

BULLITT COUNTY PUBLIC SCHOOLS



2016 - 2017 Employee Handbook

Keith Davis, Superintendent
Bullitt County Board of Education
1040 Hwy. 44 East
Shepherdsville, KY 40165
Phone 502.869.8000 • Fax 502.543.3608
www.bullitt.kyschools.us

As required by law, the Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information or disability 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 Bullitt County Public 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. Copies of specific 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/B18/>. 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 Jennifer Wooley, Director of Human Resources, in the Central Office.

District Mission

The Bullitt County Public Schools will educate all students to high levels of academic performance as measured by state and national standards by creating and maintaining a positive learning environment with a comprehensive system of support.

Future Policy Changes

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

Bullitt County Board of Education-Central Office 1040 Highway 44 East Shepherdsville, KY 40165		
Person/Title	Telephone/E-mail	Fax
Keith Davis Superintendent	502.869.8000 Keith.Davis@bullitt.kyschools.us	502.543.3608
Betsy Nutt Administrative Assistant to the Superintendent	502.869.8000 Betsy.Nutt@bullitt.kyschools.us	502.543.3608
Becky Sexton Assistant Superintendent of Support Services	502.869.8000 Becky.Sexton@bullitt.kyschools.us	502.543.3608
Brenda Pirtle Assistant Superintendent of Student Learning	502.869.8000 Brenda.Pirtle@bullitt.kyschools.us	502.543.3608
Jennifer Wooley Director of Human Resources	502.869.8000 Jennifer.Wooley@bullitt.kyschools.us	502.869.8019
Denise Smith Director of Finance	502.869.8000 Denise.Smith@bullitt.kyschools.us	502.869.8019
Rachelle Bramlage-Schomburg Director of Secondary Education	502.869.8000 Rachelle.Bramlage@bullitt.kyschools.us	502.543.3608
Adrienne Usher Director of Elementary Education	502.869.8000 Adrienne.Usher@bullitt.kyschools.us	502.543.3608
Troy Kolb Director of Special Education	502.869.8000 Troy.Kolb@bullitt.kyschools.us	502.543.3608
Jan Stone Director of Data, Assessment, and Research	502.869.8000 Jan.Stone@bullitt.kyschools.us	502.543.3608
Pat Smith-Darnell Director of Pupil Personnel	502.869.8000 Pat.Smith@bullitt.kyschools.us	502.869.8069
Angela Voyles Director of School Food Services	502.869.8000 Angela.Voyles@bullitt.kyschools.us	502.543.3608
Staci Goedde Director of Transportation	502.869.8000 Staci.Goedde@bullitt.kyschools.us	502.543.1572
Mark Mitchell Director of Building and Grounds	502.869.8000 Mark.Mitchell@bullitt.kyschools.us	502.543.2106
Jim Jackson District Technology Coordinator	502.869.8000 Jim.Jackson@bullitt.kyschools.us	502.543.3608
Willie Foster	502.869.8000 Willie.Foster@bullitt.kyschools.us	502.543.3608

Director of College and Career Readiness/Innovative Programs		
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School Administrators

