

**ROCKCASTLE COUNTY
PUBLIC SCHOOLS**

2009 - 2010
Employee
Handbook

ROCKCASTLE COUNTY PUBLIC SCHOOLS

2009 - 2010 Employee Handbook

Larry B. Hammond Superintendent
Rockcastle County Board of Education
245 Richmond St.
Mt. Vernon, Kentucky 40456-2705
Phone 606-256-2125 • Fax 606-256-2126
www.rockcastle.k12.ky.us

The Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, or disability in employment, educational programs or activities.

Table of Contents

Table of Contents	i
Introduction	1
WELCOME	1
DISTRICT MISSION	1
FUTURE POLICY CHANGES	1
CENTRAL OFFICE PERSONNEL AND SCHOOL ADMINISTRATORS	2
General Terms of Employment	4
EQUAL OPPORTUNITY EMPLOYMENT	4
HARASSMENT/DISCRIMINATION	4
HIRING	5
TRANSFER OF TENURE	5
JOB RESPONSIBILITIES	5
CRIMINAL BACKGROUND CHECK AND TESTING	5
CONFIDENTIALITY	5
SALARIES AND PAYROLL DISTRIBUTION	6
HOURS OF DUTY	6
SUPERVISION RESPONSIBILITIES	7
Benefits and Leave	8
INSURANCE	8
SALARY DEDUCTIONS	8
CAFETERIA PLAN	9
EXPENSE REIMBURSEMENT	9
HOLIDAYS	9
LEAVE POLICIES	9
PERSONAL LEAVE	10
SICK LEAVE	10
SICK LEAVE DONATION PROGRAM	10
FAMILY AND MEDICAL LEAVE	10
MATERNITY LEAVE	11
EXTENDED DISABILITY LEAVE	11
EDUCATIONAL LEAVE	12
JURY LEAVE	12
MILITARY/DISASTER SERVICES LEAVE	12
UNPAID LEAVE	12
Personnel Management	13

TRANSFER	13
EMPLOYEE DISCIPLINE	13
RETIREMENT	13
EVALUATIONS	14
TRAINING/IN-SERVICE	14
PERSONNEL RECORDS	14
Employee Conduct	15
ABSENTEEISM/TARDINESS/SUBSTITUTES	15
STAFF MEETINGS	15
DISRUPTING THE EDUCATIONAL PROCESS	15
PREVIEWING STUDENT MATERIALS	16
CONTROVERSIAL ISSUES	16
DRUG-FREE/ALCOHOL-FREE SCHOOLS	16
WEAPONS	17
TOBACCO PRODUCTS	17
USE OF SCHOOL PROPERTY	17
HEALTH, SAFETY AND SECURITY	18
ASSAULTS AND THREATS OF VIOLENCE	18
CHILD ABUSE	18
CIVILITY	18
GRIEVANCES/COMMUNICATIONS	19
GIFTS	19
OUTSIDE EMPLOYMENT OR ACTIVITIES	19
REQUIRED REPORTS	20
REPORT TO THE PRINCIPAL ANY THREATS YOU RECEIVE (ORAL, WRITTEN OR ELECTRONIC). 09.425CODE OF ETHICS FOR CERTIFIED SCHOOL PERSONNEL	21
CODE OF ETHICS FOR CERTIFIED SCHOOL PERSONNEL	22
Acknowledgement Form	24

Introduction

Welcome

Welcome to Rockcastle 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.

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 and in the Principal's office. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. **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 Richard Bray in 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 the Form, and return the Form to the Central Office.

District Mission

The mission of Rockcastle County Schools is to develop students who have the knowledge and basic life skills to lead productive, fulfilling lives; therefore, we must create a positive, educational environment which requires a well-defined curriculum, appropriate facilities, and a total commitment from school personnel, students, parents, and community.

Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, the Rockcastle 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 and School Administrators

Person/Address	Telephone/E-mail	Fax
<p style="text-align: center;">Superintendent Larry B. Hammond 245 Richmond St. Mt. Vernon, Ky. 40456</p>	606-256-2125 Larry.Hammond@rockcastle.kyschools.us	606-256-2126
<p style="text-align: center;">Director of Pupil Personnel Rosamond M. Brown 245 Richmond St. Mt. Vernon, Ky. 40456</p>	606-256-2125 Rose.Brown@rockcastle.kyschools.us	606-256-2126
<p style="text-align: center;">Public Relations/Communications Rebecca Isaacs 245 Richmond St. Mt. Vernon, Ky. 40456</p>	606-256-2125 Rebecca.Isaacs@rockcastle.kyschools.us	606-256-2126
<p style="text-align: center;">Instruction/Curriculum/Professional Development David Pensol 245 Richmond St. Mt. Vernon, Ky. 40456</p>	606-256-2125 David.Pensol@rockcastle.kyschools.us	606-256-2126
<p style="text-align: center;">Director of Exceptional Children William J. Parsons 245 Richmond St. Mt. Vernon, Ky. 40456</p>	606-256-2125 William.Parsons@rockcastle.kyschools.us	606-256-2126
<p style="text-align: center;">Director of Food Service/Nutrition Jeannine M. Parsons 245 Richmond St. Mt. Vernon, Ky. 40456</p>	606-256-2125 Jeannine.Parsons@rockcastle.kyschools.us	606-256-2126
<p style="text-align: center;">Director of Finance Richard L. Bray 245 Richmond St. Mt. Vernon, Ky. 40456</p>	606-256-2125 Richard.Bray@rockcastle.kyschools.us	606-256-2126
<p style="text-align: center;">Director of Transportation David L. Perkins 245 Richmond St. Mt. Vernon, Ky. 40456</p>	606-256-2125 David.Perkins@rockcastle.kyschools.us	606-256-2126

District Assessment Rebecca Isaacs 245 Richmond St. Mt. Vernon, Ky. 40456	606-256-2125 Rebecca.Isaacs@rockcastle.kyschools.us	606-256-2126
District Technology Trent D. Clark 245 Richmond St. Mt. Vernon, Ky. 40456	606-256-2125 Trent.Clark@rockcastle.kyschools.us	606-256-2126
Director of Facilities C. Douglas Mullins 245 Richmond St. Mt. Vernon, Ky. 40456	606-256-2125 Doug.Mullins@rockcastle.kyschools.us	606-256-2126
Brodhead Elem. School Principal Caroline Cash Graves 27 School Street Brodhead, Ky. 40409	606-758-8512 Caroline.Graves@rockcastle.kyschools.us	606-758-8514
Mt. Vernon Elem. School Principal James L. Davidson 530 Williams St. Mt. Vernon, Ky. 40456	606-256-2953 Leon.Davidson@rockcastle.kyschools.us	606-256-3948
Rockcastle Academy for Academic Achievement Anthony Coffey 945 W. Main St. Mt. Vernon, Ky. 40456	606-256-3846 Anthony.Coffey@rockcastle.kyschools.us	606-256-3846
Rockcastle County High School Principal Jennifer Mattingly 1545 Lake Cumberland Road Mt. Vernon, Ky. 40456	606-256-4816 Jennifer.Mattingly@rockcastle.kyschools.us	606-256-3755
Rockcastle County Middle School Principal Jason S. Coguer 945 W. Main St. Mt. Vernon, Ky. 40456	606-256-5118 Jason.Coguer@rockcastle.kyschools.us	606-256-2622
Rockcastle Hospital Alternative School Contact William J. Parsons 145 Newcomb Ave. Mt. Vernon, Ky. 40456	606-256-2195 William.Parsons@rockcastle.kyschools.us	None
Roundstone Elementary School Principal James S. Ward 6701 North Wilderness Road Mt. Vernon, Ky. 40456	606-256-2235 James.Ward@rockcastle.kyschools.us	606-256-2259

Section
1

General Terms of Employment

Equal Opportunity Employment

The Board is an Equal Opportunity Employer.

