

HENRY COUNTY PUBLIC SCHOOLS

Helping Children Prepare for Success



Employee Handbook

HENRY COUNTY PUBLIC SCHOOLS

Ronald “Sonny” Fentress, Interim Superintendent
Henry County Board of Education
326 South Main Street
New Castle, KY 40050
Phone (502) 845-8600 • Fax (502) 845-8601
www.henry.kyschools.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 (including sexual orientation or gender identity), genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

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Introduction

Welcome

Welcome to Henry County Public Schools.

The purpose of the Employee 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. **Bolded policy codes** indicate related Board of Education policies.

You are expected to be familiar with policies and procedures that are related to your job responsibilities.

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, from the district website <http://www.henry.kyschools.us/> or <http://policy.ksba.org/H10/>. Each employee is expected to be familiar with policies and procedures 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**

If an employee has questions, s/he should contact his/her immediate supervisor or the Superintendent/designee at the Central Office.

Return the completed Acknowledgment Form to the Central Office.

Located in the back of this handbook is an Acknowledgment Form. Once you review this handbook, please read the Acknowledgment Form; sign and date it; and return it to the Central Office.

District Mission and Vision

Mission: Empowering leaders and life-long learners for an ever-changing world.

Vision: A district of educational excellence, the pride of our community.

Future Policy Changes

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

Henry County Board of Education

The first regular meeting of the Henry County Board of Education shall be held in January. At this meeting, the Board shall adopt a schedule of regular meetings for the calendar year, identifying the date, time and place of each meeting. Members of the public and the news media are welcome to attend all open meetings of the Board. **01.42/01.421**

| Board Member | District | Address | Telephone |
|-------------------------------|-----------------|--|------------------|
| Danney Chisholm – Chairperson | 2 | 6736 Point Pleasant Rd. Pleasureville, KY 40057 | (502) 845-4026 |
| Lori Abney – Vice-Chair | 3 | 206 Stanton Way Pendleton, KY 40055 | (502) 523-5157 |
| Tony Whaley | 1 | 493 Jackson Rd. New Castle, KY 40050 | (502) 845-4121 |
| Steve Dent | 4 | 30 Long Branch Fork Rd. Turners Station, KY 40075 | (502) 553-1362 |
| Miranda Arnold | 5 | 912 Watkins Lane Pleasureville, KY 40057 | (502) 845-2345 |

The Henry County Board of Education commits to:

- Make decisions based on what is best for all students;
- Work toward high student achievement;
- Learn from our experience and continually improve;
- Respect each other’s ideas and knowledge;
- Be consistent;
- Vote principle, not personal;
- Understand and function within our roles;
- Support the Board’s decisions;
- Try to reach consensus;
- Trust and openly support each other;
- Keep one another informed, avoid surprises, and, respectfully remind one another of these commitments.

Central Office Personnel and School Administrators

| Name/Title | Location | Telephone | Fax | E-mail |
|--|--|-----------|----------|-------------------------------------|
| Ronald "Sonny" Fentress Interim Superintendent | Central Office 326 S. Main Street New Castle, KY 40050 | 845-8600 | 845-8601 | Sonny.Fentress@henry.kyschools.us |
| Chelsey Tingle Assistant Superintendent & Chief Academic Officer | Central Office 326 S. Main Street New Castle, KY 40050 | 845-8600 | 845-8601 | Chelsey.Tingle@henry.kyschools.us |
| Stephanie Melton Preschool Principal & Federal Programs Coordinator | Central Office 326 S. Main Street New Castle, KY 40050 | 845-8600 | 845-8601 | Stephanie.Melton@henry.kyschools.us |
| Zach Woods Director of Student Services | Central Office 326 S. Main Street New Castle, KY 40050 | 845-8600 | 845-8601 | Zach.Woods@henry.kyschools.us |
| Kinsey Chambers Director of Exceptional Children Services | Central Office 326 S. Main Street New Castle, KY 40050 | 845-8607 | 845-8601 | Kinsey.Chambers@henry.kyschools.us |
| Nikkol Bauer Chief Information Officer | Henry County Middle School 1124 Eminence Road New Castle, KY 40050 | 845-8606 | 845-8616 | Nikkol.Bauer@henry.kyschools.us |
| Kevin Whitt Director of Transportation | Bus Garage 1124 Eminence Road New Castle, KY 40050 | 845-8624 | 845-8179 | Kevin.Whitt@henry.kyschools.us |
| Anna Lusk Director of Food Service | Central Office 326 S. Main Street New Castle, KY 40050 | 845-8609 | 845-8619 | Anna.Lusk@henry.kyschools.us |
| Megan Klempner Treasurer/Finance Officer | Central Office 326 S. Main Street New Castle, KY 40050 | 845-8600 | 845-8601 | Megan.Klempner@henry.kyschools.us |
| Rick Fox Director of Maintenance | Maintenance Building 326 S. Main Street New Castle, KY 40050 | 845-8620 | 845-4901 | Rick.Fox@henry.kyschools.us |