Elementary Schools		
Person/Address	Telephone/E-mail	Fax
Brooks Elementary Melissa Boyle, Principal 1430 Brooks Hill Road Brooks, KY 40109	502.869.2000 Melissa.Boyle@bullitt.kyschools.us	502.957.5498
Cedar Grove Elementary Andy Moberly, Principal 1900 Cedar Grove Road Shepherdsville, KY 40165	502.869.3800 Andy.Moberly@bullitt.kyschools.us	502.543.3691
Crossroads Elementary Julie Skeens, Principal 156 Erin Circle Mt. Washington, KY 40047	502.869.7400 Julie.Skeens@bullitt.kyschools.us	502.538.0494
Freedom Elementary Matthew Treadway, Principal 4682 N. Preston Highway Shepherdsville, KY 40165	502.955.9795 Matthew.Treadway@bullitt.kyschools.us	502.955.8866
Lebanon Junction Elementary Patrick Durham, Principal 10920 S. Preston Highway Lebanon Junction, KY 40150	502.869.2200 Patrick.Durham@bullitt.kyschools.us	502.833.3727
Maryville Elementary Ruth Esterle, Principal 4504 Summers Drive Louisville, KY 40229	502.955.6553 Ruth.Esterle@bullitt.kyschools.us	502.955.5753
Mt. Washington Elementary Terri Lewis, Principal 9234 Highway 44 East Mt. Washington, KY 40047	502.538.4273 or 502.955.8630 Terri.Lewis@bullitt.kyschools.us	502.538.2744
Nichols Elementary Anne Marie Landry, Principal 10665 Highway 44 West West Point, KY 40177	502.869.2600 Annemarie.Landry@bullitt.kyschools.us	502.922.3372
Old Mill Elementary Leslie McIntosh, Principal 11540 Highway 44 East Mt. Washington, KY 40047	502.869.3200 Leslie.McIntosh@bullitt.kyschools.us	502.538.6641

Elementary Schools		
Person/Address	Telephone/E-mail	Fax
Overdale Elementary Vacant, Principal 651 Overdale Drive Louisville, KY 40229	502.869.2800 vacant@bullitt.kyschools.us	502.957.2419
Pleasant Grove Elementary Melissa Whicker, Principal 6415 Highway 44 East Mt. Washington, KY 40047	502.869.3400 Melissa.Whicker@bullitt.kyschools.us	502.538.8732
Roby Elementary Brittany Knipp, Principal 1148 Highway 44 East Shepherdsville, KY 40165	502.869.7200 Brittany.Knipp@bullitt.kyschools.us	502.543.2328
Shepherdsville Elementary David Pate, Principal 527 W. Blue Lick Road Shepherdsville, KY 40165	502.869.7000 David.Pate@bullitt.kyschools.us	502.543.7838
Middle Schools		
Person/Address	Telephone/E-mail	Fax
Bernheim Middle Vacant, Principal 700 Audubon Drive Shepherdsville, KY 40165	502.869.4000 vacant@bullitt.kyschools.us	502.543.5299
Bullitt Lick Middle Lee Barger, Principal 555 W. Blue Lick Road Shepherdsville, KY 40165	502.543.6806 or 502.543.9352 Lee.Barger@bullitt.kyschools.us	502.543.1685
Eastside Middle Troy Wood, Principal 6925 Highway 44 East Mt. Washington, KY 40047	502.869.5000 Troy.Wood@bullitt.kyschools.us	502.538.0659
Hebron Middle Kelland Garland, Principal 3300 E. Hebron Lane Shepherdsville, KY 40165	502.869.4200 Kelland.Garland@bullitt.kyschools.us	502.957.6014
Mt. Washington Middle Denise Allen, Principal 269 Water Street Mt. Washington, KY 40047	502.869.5200 Denise.Allen@bullitt.kyschools.us	502.955.9530

Middle Schools		
Person/Address	Telephone/E-mail	Fax
Zoneton Middle Vacant, Principal 797 Old Preston Highway North Shepherdsville, KY 40165	502.869.4400 @bullitt.kyschools.us	502.955.7027
High Schools		
Person/Address	Telephone/E-mail	Fax
Bullitt Central High Jim Beavers, Principal 1330 Highway 44 East Shepherdsville, KY 40165	502.869.6000 Jim.Beavers@bullitt.kyschools.us	502.543.1797
Bullitt East High Vacant, Principal 11450 Highway 44 East Mt. Washington, KY 40047	502.869.6400 vacant@bullitt.kyschools.us	502.538.8368
North Bullitt High Chris Verdow, Principal 3200 E. Hebron Lane Shepherdsville, KY 40165	502.869.6200 Chris.Verdow@bullitt.kyschools.us	502.957.6762
Other Facilities		
Person/Address	Telephone/E-mail	Fax
Bullitt Alternative Center BJ Ritter, Principal 381 High School Drive Shepherdsville, KY 40165	502.543.8300 or 502.955.8300 BJ.Ritter@bullitt.kyschools.us	502.921.1930
Bullitt Co. Area Technology Ctr. Angela Binkley, Principal 395 High School Drive Shepherdsville, KY 40165	502.543.7018 Angela.Binkley@bullitt.kyschools.us	502.543.1691
GED Classes 505 Buffalo Run Road, Suite 104 Shepherdsville, KY 40165	502.955.9154 or 502.213.7979	
Riverview Opportunity Center BJ Ritter, Principal 383 High School Drive Shepherdsville, KY 40165	502.543.1884 or 502.955.6039 BJ.Ritter@bullitt.kyschools.us	502.543.1792
Spring Meadows Children's Home BJ Ritter, Principal 330 Hope Street Mt. Washington, KY 40047	502.538.1200 BJ.Ritter@bullitt.kyschools.us	502.538.1201