The Rockcastle 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 veteran status, 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 Richard Bray at the Board of Education's Central Office. **03.113/03.212**

Harassment/Discrimination

Harassment or discrimination of employees or students will not be tolerated.

The Rockcastle 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 or students, 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 or student is being subjected to harassment or discrimination should bring the matter to the attention of his/her Principal/immediate supervisor or the District's Title IX/Equity Coordinator. The District will investigate any such concerns promptly and confidentially.

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

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**

Hiring

All personnel are required to sign a written contract with the District.

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

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

Transfer of Tenure

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

Job Responsibilities

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. **03.133/03.233**

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 shall undergo both state and national criminal history background checks. **03.21**

Confidentiality

Keep student and personnel information in the strictest confidence.

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. **03.111/03.211/9.14/09.213/09.43**

Salaries and Payroll Distribution

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

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

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

Payroll Distribution: All staff contracted for 205 days annually or less will be paid on the 20th calendar day of each month or the last working/school calendar day prior. Staff in this contract category will be paid from September through June (or July/August in accordance with school board policy).

All staff contracted for more than 205 days annually will be paid on the last working day/school calendar day of each month. Staff in this contract category will be paid from July through June (school fiscal year).

(This payroll distribution schedule shall remain effective continually until such time the Rockcastle County Board of Education so approves a different schedule.)

Hours of Duty

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

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**

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 follow policy in intervening and reporting to their supervisor those situations that endanger the safety of students, other staff members or visitors to the school. 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. **03.162/03.262/09.422/09.42811**

Section

2

Benefits and Leave

Insurance

The Board provides unemployment insurance, workers' compensation and liability insurance for all employees. In addition, the state of Kentucky provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation. **03.124/03.224**

Salary Deductions

The Rockcastle County School District makes all payroll deductions required by law. Employees may choose from the following optional payroll deductions. See District Payroll Clerk for a listing.

- Health/life insurance program;
- Tax Sheltered Annuity program;
- Credit Union;
- Membership dues in professional/job-related organizations, as approved by the Superintendent or designee;
- State approved deferred compensation plan;
- State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans. **03.1211/03.2211**

Cafeteria Plan

The Rockcastle County School District offers employees a cafeteria plan of benefits. Questions should be addressed to the District Payroll Clerk. **03.1213/03.2212**

Expense Reimbursement

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 (for out-of-state travel) and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (as authorized by policy and/or procedure), and lodging. Receipts must accompany requests for reimbursement. **03.125/03.225**

Access online
Procedures:
03.125 AP.21
03.125 AP.22

Holidays

All full-time certified employees and classified employees are paid for four (4) annual holidays as indicated in the school calendar. **03.122/03.222**

Leave Policies

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

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

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 April 15 of the year the leave terminates.

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

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

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. Personal leave days not taken during the year granted, will accumulate into sick leave without limit. **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. **03.1232/03.2232**

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

Sick Leave Donation Program

Access online
Procedures:
03.1232 AP.21

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 the Superintendent/Designee.

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

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

Full-time employees who have completed one (1) year of continuous employment and all part-time employees who worked at least 1,250 hours during the twelve (12)-month period immediately preceding the requested leave are entitled to family and medical leave (FML). Employees who qualify may take up to twelve (12) workweeks of 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 active duty or call to active duty of a covered family member (spouse, son, daughter, parent or next of kin) who serves in a reserve component or as a retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and
5. To care for a covered family member (spouse, son, daughter, parent or next of kin) who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces that may render the family member medically unfit to perform duties of his/her office, grade, rank or rating.

When family and medical leave is taken to care for a service member's recovery from a serious illness or injury sustained in the line of duty, 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**

Maternity Leave

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

Employees eligible for family and medical leave are entitled to up to twelve (12) workweeks of unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. An employee may use up to thirty (30) days of paid sick leave on the first thirty (30) working days of that twelve (12)-week period without a physician's statement. Additional paid sick leave days may be taken when the need is verified by a physician's statement.