School/Location Information

| School | Principal | Address | Telephone | Fax | E-mail |
|-------------------------------------|------------------|--|------------------|------------|-------------------------------------|
| Henry County Early Childhood Center | Stephanie Melton | 182 S. Property Road New Castle, KY 40050 | 845-8656 | 845-8615 | Stephanie.Melton@henry.kyschools.us |
| Campbellsburg Elementary | Amy Treece | 270 Cardinal Drive Campbellsburg, KY 40011 | 845-8630 | 845-8631 | Amy.Treece@henry.kyschools.us |
| Eastern Elementary | Angie Denny | 6928 Bethlehem Road Pleasureville, KY 40057 | 845-8640 | 845-8641 | Angela.Denny@henry.kyschools.us |
| New Castle Elementary | Phillip Guthrie | 182 S. Property Road New Castle, KY 40050 | 845-8650 | 845-8651 | Phillip.Guthrie@henry.kyschools.us |
| Henry County Middle School | Andy Buchholz | 1124 Eminence Road New Castle, KY 40050 | 845-8660 | 845-8661 | Andy.Buchholz@henry.kyschools.us |
| Henry County High School | Shannon Sageser | 1120 Eminence Road New Castle, KY 40050 | 845-8670 | 845-8671 | Shannon.Sageser@henry.kyschools.us |

2021-2022 Calendar

Henry County Schools 2021 - 2022 School Calendar

| JULY 2021 | | | | | | |
|-----------|-----|------|-----|-------|-----|----|
| S | Mon | Tues | Wed | Thurs | Fri | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| AUGUST 2021 | | | | | | |
|-------------|------|-------|-------|-------|-------|----|
| S | Mon | Tues | Wed | Thurs | Fri | S |
| 1 | 2 | FPD 3 | FPD 4 | FPD 5 | FPD 6 | 7 |
| 8 | CD 9 | 10 | FS 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| SEPTEMBER 2021 | | | | | | |
|----------------|-----|------|-----|-------|-----|----|
| S | Mon | Tues | Wed | Thurs | Fri | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | H 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| OCTOBER 2021 | | | | | | |
|--------------|-----|------|-----|-------|-----|----|
| S | Mon | Tues | Wed | Thurs | Fri | S |
| | | | | | 1 | 2 |
| 3 | B 4 | B 5 | B 6 | B 7 | B 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| NOVEMBER 2021 | | | | | | |
|---------------|-------|------|------|-------|------|----|
| S | Mon | Tues | Wed | Thurs | Fri | S |
| | TWD 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | B 24 | H 25 | B 26 | 27 |
| 28 | 29 | 30 | | | | |

| DECEMBER 2021 | | | | | | |
|---------------|------|------|------|-------|------|----|
| S | Mon | Tues | Wed | Thurs | Fri | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | B 20 | B 21 | B 22 | B 23 | H 24 | 25 |
| 26 | B 27 | B 28 | B 29 | B 30 | H 31 | |

Legend

- OD - Opening Day
- CD - Closing Day *
- M - Possible Make-Up Day
- FS - First Day for Students
- LS - Last Day for Students *
- H - Holiday
- B - Break - No School
- FPD - Flexible Prof. Dev.
- RPD - Required Prof. Dev.
- TWD - Teacher Work Days