School Calendar 2016-2017

<p>Preschool begins August 17 and ends May 17</p>	July '16	August '16	<p>8th –PD Day (no school) 9th Opening Day for Teachers 10th First Day for Students</p>																																																																																											
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K-PREP Testing – Last 14 instructional days 5th No School 8th – Teacher Planning Day (no school) 25th Last Day for Students 26th Closing Day for Teachers 29th No School Memorial Day	May '17							June '17							Make-up Days for weather: 2/17, 3/17, 5/26, 5/30, 5/31, 6/1, 6/2, 6/5, 6/6, 6/7, 6/8, 6/9, 6/12, 6/13, 6/14
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Section

1

General Terms of Employment

Equal Opportunity Employment

The Bullitt County Board of Education is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex, or genetic information, as required by law.

Reasonable accommodation for individuals with disabilities will be made 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 Jennifer Wooley at the Board of Education's Central Office. **03.113/03.212**

Harassment/Discrimination

The Bullitt 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.

GENERAL TERMS OF EMPLOYMENT

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

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

03.162/03.262

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

Title IX Coordinator Name: Susan Bibelhauser
Telephone: 502.869.8000
Address: 1040 Hwy. 44 East, Shepherdsville, Ky.

Section 504 Coordinator Name: Troy Kolb
Telephone: 502.869.8000
Address: 1040 Hwy. 44 East, Shepherdsville, 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 an annual written contract with the District. All regular full-time and part-time classified employees also shall receive an annual contract. A regular, full-time, noncertified employee is any employee having the expectation that s/he is to be employed for the full school term (or the remainder of the school term) as defined in KRS 158.070, and whose assignments require a minimum of eighty (80) hours per school month as defined in KRS 158.060.

A list of all District job openings is available online and 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.

Certified Employees: New hires and student teachers assigned within the District must have both a state and a federal criminal history background check. **03.11**

Classified Employees: New hires must have a state criminal history background check. Applicants that have resided in Kentucky twelve (12) months or less may be required to undergo both state and national criminal history background checks. Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender. **03.21**

Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence.

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

Both federal law and Board policy prohibit employees from making unauthorized disclosure, use or dissemination of personal information regarding minors over the Internet. **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**

Salaries and Payroll Distribution

Salary payments are issued according to a schedule approved annually by the Board. All employees shall participate in direct deposit. 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**

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

Determination of and changes to certified employees' rank and experience are determined in compliance with Policy **03.121**. Employees are responsible for delivering official transcripts to the Human Resource Department attached to the appropriate form.

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. **03.121**

Salaries for teachers shall not be less than the preceding year unless such reduction is part of a uniform plan affecting all teachers in the entire District or unless there is a reduction of responsibilities.

Reduction of responsibility for teachers may be accompanied by a corresponding reduction in salary. Written notice that states the specific reason(s) for the reduction shall be furnished teachers no later than ninety (90) days before the first student attendance day of the school year or May 15, whichever occurs earlier. **03.1212**

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

For purposes of determining placement on the salary schedule, classified personnel new to the system may be credited with up to three (3) years of experience credit for each one hundred forty (140) days employed in a full-time job of a similar nature. A maximum of three (3) years' credit will be given for verified work experience. Only one (1) year's experience credit may be earned during any fiscal year.

