property of the Board of Education. **03.1322/03.2322**

Outside Employment or Activities

Employees may not perform any duties related to an outside job during their regular working hours. **03.1331/03.2331**

Required Reports

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

- Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**
- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11/03.21**
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**
- 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. **03.13251/03.23251/09.423**
- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

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

- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24, 05.4**
- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District, is being or has been subjected to harassment or discrimination. **03.162/03.262, 09.42811**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/ bomb threat drill or evacuation. **05.41**
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43**

- If you know or believe that the District’s weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**
- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver’s ability to safely drive a school bus or perform other driver responsibilities. **06.221**
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.
The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in such an incident. Within forty-eight (48) hours of the original report of the incident, the Principal also shall file with the Board and the local law enforcement agency or the Department of Kentucky State Police or the County Attorney a written report containing the statutorily required information. **09.2211**
- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- 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 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.) **09.227**
- District employees shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim’s Principal, as directed by Board Policy 09.42811.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
 2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas. **09.422**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

Code of Ethics for Certified School Personnel

SOURCE: 16 KAR 1:020

Section 1. Certified personnel in the Commonwealth:

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

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

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

(a) To students:

1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
2. Shall respect the constitutional rights of all students;
3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
4. Shall not use professional relationships or authority with students for personal advantage;
5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
6. Shall not knowingly make false or malicious statements about students or colleagues;
7. Shall refrain from subjecting students to embarrassment or disparagement; and
8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

(b) To parents:

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

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

(c) To the education profession:

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

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

Appendix

This Appendix contains the following documents:

- Change in Rank Request Form (03.121 AP.24)
- Access to Electronic Media Guidelines (08.2323 AP.1)
- Staff User Contract (08.2323 AP.21)

Change in Rank Request (03.121 AP.24)

Change in Rank

Complete and submit this form to the Superintendent by September 15. Attach documentation verifying your change in rank.

EMPLOYEE'S NAME _____

SCHOOL/WORK LOCATION _____

IMMEDIATE SUPERVISOR'S NAME _____

My rank will change from _____ to _____ effective for the fall term of the _____ school year. Attached is the required documentation to verify my rank change.

TEACHERS ONLY

National Board Certification is pending. Pursuant to policy 03.121, I am providing this notice prior to September 15 in the event a rank-related increase in salary is indicated.

Employee's Signature

Date

Superintendent's Signature

Date

NOTE: Before salary adjustments can be made, documentation verifying change in rank must be received by the Superintendent and on file at the Central Office.

Access to Electronic Media Guidelines (08.2323 AP.1)

Technology Resources: The setup of the network entails every student having a password to log in to access anything on the computer. Teachers, library media specialist, and other educators are expected to select instructional materials and recommend research sources in print or electronic media. Educators will select and guide students on the use of instructional materials on the Internet.

Every student (4th grade and above) has a folder on the server where work can be saved. The advantage of this is students will not lose what they are working on because of misplacement or a faulty disk. That work will always be there until they leave the District or graduate. Please make sure your child supplies a strong password on the form. Any violations of the following will result in a student's account being turned off (length of time determined by the Principal of the school):

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

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

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

Parents/guardians wishing to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

When using e-mail, follow these guidelines:

- Do not violate State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
- Be polite. Do not write or send abusive messages to others.
- Do not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. Do not use electronic mail, for instance, for private business or personal, non-related communications.
- Do not use electronic mail for communications that are not through school account. Do not use electronic mail, for instance, from a source other than Bracken County Schools.
- Do not swear, use vulgarities or any other inappropriate languages.
- Do not send or attach documents containing pornographic, obscene, or sexually explicit material.

- Do not access, copy or transmit another user's messages without permission.
- Do not reveal personal addresses, phone numbers or the identity of other students unless a parent or a teacher has coordinated the communication.
- Do not send electronic messages using another person's name or account.
- Do not send electronic messages anonymously.
- Do not create, send, or participate in chain e-mail.