Non-School Days

Holidays

- Sept 6 -- Labor Day
- Nov 25 -- Thanksgiving
- Dec 25 -- Christmas
- Jan 1 -- New Year's Day

Opening/Closing Days

- Aug 9 -- Opening Day for Staff
- Aug 11 -- Students' First Day
- May 19 -- Students' Last Day
- May 20 -- Closing Day for Staff

* Subject to change

| JANUARY 2022 | | | | | | |
|--------------|-------|------|-----|-------|-----|----|
| S | Mon | Tues | Wed | Thurs | Fri | S |
| | | | | | | 1 |
| 2 | TWD 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | B 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| FEBRUARY 2022 | | | | | | |
|---------------|--------|------|-----|-------|-----|----|
| S | Mon | Tues | Wed | Thurs | Fri | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | TWD 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | | | | | |

| MARCH 2022 | | | | | | |
|------------|--------|------|-----|-------|-----|----|
| S | Mon | Tues | Wed | Thurs | Fri | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | TWD 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| APRIL 2022 | | | | | | |
|------------|-----|------|-----|-------|-----|----|
| S | Mon | Tues | Wed | Thurs | Fri | S |
| | | | | | 1 | 2 |
| 3 | B 4 | B 5 | B 6 | B 7 | B 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| MAY 2022 | | | | | | |
|----------|-----|------|-----|-------|-------|----|
| S | Mon | Tues | Wed | Thurs | Fri | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | LS 19 | CD 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| JUNE 2022 | | | | | | |
|-----------|-----|------|-----|-------|-----|----|
| S | Mon | Tues | Wed | Thurs | Fri | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

Section

1

General Terms of Employment

Equal Opportunity Employment

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

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

The Board is an Equal
Opportunity Employer.

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 Supt. Terry Price at the Central Office. **03.113/03.212**

Hiring

All personnel, including certified employees, substitute teachers, and classified personnel (full-time and part-time) are required to sign a written contract with the District.

A list of all District job openings is available at the Central Office and on the District website, www.henry.kyschools.us/Employment. For complete information on hiring, refer to Board 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**

Criminal Background Check and Testing

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

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

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

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>

Salaries and Payroll Distribution

Checks are issued according to a schedule approved annually by the Board. Current approved salary schedules for both Certified and Classified personnel can be found on the District website at www.henry.kyschools.us/Employment or at Central Office. **03.121/03.221**

Certified Personnel: Salaries for certified personnel are based on a single-salary schedule reflecting the school term as approved by the Board in keeping with statutory requirements. Compensation for additional days of employment is prorated on the employee's base pay. Determination of and changes to certified employees' rank and experience are determined in compliance with Board Policy **03.121**. The Superintendent will notify certified personnel of the best estimate of their salary for the coming year no later than forty-five (45) days before the first student attendance day of each year or June 15th, whichever comes first.

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

Schedule of Pay Dates: Pay is distributed semi-monthly on the 15th and 30th of each month. Annual pay is divided equally among 24 (twenty-four) checks. Checks are issued a pay period after a timesheet is received; therefore, pay for a timesheet submitted on the 15th will be issued with payroll on the 30th. At the end of the school year, employees who have completed their duties are paid their remaining salary by the end of the fiscal year (June 30).

Job Responsibilities

If you have questions about your duties or responsibilities, first ask your immediate supervisor.

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.

Hours of Duty

Employees shall report to work on time and only leave at their designated departure time.

Exact hours of duty will be determined by the employee's immediate supervisor, Principal, and/or Superintendent. Employees are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor. **03.1332/03.2332**

Non-Contract Days: Some employee contracts will include non-contract days, unpaid days not included in the employee's contract. Non-contract days should be scheduled with advance approval from the employee's immediate supervisor. Non-contract days do not accumulate. **03.122/03.222**

Confidentiality

Keep student and personnel information in the strictest confidence.

In certain circumstances, employees will receive confidential information regarding students' or employees' educational, medical, 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. **03.111/03.211/9.14/09.213/09.43**

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**

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**

Harassment/Discrimination/Title IX Sexual Harassment

The Henry 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 Zach Woods, the District's Title IX/Equity Coordinator as required by Board policy. The District will investigate any such concerns promptly and confidentially.