Current classified employees shall receive one (1) year of experience credit for each one hundred forty (140) days of full-time employment. Personnel employed on a substitute basis for at least four (4) hours per day and employed for a minimum of 140 work days in the same position during the school year will receive a year of credit for experience for advancement on the salary schedule. Classified personnel shall be given credit for Bullitt County experience when transferring from one (1) full-time classified position to another classified position.

Classified employees who resign or whose employment is terminated because of inadequate program funding shall be given credit for their prior years of experience in the District, provided they are re-employed by the district within two (2) calendar years of the effective date of resignation or termination.

For purposes of retirement, service credit will be determined in accordance with CERS guidelines.

Hours of Duty

Certified Employees: Certified employees are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor. **03.1332**

Classified Personnel: The length of the work day shall be established for each position by the Board. The work week for hourly (non-exempt) employees shall not exceed forty (40) hours per week, unless overtime is authorized as provided by this policy. **03.221**

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**

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**

GENERAL TERMS OF EMPLOYMENT

Section

2

Benefits and Leave

Insurance

The Board provides unemployment insurance, workers' compensation and liability insurance for all employees and term life insurance to full-time 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 dental, vision and life.

Salary Deductions

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

- Health/life insurance program;
- Tax Sheltered Annuity program;
- Charitable donations;
- Credit Union;
- 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. **03.1211/03.2211**

Cafeteria Plan

The Bullitt County School District offers employees a cafeteria plan of benefits. **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.), fees (as outlined in policy), food and lodging. Except for meals, itemized receipts must accompany requests for reimbursement.

Employees are eligible for a per-diem reimbursement in the amount of \$30.00 for meal expenses while traveling if the travel requires an overnight stay. Employees shall be reimbursed at a per meal rate of \$5.00 for breakfast, \$10.00 for lunch, and \$15.00 for dinner with no receipts required.

Employees must submit travel vouchers at least monthly and will not be reimbursed without proper documentation. Employees being reimbursed from School Activity Funds must submit travel vouchers within one (1) week of travel. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District.

03.125/03.225

Holidays

Certified Personnel: All certified employees are paid for four (4) annual holidays as indicated in the school calendar. The Superintendent may determine additional holidays for twelve-month, full-time employees. **03.122**

Classified Personnel: All full-time classified employees are paid for four (4) annual holidays as indicated in the school calendar. Full-time classified employees under a single contract for twelve (12) months are paid for Memorial Day and July 4th. The Superintendent may determine additional holidays. **03.222**

Annual Leave

Certified Personnel: Certified administrators and degreed employees who are contracted to work a minimum of 240 days during a school year (July 1-June 30), are granted five (5) days of annual leave. Beginning employees contracted to work 240 days or more, but who work fewer days during that year, shall receive annual leave prorated on the actual number of days to be worked.

Employees taking annual leave must have prior approval of the Superintendent and shall not take leave while school is in session. Annual leave days do not accumulate. **03.122**

Vacations

Classified Personnel: Twelve-month, full-time classified employees who work at least eighty (80) hours per month shall be entitled to vacations days as outlined in Policy **03.222**. Scheduling of vacation days must be approved in advance by the immediate supervisor and the Superintendent/Superintendent's designee. **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 who plan to return the next school year must notify the Superintendent/designee in writing of their intention to return to work by February 15.

Authorization of leave shall be in accordance with a specific leave policy. Absence from duty not associated with an approved leave may result in discipline 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 three (3) days of paid personal leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized personal leave days. Your supervisor must approve the leave date, but no reasons will be required for the leave. Other limitations are set out in Policy. **03.1231/03.2231**

Sick Leave

Sickness means personal illness, including illness or temporary disabilities arising from pregnancy. Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee’s immediate family. **03.1232/03.2232**

Certified employees are entitled to paid sick leave on the following basis:

185-204 days employment	10 sick leave days
205-224 days employment	11 sick leave days
225+ days employment	12 sick leave days

Certified employees who are employed for less than a full year contract receive a prorata part of the authorized sick leave days calculated to the nearest 1/2 day. Certified employees employed on a full year contract but scheduled for less than a full work day receive the authorized sick leave days equivalent to their normal working day. **03.1232**

Classified employees who are employed full-time are entitled to one (1) day of sick leave with pay for each month employed.

