DAYTON
INDEPENDENT
SCHOOLS

2017 - 2018 Employee Handbook

DAYTON INDEPENDENT SCHOOLS

2017 - 2018 Employee Handbook

Jay Brewer, Superintendent
Dayton Independent Board of Education
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Dayton, KY 41074
Phone 859.491.6565 • Fax 859.292.3995
www.dayton.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 Dayton Independent Schools.

The purpose of the handbook is to acquaint you with general Board of Education policies and procedures 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/D04/. 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 the Central Office.

District Mission

The Mission of Dayton Independent Schools is to Inspire, Engage, and Grow each of our Students.

We **Inspire** our students through our actions, our stories, and our beliefs so they can become whatever they want to become.

We believe in leading by example.
We believe motivation is driven by passion.
We believe attitude drives ability.
We believe enthusiasm is contagious.

We **Engage** our students in learning experiences that allow for each student to be an active and passionate learner.

We believe our students should be challenged at all levels.
We believe every student has the ability to learn and achieve.
We believe understanding is more important than remembering.
We believe learning needs to be Active, Authentic, and Applied.

We **Grow** our students into life-long learners who are successful members of their community.

We believe success comes from hard work.
We believe in progress.
We believe growing is continuous.
We believe perseverance is part of learning.

Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, the Dayton Independent 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 Organizational Chart 2017-2018

Superintendent Jay Brewer
Jay.brewer@dayton.kyschools.us
Ad Hoc Issues Issue Planning Policy Development Certified Personnel/Teacher Recruiting Vision/Mission Board Of Education Budget Community Relations Food Service Comprehensive Planning Technology and Information

Administrative Assistant Kati Newsome
Kati.newsome@dayton.kyschools.us
Communications Certified Vacancies Classified Vacancies Accounts Payable Board Policies Human Resources

Student Services Team	Teaching and Learning Team	Business and Operations Team
Director of Teaching and Learning Rick Wolf Rick.wolf@dayton.kyschools.us SBDM – Lincoln ESS Reports Gifted Education Certification KTIP ESS Title I, II, IID ESL	**Director of Teaching and Learning Rick Wolf** Rick.Wolf@dayton.kyschools.us Assessment ASSIST Curriculum Development Professional Development Teacher Evaluation AdvanceED Accreditation New Teacher Training District Point of Contact	**Director of Student Services Ron Kinmon** Ron.kinmon@dayton.kyschools.us Facilities/Maintenance Transportation Energy Manager Records Officer
Director of Student Services Ron Kinmon Ron.kinmon@dayton.kyschools.us Attendance Migrant/Homeless Home Schooling SBDM – DHS/DMS Title IX Coordinator School Health FYRC/FRC DHS Academy Safe Schools	**Network Administrator Casey Woods** Casey.woods@dayton.kyschools.us Technology and Information District Website Channel 20 District Networks & Workstations KSIS Point of Contact Office of KIDS	**Financial Officer Trish Gosney** Trish.gosney@dayton.kyschools.us Accounting/Budget Accounts Payable/Grants Purchase Requests Liability
Director of Special Education Brittney Howell Brittney.howell@dayton.kyschools.us Special Education Preschool Education Section 504 Daycare Medicaid Success by 6 Head Start Early Childhood Council		**Payroll Officer/Claims Glenda Smith** Glenda.smith@dayton.kyschools.us Payroll/Employee Attendance Benefits Insurance Student Attendance Reports Worker's Comp
		Assistant to Financial Officer Mary McCormick Mary.mccormick@dayton.kyschools.us Accounts Payable FRAM Coordinator