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

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

| | |
|------------------------------------|----------------------------------|
| <i>Title IX Coordinator (TIXC)</i> | Zach Woods |
| <i>Office Address:</i> | 326 S. Main St., New Castle, Ky. |
| <i>Office Email:</i> | Zach.Woods@henry.kyschools.us |
| <i>Office Phone:</i> | 502-845-8605 |

| | |
|---------------------------------|------------------------------------|
| <i>Section 504 Coordinator:</i> | Kinsey Chambers |
| <i>Office Address:</i> | 326 S. Main St., New Castle, Ky. |
| <i>Office Email:</i> | Kinsey.Chambers@henry.kyschools.us |
| <i>Office Phone:</i> | 502-845-8607 |

Harassment or discrimination of employees will not be tolerated.

Access online
Procedures:
03.162 AP.1
03.162 AP.2
03.162 AP.21
03.162 AP.22
09.42811 AP.1

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

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

Employees wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, program.intake@usda.gov. For more information on filing a complaint, go to http://www.ascr.usda.gov/complaint_filing_cust.html **07.1**

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; that occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or that disrupts the education process. **09.422**

Access to Electronic Media

The Board supports reasonable access to various information formats for students, employees and the community and believe it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by policy and related procedures and which applies to all parties using District technology.

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 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.

District employees and activity sponsors may set up blogs and other social networking accounts using District resources and following District guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

Networking, communication, and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent's designee.

Guidelines may specify whether access to the site must be given to school/District technology staff.

3. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
4. Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use; and
 - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. 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 confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

Employees are required to follow Board policy and administrative procedures and guidelines designed to provide guidance for access to electronic media. Policy and procedures for the acceptable use of technology may be found on the Technology Department page of the District website or requested from the Central Office. Employees must annually sign the user agreement stating that they have read the Board's policy and procedures addressing acceptable use of technology and return the form to Central Office. (A copy of the user agreement can be found at the end of this handbook, at Central Office, or under Teacher Resources on the District website.)

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

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**

Section

2

Benefits and Leave

Insurance

The Board provides unemployment insurance, workers' compensation liability insurance, and life 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. **03.124/03.224**

Optional insurance coverage available to employees includes life, dental, hospital, medical, disability, and cancer insurance. (See **Cafeteria Plan** below)

Cafeteria Plan

The District also offers employees a cafeteria plan of benefits including optional insurance coverage and flexible spending accounts. Application for enrollment or changes in benefits must be made during open enrollment in September. **03.1213/03.2212**

Salary Deductions

The Henry County School District makes all payroll deductions required by law. Employees may choose from the following optional payroll deductions:

- Tax Sheltered Annuity program;
- Commonwealth Credit Union;
- Board approved dental insurance;
- Board approved hospital insurance;
- Board approved medical insurance;
- Board approved cancer insurance;
- Board approved disability insurance;
- State approved deferred compensation plan;
- State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans;

- Membership dues in professional/job-related organizations, when thirty percent (30%) of eligible members request deductions. 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**

Worker's Compensation

If you get injured at work, notify your supervisor IMMEDIATELY!

Workers' Compensation Insurance is provided by Kentucky Employers' Mutual Insurance (KEMI). Employees are required to report all work related-injuries to their immediate supervisor prior to leaving the work premises. The supervisor will direct employees to the designated school administrator for reporting injuries to KEMI. NOTE: If your injury necessitates emergency medical care, go to the nearest emergency room immediately.

If an employee is not satisfied with decisions regarding an injury, s/he may call KEMI at 1-800-640-KEMI and ask for the workers' compensation supervisor.

Contact the Kentucky Department of Workers' Claims at 502-564-5550 with additional questions. Written correspondence or inquiries should be directed to: 657 Chamberlain Avenue, Frankfort, KY 40601

Holidays

All full-time certified and classified employees who work 180 days, or the minimum school term are paid for four (4) annual holidays as indicated on the school calendar. Certified and classified employees working 240 or more days are paid for three (3) additional holidays (Martin Luther King, Jr. Day, Memorial Day and Independence Day) as designated on the work calendar. In the event school is in session on Memorial Day, the Superintendent will designate an alternate holiday for employees contracted for 240 or more days. **03.122/03.222**

Leave Policies

In most cases, leaves require written requests, submitted before the leave begins.