Classified employees who are employed for less than a full year contract receive a prorata part of the authorized sick leave days calculated to the nearest 1/2 day. Classified employees employed on a full year contract but scheduled for less than a full work day receive the authorized sick leave days equivalent to their normal working day. **03.2232**

Sick leave days not taken during the school year they were granted accumulate without limit for all employees. **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.

Employees may apply for donated days, not to exceed thirty (30) work days per request, with verified documentation if they meet the criteria established in statute and may reapply for donated sick leave with additional qualifying events. Applications to donate sick leave should be returned to the employee’s supervisor.

Upon return to work from the qualifying event and/or on June 30 of the current fiscal year, any unused donated sick leave shall be returned on a proportionate/pro-rated basis to employees who donated days. **03.1232/03.2232**

Sick Leave Bank

Employees may choose to participate in the sick leave bank. The commitment to participate in the bank must be made during the month of January of any school year by donating of one (1) of his/her annual sick days to the bank. Only employees who are members of the sick leave bank in any given year shall be eligible to draw on the sick leave bank. **03.12321/03.22321**

Family and Medical Leave

Employees are eligible for up to twelve (12) workweeks of family and medical leave each twelve (12) month period measured forward from the date the employee's Family and Medical Leave begins, 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 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 for an additional one (1) year.

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. **03.1233/03.2233**

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**

Educational Leave

Certified Employees: The Board may grant unpaid leave for one (1) year for educational or professional purposes. An additional year may be recommended by the Superintendent and granted by the Board. 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.

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.

Approved reasons for taking emergency leave include: bereavement, personal disasters, legal/court appearances and others as approved by the Superintendent/designee. **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.

The District has policies and procedures in place addressing: Termination and NonRenewal, **03.17**; Reduction in Force, **03.171**; Sanctions, **03.172**; Conflicts of Interest, **03.1721**; and Suspension, **03.173**. Employees may review these policies on the District website.

Classified employees who are terminated for cause shall not be compensated for unused sick, personal, or vacation days remaining on their contract. **03.27**

Discipline for classified employees shall follow District procedure **03.27 AP.1**. When terminating a classified employee, the supervisor of the employee or Superintendent/designee shall review all documentation to determine if a recommendation for termination is appropriate. This recommendation may occur if the employee:

1. repeats the same or similar violation for which the employee has been notified may result in termination, or
2. if the employee commits an infraction so severe in nature that the District may no longer continue the employee's employment.

The Superintendent/designee shall document the hand delivery and/or the delivery by certified mail of written notice of termination to the employee.

The employee shall have the right to a hearing regarding the termination by completing the form "Employee Request for Hearing" – procedure 03.27 AP.21 within ten (10) calendar days after receiving the notification of charges.

Reduction in Force

Classified Employees: During the budgeting process the Board shall determine the number of classified positions to be funded by the District.

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

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

The Superintendent shall provide at least thirty (30) calendar days written notification to employees affected.

Reduction in force of classified employees shall be defined as total separation from employment in the District. A change in duties or non-renewal of a part-time position when an employee holds more than one (1) position shall not be considered a reduction in force.

Employees who have less than four (4) years of continuous active service shall be reduced first.

In the event it is necessary to reduce classified employees who have more than four (4) years of continuous active service, the Superintendent shall make reductions within each job classification affected based on the following:

1. Seniority in the District and qualifications required for the position, such as specialty license/training and whether the position is full-time or part-time, based on District needs.

2. Seniority and qualifications being equal, the classified employee who has the highest evaluation ratings will be retained.