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

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

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

Passwords:

All users shall have a password consisting of a minimum of 6 characters but not more than 15. All users are encouraged to have "strong" passwords containing alpha, numeric, and special characters.

No Privacy Guarantee: The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. S/he may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect files stored on District servers or through District provided or sponsored technology services, to be private.

Network and Internet Regulations: The use of your account must be in support of education and research and consistent with the educational objectives of the District's Schools. School access is not to be used for private business or personal, non-school related communications. Students are permitted to use the Internet for research and as a resource. All sites a student accesses are recorded through a proxy. If a student tries to access an inappropriate site, the student name is flagged and the Principal of his/her school receives a referral of the site and time of use. A student who does not have a signed AUP on file may not share access with another student.

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

- Users may not use or alter anyone else's Internet account.
- Users may not give their password to anyone
- Users may not share personally identifying information without prior authorization. Employees of the District may not reveal a student's personal identity or post a picture of the student or the student's work on the Internet with personally identifiable information unless the parent has given written consent.
- Users may not use Anonymous Proxy sites to access web sites that are blocked by the District Network.
- Users may not transmit obscene, abusive or sexually explicit language
- Users may not offer Internet access to any individual via their District account.
- Users may not create or share computer viruses.
- Users may not destroy another person's data.
- Users may not use the network for commercial purposes, financial gain or any illegal activity.
- Users may not monopolize the resources of the District Network by such things as running large programs and applications over the network during the day, sending massive amounts of e-mail to other users, or using system resources for games.
- Users may not break or attempt to break into other computer networks. This is considered Hacking and violates Federal Laws (it is a Federal offense).
- Users may not use MUD (multi-user games) via the network.
- Users are not permitted to get from or put into the network any copyrighted material (including software), or threatening or sexually explicit material. Copyrights must be respected.
- Users may not download inappropriate data onto the network. This includes, but is not limited to, MP3's, video, games, etc. unless it is for educational purposes and adheres to all other requirements.
- Purposefully annoying other Internet users, on or off the District system, is prohibited. This includes such things as continuous talk requests. A student may not participate in ANY chat rooms unless directly related to class instruction and involving the teacher.

- Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com.
- Users should notify a network administrator of any violations of this contract by other users or outside parties. This may be done anonymously.

Students may also use the Internet as a medium for taking online assessment in which parental permission is not necessary. Online assessment occurs on a secured, locked site preventing the student from accessing outside information.

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

Staff User Contract (08.2323 AP.21)

The Bracken County School District has access to and use of the Internet and E-mail as part of the instructional or job related process. All employees must sign a “Staff User Contract” before direct access to the Internet or electronic mail will be provided.

Students must sign a “Student User Contract” with parental or guardian consent before any student is given direct access to the Internet or to teacher directed E-mail. However, educators may use the Internet during class directed group demonstrations and for giving online assessments with or without parental consent. Employees shall be held accountable for violations of the Acceptable Use Policy and understand that disciplinary action may be taken as stated in the teachers’ contract.

Employee Name (please print): _____

Employee Signature: _____

Date: ___/___/_____

Once a network account is approved, employees should provide a strong password to the District Technology Coordinator. Passwords should be between 6 – 8 characters. A STRONG PASSWORD contains letters and numbers and is not easy to guess.

Acknowledgement Form

2019-2020 School Year

I, _____, have received a copy
Employee Name

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

I understand and agree:

1. that this handbook is intended as a general guide to District personnel policies and that it is not intended to create any sort of contract between the District and any one or all of its employees;
2. that the District may modify any or all of these policies, in whole or in part, at any time, with or without prior notice; and
3. that in the event the District modifies any of the policies contained in this handbook, the changes will become binding on me immediately upon issuance of the new policy by the District.

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

Employee Name (please print)

Signature of Employee

Date

Return this signed form to the Central Office.