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 the types of leave available to employees. Please note that in many cases a written request is required and should be submitted for approval before leave begins.

Employees on extended leave, including those on professional leave serving in charter schools, who plan to return the next school year must provide written notification to the Superintendent/designee by April 1 their intention to return to work. **03.123/03.223**

Authorization of leave and time taken off from one's job shall be in accordance with a specific leave policy. Unpaid leave requested for reasons other than those authorized in Policy 03.1231 through and including 03.1238 shall not be freely given and requires Superintendent approval. 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, which can be accessed online at <http://policy.ksba.org/H10/>.

Personal Leave

Unused personal leave days will be transferred to your sick leave account at the end of the school year.

Full-time certified employees are entitled to three (3) days of paid personal leave each school year. Full-time classified employees are entitled to one (1) day of paid personal leave per 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. One's supervisor must approve the leave date, but no reasons will be required for the leave. Employees taking personal leave must file a personal affidavit on their return to work stating that the leave was personal in nature. Other limitations are set out in Policy. **03.1231/03.2231**

Sick Leave

Full-time employees are entitled to ten (10) days of paid sick 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 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 an 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 Payroll at Central Office.

Access online Procedures: 03.1232 AP.21

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

Family and Medical Leave

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

Eligible employees are entitled to a maximum of 12 workweeks of Family and Medical Leave per year.

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 Leave is taken for a military caregiver 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) work-weeks 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**

The following page 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 or 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 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 one year, for 1,250 hours over 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 under FMLA; and
- 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.

Employees eligible for family and medical leave are entitled to up to twelve (12) work-weeks 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. **03.1233/03.2233**

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

Extended Disability Leave

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

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

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

Educational Leave

Certified Employees: The Board may grant unpaid leave for a period no longer than two (2) consecutive years for educational or professional purposes. Leave may be granted for full-time attendance at universities or other training or professional activities. 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.

Long-term leaves and FML, if qualifying, run concurrently.

No more than 2% of certified employees may take educational or professional leave at one time.

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. Upon written request of the employee, the Board may grant unpaid leave for one (1) year for educational or professional purposes. **03.2235**

Emergency Leave

Full-time employees are entitled to three (3) sick leave days for paid emergency leave each school year. Part-time employees and employees who work for less than a full year are entitled to a pro rata part of the authorized emergency leave days.

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 state and federal 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**

Unpaid Leave

Board-granted benefits do not accrue for unpaid leaves of absence. **03.123/03.223**

Employee Assistance Program

Get help 24/7 from
Stuecker & Associates at
502-452-9227 or 800-799-
9327

The Employee Assistance Program is a confidential counseling program for employees and their immediate family members who may need help in resolving personal problems.

The program can help you with alcohol, drug, family, marital, work-related, and money problems, or any situation, which is causing you to feel worried and stressed.

It costs nothing for employees. The District pays for the program. If additional professional help is needed, the cost would then be the employee's responsibility although their health insurance plan may cover the costs. The counselor will always keep in mind your ability to pay if it is necessary to refer for specialized help.

The District provides the employee assistance program because the way employees feel affects the way they work. The District wants employees to have someone to turn to when in need of help.

The Louisville, Kentucky office is in the Medical Arts Building, 1169 Eastern Parkway. Families and employees outside of Louisville will be seen by a counselor in their local area. Upon calling, an appointment will be arranged to see a counselor to discuss the problem. An assessment will be made by the counselor and a plan of action will be recommended. When necessary, a referral will be made to another professional, community agency, or other professional service. The District will not know who uses the program. Counseling sessions are strictly confidential. No one will know unless **the employee** tells them.

Participation is completely voluntary. Sometimes a supervisor will suggest the program, but even then, the employee is not required to attend. Of course, if performance problems are not resolved, the usual corrective procedures may apply.

No one can be informed of your attendance in the program without written permission from the client. If a supervisor needs to know about attendance, the employee must give written permission.

The program may be reached by calling (502) 452-9227 or 1-800-799-9327. The caller should be prepared to give his/her name, employer and location. Stuecker & Associates has a 24/7 HELPLINE for emergency access to service.