Employees with more than four (4) years of continuous active service in the District shall have the right of recall, if positions become available for which they are qualified within each job classification affected. Recall of those individuals shall be implemented according to District seniority with restoration of primary benefits, including all accumulated sick leave and appropriate rank and step on the current salary schedule based on total number of years of service in the District. In addition, should these employees be subject to a reduction in force, they shall be granted continuation of benefits under COBRA.

When employees with less than four (4) years of continuous active service in the District are selected for reduction, they shall no longer be considered an employee and shall have no employee rights or benefits other than those granted under COBRA. These individuals may reapply for employment with the District if positions open in the future. However, a reduction in force does not guarantee future employment with the District or any preference or recall right in the employment process for employees with less than four (4) years of District experience. **03.271**

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 Kentucky Teacher's Retirement System or the County Employee's Retirement System).

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

Evaluations

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 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.

Classified staff in positions requiring substitutes must contact their immediate supervisor to request a substitute for the day.

Teachers needing substitutes shall notify the Substitute Calling Service as soon as possible after discovering that they are unable to work because of sickness or emergency. The Calling Service shall be called, in any case, a minimum of one (1) hour and fifteen (15) minutes before the time the teacher is required to report to work. (Example: School starts at 8:00 a.m., teachers report at 7:30 a.m.; notify the Calling Service no later than 6:15 a.m.) The teacher shall follow instructions given by the Substitute Calling Service. If a teacher becomes ill or is notified of an emergency while at school, the Principal is responsible for notifying the Calling Service or the Department of Human Resources

When a teacher becomes aware of a situation that will require a prolonged absence, the Principal shall be notified. The Principal will notify the Department of Human Resources of the length of the absence and request a substitute for that amount of time.

Teachers teaching in situations that do not require a substitute must still notify the Substitute Calling Service and the Principal.

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.

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**

Blogging, Social-Networks, etc.

Employees may find detailed guidance concerning use of District electronic resources in Policy 08.2323 and its corresponding procedures. Any form of communication with students must be consistent with 16 KAR 1:010, Standards for Certified School Personnel (the Kentucky Teacher Code of Ethics). Employees are discouraged from creating personal social networking sites to which they invite students to be friends. Those taking such action do so at their own risk.

Employees are prohibited from extending invitations to or accepting invitations from students on any “personal social networking sites” that does not serve a legitimate professional, educational, or religious purpose unless the student’s parent/guardian has knowledge of the communication and gives specific permission for same. Staff members may create a classroom “fan or professional” page to communicate with students and parents information directly relating to classroom and school activities. The employee’s “fan or professional” page shall be separate from his/her personal networking page. Employees creating such “fan or professional” pages are responsible for all content posted on the website. Any social networking site, blog or other emerging technology used to communicate with students and parents shall include the disclaimer “This site is not monitored on a 24/7 basis”. ALL school personnel are required by KRS 620.030 to report to the proper authorities in writing any knowledge of a student who is in danger of being harmed by himself/herself or another or any student who is neglected. This would include information gathered from a social networking site.

Employees shall not use any form of communications (phone/cell, phone/texting, or email) to discuss items of a “personal” nature with students that does not serve a legitimate professional, or educational unless the student’s parent/guardian has knowledge of the communication and gives specific permission for same. **08.2323**

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.

Employees who violate the terms of the District's drug-free/alcohol-free policy may be suspended, non-renewed 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 any criminal drug statute involving illegal use of alcohol, illicit drugs, prescription drugs, or over-the-counter drugs shall, within five (5) working days after receiving notice of a conviction, provide notification of the conviction to the Superintendent.

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**

Reasonable Suspicion Drug/Alcohol Testing

When, in the opinion of the Superintendent/designee, there is reasonable suspicion that an employee is under the influence of or has recently consumed alcohol or controlled substances or when the employee poses a threat to himself, students or other employees, the Superintendent may require the employee to undergo a drug or alcohol examination and report by a testing facility of the Superintendent's choosing.

Employees who refuse to comply with testing requirements shall be subject to disciplinary action, up to and including dismissal. **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 or instrument/object which may reasonably be perceived by another as a weapon or dangerous instrument ("look-alike weapon"), including any knives, 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.