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. Thereafter, leave may be extended in increments of one (1) year. **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.

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

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 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.

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**

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

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**

Unpaid Leave

Under procedures developed by the Superintendent, the Board may grant unpaid leave, for a period of time not to exceed the remainder of the school year, provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability. Requests for unpaid leave must be made in writing and submitted to the Superintendent/designee. **03.123/03.223**

Section

3

Personnel Management

Transfer

Requests from certified staff for transfers shall be submitted in writing to the Superintendent on or before April 15.

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**

Employee Discipline

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

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

Retirement

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

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

Access online
Procedure:
03.1311 AP.2

The retirement plan for
certified employees is
KTRS; for classified, CERS.

Evaluations

Administrators, including the Superintendent, and nontenured certified employees are evaluated annually. Tenured certified employees are evaluated at least once every three years.

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

Training/In-Service

The Board provides a program for professional development and staff training. **03.19/03.29**

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**

Section

4

Employee Conduct

Absenteeism/Tardiness/Substitutes

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

Employees are expected to notify their immediate supervisor when they must be tardy or absent. Staff in positions requiring substitutes must contact their immediate supervisor to request a substitute for the day.

Staff Meetings

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

Disrupting the Educational Process

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

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

- conduct that threatens the health, safety or welfare of others;
- conduct that may damage public or private property (including the property of students or staff);
- illegal activity;
- conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or

- conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations. **03.1325/03.2325**

Previewing Student Materials

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

Controversial Issues

Teachers who suspect that materials or a given issue may be inappropriate or controversial shall confer with the Principal prior to the classroom use of the materials or discussion of the issue. **08.1353**

Drug-Free/Alcohol-Free Schools

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

1. Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain, sell or transfer any of the following in the workplace or in the performance of duties; Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

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

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

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

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

Weapons

Carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

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

Tobacco Products

Employees may not use tobacco products in any building that the Board owns or operates.

Federal law and Board policy prohibit the use of any tobacco product in any building owned or operated by the Board. Adult employees may smoke in outside areas designated by the Superintendent or Principal. **03.1327/03.2327**

While on the bus, drivers shall not use tobacco products and shall not permit students to use them. **06.221**

Use of School Property

Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work unless otherwise approved by the Superintendent or Board. These items (including security codes and electronic records such as e-mail) are District property.

District-owned telecommunication devices shall be used for authorized District business purposes. Personal use of such equipment is prohibited except for emergency situations. Employees shall reimburse expenses incurred for emergency personal use.

You should not expect your e-mail account to be either private or confidential.

Review the District's Acceptable Use Policy.

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 provide the Superintendent with a copy of their driving records from the Kentucky Department of Transportation if they have received a traffic citation during the past year.

School authorities shall have the authority to conduct routine patrols of employee parking lots and to inspect the exteriors and items in plain view within interiors of employee vehicles parked on school property. School administrators shall have the authority to contact legal authorities if such routine patrols yield evidence that an employee has illegal items in his or her vehicle. **03.1321/03.2321**

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, and Personal Protective Equipment (PPE), 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

If you know or have reasonable cause to believe 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 abused or neglected shall immediately make a report to a local law enforcement agency, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney. **09.227**

Civility

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

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

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

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

Grievances/Communications

[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 Policy **03.16/03.26** and related procedures.

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

Gifts

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

No employee shall accept, for personal use, gifts from current or potential supply vendors. **03.1322/03.2322**

Outside Employment or Activities

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

Required Reports

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

- Report damaged, lost, stolen, or vandalized school property to the Principal. **03.1321/03.2321**
- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**
- 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, or a student is being 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. **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 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 Families and Children 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;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

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

Acknowledgement Form

I, _____, have received a copy
Employee Name

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

I understand and agree:

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

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

Signature of Employee

Date

Return this signed form to the Central Office.