EMPLOYEE ASSISTANCE HELPLINE

STUECKER & ASSOCIATES

24 Hours, 7 Days a week

(502) 452-9227 or 1-800-799-9327

Expense Reimbursement

When 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.), food expenditures resulting from overnight trips (as authorized by policy and/or procedure), and lodging. Itemized receipts must accompany requests for reimbursement.

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**

Section

3

Personnel Management

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**

Training/Professional Development

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 the required 24 hours of professional development during the academic year will result in a reduction in salary and may be reflected in the employee's evaluation. **03.19**

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

District Training

Procedure **03.19 AP.23** may be used to track completion of local and state employee training requirements that apply across the District and maintain a record for the information of the Superintendent and Board.

Evaluations

Evaluations will be completed annually by April 30th. 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 Board Policy. **03.18/03.28**

Administrators, including the Superintendent, and all certified employees are evaluated annually.

Employee Discipline

Termination and nonrenewal of contracts is 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.

Transfer

Employees who wish to request a voluntary transfer should contact their immediate supervisor for assistance. **03.1311/03.2311**

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**

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. The percentage shall be calculated on the daily rate of the last annual salary paid. All qualifying days will be paid at a rate of \$25.00 or 30% whichever provides the greatest benefit for the employee. **03.175/03.273**

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**

Access online
Procedure:
03.1311 AP.2

The retirement plan for
certified employees is TRS
and CERS for classified.

Section

4

Employee Conduct

Absenteeism/Tardiness/Substitutes

When you must be absent or tardy, contact your immediate supervisor.

Employees must notify their immediate supervisor when they must be tardy or absent. Staff in positions requiring substitutes must follow the guidelines set forth by their immediate supervisor, building Principal, or appropriate department administrator.

Dress and Appearance

As professionals in our schools, we realize and value the public's perception of our roles as mentors and models for students and shall dress appropriately.

Food service workers are required to conform to the dress code set forth in the Hazard Analysis Critical Control Code.

Personal Cell Phones/Telecommunication Devices

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

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

Civility

Employees should be polite and helpful while interacting with parents, visitors, members of the public, and fellow employees. 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.

Be polite, courteous, and helpful to parents, visitors, and members of the public. Expect the same treatment from these people.

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** on Civility or provide him/her with a copy. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the caller; ending a meeting; asking the individual to leave the school; calling the site administrator/designee for assistance; and/or calling the police.

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

Grievances/Communications

Access online
Procedures:
03.16 AP.1
03.16 AP.2

The Superintendent/designee has developed specific procedures to assist employees in making a complaint. For full information refer to Board 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.

Inclement Weather

When the weather turns bad with ice and snow, changes may be required in school transportation and attendance times and dates. In most cases, school will be in session for the entire day or they will be closed. Past experience has proven, however, that it is sometimes necessary for schools to close early to get children home safely. It is the responsibility of the parents to arrange for someone to receive their children should they arrive early.

In most cases, children will get off the bus at the regular stop unless, in the opinion of the driver, it is too dangerous to drive over a certain road. The bus drivers are to give the students prior notification as to where the buses will stop should it be decided that a road is too hazardous to drive.

When a decision is made to close schools or change the daily time schedule, information will be given immediately, to the following media sources:

TV: WAVE 3, WHAS 11, WLKY 32, FOX 41, WDRB, WLEX 18

RADIO: 84 WHAS & 106.9 FM

If possible, the media will be notified no later than 6:00 a.m. This is before school buses are on the road. Whenever possible, appropriate information will be given to the evening news broadcast. Even though notified by school officials, stations often have a delay before making the announcement due to program scheduling.

If possible, notice will also be provided through the Infinite Campus Messenger voice message system.

Staff Meetings

Prompt attendance is expected.

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

Use of School Property

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

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.

District-owned telecommunication devices shall be used primarily for authorized District business purposes.

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 e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

Employees who drive any Board-owned vehicle and/or transport students must annually complete and submit a Motor Vehicle Record (MVR) Form to the Superintendent/designee for the District to obtain 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**

Outside Employment or Activities

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

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**

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 to the Central Office designee should be made within 24-48 hours of the occurrence preferably 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. (Also see **Section 2, Workers' Compensation**)

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.