District personnel, staff members or visitors who keep or store a firearm in their vehicle on school grounds must keep their vehicle locked at all times it is on school grounds.

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 Products

All employees are prohibited from using any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on property owned or operated by the Board, inside Board-owned vehicles, or during school-sponsored trips and activities.

The Board provides programs to aid employees to discontinue personal tobacco use to employees who request assistance. **03.1327/03.232706.221**

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.

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

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 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.

Employees who are assigned full-time use of Board-owned vehicles shall be on call twenty-four (24) hours a day to perform services required by their job responsibilities. Except for commuting to and from work or an occasional minimal detour for personal reasons, employees assigned Board-owned vehicles shall not use them for personal use. **03.1321/03.2321**

Use of Personal Cell Phones/Telecommunication Devices

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

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

Health, Safety and Security

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

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

As required by KRS 620.030, any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected 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.

Employees are prohibited from accepting rebates in the form of gifts or gratuities valued at over \$25 from organizations or persons to whom they have referred or may refer parents and students. **03.1322/03.2322**

Solicitations

Unless authorized by the Superintendent, sales representatives, agents, or other solicitors shall not solicit or contact pupils, teachers, or other employees during the school day.

No school employee shall provide to any outside group or individual a list of students, teachers or other employees for solicitation or other purposes without prior authorization by the Superintendent/designee. **03.1323/2323**

Outside Employment or Activities

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

Emergency School Closing

When it becomes necessary to close schools because of bad weather or other emergency, principals will be notified via a calling system established at the beginning of the school year. Employees will be notified with a call, text message and voice mail from Infinite Campus Messenger. Employees may also “like” the Bullitt County Public Schools Facebook page to receive the latest information. Closings will be announced to the staff and public by Louisville media WAVE-3, WHAS-11, WLKY-32, WDRB-41 and WHAS 840 AM Radio and posted on their respective websites. The Courier-Journal and The Pioneer News also display any closing announcement on their websites. The announcement is made as early as possible to provide staff and parents time to make proper arrangements for their children. Closings will be for one (1) day unless the announcement states otherwise. Early dismissal will be announced using the same format (Infinite Campus Messenger, BCPS Facebook page and Louisville media) as soon as the decision has been made.

Early dismissal must be authorized by the Superintendent/designee. Deviation by individual schools from the procedure for early dismissal must be approved by the Superintendent.

When the schools are closed or dismissed early for emergency reasons, all school-sponsored activities and programs will be automatically cancelled or postponed unless an announcement to the contrary is made. This includes social events, club meetings, sports events at home or away, practices, and adult education classes.

Required Reports

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

- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**
- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- 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**
- 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 AP.1/05.42 AP.1/05.43 AP.1**
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**
- If you know or believe that the District's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**
- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities. **06.221**

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

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

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

09.2211

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, 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**
- 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;

EMPLOYEE CONDUCT

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:

- Automatic Payroll Authorization Deduction Form
- Employee Electronic Access/User Agreement Form
- Reporting Hazards