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

Use of Physical Restraint and Seclusion

Use of physical restraint and seclusion shall be in accordance with Board policy and procedure. Notify the Principal as soon as possible after using physical restraint or seclusion with a student, but not later than the end of the school day on which occurs. Document the incident in writing by the end of the next school day. **09.2212**

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

If you know or suspect that a child is being abused, it is your duty to make a report of such abuse to the appropriate official or agency.

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make 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.

After making the report, the employee shall notify the Principal of the suspected abuse, who then shall promptly report to the proper authorities for investigation.

Only agencies designated by law are authorized to conduct an investigation of 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. In certain situations, reports involving claims made under state/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. **09.227**

Drug-Free/Alcohol-Free Schools

Access online Procedure: 03.13251 AP.1 for a copy of the Drug-Free Workplace Notice.

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; or
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 a charge and/or conviction within five (5) working days. **03.13251/03.23251**

Certified Personnel: Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances or suspension or revocation of their certificate by the Education Professional Standards Board. **03.13251**

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**

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

Reporting of the following information on individual drivers to the federal Clearinghouse is required: verified positive, adulterated, or substituted test results; confirmed alcohol tests at .04 or higher; refusal to submit to required tests; the reporting of actual knowledge (as defined by federal regulation) of 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 in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for School Resource Officers (SROs) as provided in KRS 158.4414, and authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

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

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**

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.

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.

Gifts/Donations for School Use

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

Required Reports

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

- Report damaged, lost, stolen, or vandalized school property or unauthorized use or District property to the immediate supervisor. **03.1321/03.2321**
- 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 potential safety or security hazards to the Principal. Employees involved in a job-related accident or incident wherein the employee may have received an injury shall report the incident to the Principal and the Superintendent or designee. (Also see **Health, Safety & Security** in this section) **03.14/03.24, 05.4**
- Report Title IX sexual harassment or discrimination experienced by yourself, another employee, a student, or a visitor to the school or District to the Principal, your immediate supervisor, or the District's Title IX Coordinator Zach Woods (see **Section 1, Harassment/Discrimination** for contact information). Failure to make such a report shall be grounds for discipline up to and including termination. If the knowledge of the reporting party gives rise to reasonable cause to believe that the reported conduct constitutes child abuse Policy 09.227 or a reportable criminal offense Policy 09.221, notification of state officials shall be made as required by law **03.162/03.262, 09.42811**

- Employees who believe or have been made aware that they or any other employee, student, or visitor has been subject to Title IX Sexual Harassment shall report it to the TIXC. Failure to make such a report shall be grounds for discipline up to and including termination. If the knowledge of the reporting party gives rise to reasonable cause to believe that the reported conduct constitutes child abuse Policy 09.227 or a reportable criminal offense Policy 09.221, notification of state officials shall be made as required by law. **03.1621/03.2621/09.428111**
- Report any situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District to the Principal or your immediate supervisor. 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 any threats you receive (oral, written or electronic) to the Principal. **09.425**
 - Upon the request of a victim, 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 any knowledge of or 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, **immediately** to a local law enforcement agency or Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, and/or the County or Commonwealth's Attorney. (See **Child Abuse** section.) **09.227**
 - Report any student missing during or after a fire/tornado drill or evacuation to the Principal. **05.41 AP.1/05.42 AP.1**
 - Report orally and in writing any knowledge of or 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 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 a written report containing the statutorily required information with the Board and with the local law enforcement agency, the County Attorney, or the Kentucky State Police. **09.2211**

- Report any knowledge or suspicion that the District's alcohol-free/drug-free policies have been violated 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**
- Report any knowledge or suspicion that the District's weapon policy has been violated 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**
- Report any suspicion of financial fraud, impropriety or irregularity to Principal or the Superintendent/designee. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**

Special Circumstances

- Employees shall notify the Principal as soon as possible after using seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs and shall document in writing the incident by the end of the next school day. **09.2212**
- The District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner within seventy-two (72) hours of the discovery or notification of a security breach. **01.61**
- 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. **06.2**

Acknowledgement Forms

Handbook Acknowledgment and Acceptable Use forms are to be signed at opening day or upon hire.