Employee Automatic Withdrawal Designation

Name: _____ Employee #: _____

- | Organization | Amount/Pay (26 Deductions) |
|--|-----------------------------------|
| <input type="checkbox"/> Bullitt County Education Foundation _____ | _____ |
| <p>This Foundation was founded to provide funding to teachers to support innovative grant proposals that will enhance learning opportunities that is not in the Board of Education budget. Examples of grants might include: digital cameras, money for percussion instruments, art projects, field trips, software, supplies for a special science project, special speakers, etc. Contributions are accepted by payroll deduction, private donation, and special events.</p> | |
| <input type="checkbox"/> Metro United Way _____ | _____ |
| <p>All monies raised in Bullitt County are returned to Bullitt County. MUW monies help fund the Bullitt County Schools TAPP (TeenAge Parenting Program), CASA (Court Appointed Special Advocates), Center for Women and Families, American Red Cross, Options Unlimited, and the YMCA of Bullitt County.</p> | |
| <input type="checkbox"/> American Cancer Society _____ | _____ |
| <p>The American Cancer Society is a nationwide, community-based voluntary health organization dedicated to eliminating cancer as a major health problem. Monies that are deducted are recognized as a contribution to the American Cancer Society via the local Relay for Life.</p> | |
| <input type="checkbox"/> Fund for the Arts _____ | _____ |
| <p>The oldest arts fund in the country. Provides more than 200 community arts grants to schools and organizations. Offer special "members only" prices for selected arts performances and events every month. Offer annual youth scholarships for student's pursuing a career in the performing and visual arts.</p> | |
| <input type="checkbox"/> CASA (Court Appointed Special Advocates) _____ | _____ |
| <p>CASA volunteers are everyday citizens appointed by judges to advocate for the safety and well-being of abused and neglected children. They stand up for children and help change their lives. Because KY CASA receives no state funding, CASA relies on funding and contributions from private donors. Your personal donation can make a difference in our ability to grow and enhance our service capabilities.</p> | |
| <input type="checkbox"/> WHAS Crusade for Children _____ | _____ |
| <p>The WHAS Crusade for Children raises monies for agencies, schools and hospitals to better the lives of special needs children. 100% of each donation goes directly to the WHAS Crusade for Children to help children with special needs. All monies raised in Bullitt County are returned to Bullitt County.</p> | |

Deductions will automatically roll over from year to year. If you would like to revoke your automatic withdrawals, please submit request in writing to the Finance Department.

Employee's Signature _____
Date

Employee Electronic Access/User Agreement Form

The following agreement form is to be distributed to all Bullitt County School District teaching staff including substitute and student teachers. A signed agreement form must be on file at the school for each District staff member/student teacher who wishes to use the Network or Internet. The building Principal/Designee will retain all forms. By signing the user agreement the staff member/student teacher has agreed to abide by Board policies governing access to technology resources and employee use.

___ **YES**, I have read the Bullitt County School District Staff/Student Teacher Acceptable Use Policy. I understand and will abide by the stated terms and conditions. Should I commit any violation, my access privileges may be revoked and disciplinary action, up to and including termination of employment or university disciplinary action, shall be taken. Furthermore, appropriate legal action may be taken. I understand that if I engage in unauthorized conduct that results in liability, I will assume full responsibility for that liability and release and hold the District harmless for any consequences that result from my conduct.

Name (Please print): _____

School Assignment _____

Job Title: _____

Signature: _____ Date: _____

If the user is a Student Teacher, the following information must be completed.

Supervising Teacher: _____ Signature: _____

(By signing this form, you agree, as Supervising Teacher, to monitor this Student Teacher's use of the network and email as stated in the District Acceptable Use Policy.)

Ending Date of entire Student Teaching Assignment: _____

(NOTE: If you are doing two (2) sessions at two (2) different schools, please put the ending date from the last teaching assignment.)

(Your account will be terminated at the end of your entire Student Teaching Assignment.)

Student Teacher Signature: _____ Date: _____

NOTE: You will not be added to a school email distribution list. School-wide emails will need to be forwarded from your Supervising Teacher.

STAFF/STUDENT TEACHER RESPONSIBILITY

Must be signed if working with students and the Network

I agree to enforce the Student Acceptable Use Policy with each of my students. I agree to instruct students on acceptable use of the Network and Internet and proper Network/Internet/Email etiquette. During the times students are assigned to my care, I agree to direct students to acceptable Network/Internet resources and monitor their use at all times.

Name (Please print): _____

Signature: _____ Date: _____

Reporting Hazards

Each employee observing a potential safety or security hazard shall report such hazard in writing to his/her immediate supervisor who shall cause the situation to be remedied or reported to the proper authority for remedy. **03.14/03.24/05.4**

Please report any situation you feel is a safety issue to your supervisor or please contact Sarah Hardin at 502.869.8000 or Sarah.Hardin@bullitt.kyschools.us.



Acknowledgement Form

2016-2017 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

Work Site

Return this signed form to the Central Office.