Dayton Independent Board Members

Ms. Rosann Sharon, Chair

811 Fifth Avenue

Dayton, KY 41074

Mr. Bernard T. Pfeffer, Vice-Chair

12 Cottonwood Place

Dayton, KY 41074

Mr. Tom Dilts

1200 Ervin Terrace

Dayton, KY 41074

Mrs. Carrie J. Downard

321 Ervin Terrace
Dayton, KY 41074

Mrs. Diane G. Huff

1516 Dayton Avenue

Dayton, KY 41074

School Calendar

Dayton Independent Schools
2017-2018 School Calendar

July								August												
S	M	T	W	TH	F	SA		S	M	T	W	TH	F	SA						
						1				1	2	3	4	5						
2	3	4	5	6	7	8		6	7	8	9	10	11	12						
9	10	11	12	13	14	15		13	14	15	16	17	18	19						
16	17	18	19	20	21	22		20	21	22	23	24	25	26						
23	24	25	26	27	28	29		27	28	29	30	31			12	DEFINITES:				
30	31															176 DAYS OF INSTRUCTION				
																4 HOLIDAYS				
September								**October**								OPENING DAY				
S	M	T	W	TH	F	SA		S	M	T	W	TH	F	SA		CLOSING DAY				
					1	2		1	2	3	4	5	6	7		4 PD DAYS				
3	4	5	6	7	8	9		8	9	10	11	12	13	14		1st & Last Day				
10	11	12	13	14	15	16		15	16	17	18	19	20	21		(186 DAYS)				
17	18	19	20	21	22	23		22	23	24	25	26	27	28		Breaks				
24	25	26	27	28	29	30	20-32	29	30	31					20-52					
November								**December**												
S	M	T	W	TH	F	SA		S	M	T	W	TH	F	SA						
			1	2	3	4							1	2						
5	6	7	8	9	10	11		3	4	5	6	7	8	9						
12	13	14	15	16	17	18		10	11	12	13	14	15	16						
19	20	21	22	23	24	25		17	18	19	20	21	22	23						
26	27	28	29	30			17-69	24	25	26	27	28	29	30	14-83					
								31								October 6th is NKEA				
January								**February**								November 7th is Election Day				
S	M	T	W	TH	F	SA		S	M	T	W	TH	F	SA		January 15th MLK Day				
	1	2	3	4	5	6						1	2	3		February 19th Presidents Day				
7	8	9	10	11	12	13		4	5	6	7	8	9	10		April 1st Easter				
14	15	16	17	18	19	20		11	12	13	14	15	16	17		May 22nd Primary Election				
21	22	23	24	25	26	27		18	19	20	21	22	23	24		May 28th Memorial Day				
28	29	30	31				20-103	25	26	27	28				18-121					
																Make-up Day #1 Feb. 16th				
March								**April**								Make-up Day #2 Feb. 19th				
S	M	T	W	TH	F	SA		S	M	T	W	TH	F	SA		Make-up Day #3 March 16th				
				1	2	3		1	2	3	4	5	6	7		Make-up Day #4 May 29th				
4	5	6	7	8	9	10		8	9	10	11	12	13	14		Make-up Day #5 May 30th				
11	12	13	14	15	16	17		15	16	17	18	19	20	21						
18	19	20	21	22	23	24		22	23	24	25	26	27	28						
25	26	27	28	29	30	31	21-142	29	30						16-158					
May								**June**												
S	M	T	W	TH	F	SA		S	M	T	W	TH	F	SA						
		1	2	3	4	5							1	2						
6	7	8	9	10	11	12		3	4	5	6	7	8	9						
13	14	15	16	17	18	19		10	11	12	13	14	15	16						
20	21	22	23	24	25	26	18-176	17	18	19	20	21	22	23						
27	28	29	30	31				24	25	26	27	28	29	30						

Section

1

General Terms of Employment

Equal Opportunity Employment

The Dayton Independent 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 the Superintendent at the Board of Education's Central Office. **03.113/03.212**

Harassment/Discrimination

The Dayton Independent Board of Education intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against employees, students, or visitors to the school or District, or any act prohibited by Board policy that disrupts the work place or the educational process and/or keeps employees from doing their jobs.

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

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	Ron Kinmon
Telephone	859.491.6565
Address	200 Clay St., Dayton, KY
Section 504 Coordinator Name	Brittney Howell
Telephone	859.491.6565
Address	200 Clay St., Dayton, KY

01.1

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

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

07.1

Hiring

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

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

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

Transfer of Tenure

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

Tenure/continuing-contract status will be granted when a currently employed teacher is reemployed by the Superintendent after the employee has taught four (4) consecutive years in the District, or has taught (4) years that fall within a period not to exceed six (6) years in the District, the year of present employment included.

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. **03.21**

Medical Examinations

All newly employed certified personnel, including substitute teachers, shall present documentation in the form of a medical examination performed by a designated licensed physician, physician assistant (PA), or Advanced Practice Registered Nurse or by a licensed medical practitioner of the employee's choice. Through appropriate personnel documents, such as handbooks and/or job applications, employees shall be notified as to who will pay for medical examinations required for initial employment. Medical examinations performed within a ninety (90)-day period prior to initial employment will be accepted.

Each medical examination shall include a risk assessment for tuberculosis as required by Kentucky Administrative Regulation. Individuals identified by that assessment as being high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by 702 KAR 1:160. A person who tests positive for TB shall be required to comply with the directives of the local board of health and the Kentucky Department for Public Health, Cabinet for Health and Family Services, for further evaluation and treatment of the tuberculosis infection. **03.111/03.211**

Confidentiality

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

Access to be Limited

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

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

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**

Reduction in Salary and Responsibilities

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 to teachers no later than ninety (90) days before the first student attendance day of the school year. **03.1212**

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. Teachers shall be present in their school building by 7:45 a.m. each school day and remain in school until 3:00 p.m. **03.1332**

Substitutes: Substitute teachers shall not work more than one-hundred twenty-nine (129) service hours per month unless pre-approved by Superintendent based on certification needed for longer term assignments. **03.4**

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. No employee shall send a student on an errand off school property without prior approval from the Principal. 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**

Purchasing

Employees are required to follow applicable state law and regulations and local policies and administrative procedures when making purchases on behalf of the District.

All purchases shall require the prior approval of the Superintendent's designee. **04.31**

See Requisition Form (Section 5 – Appendix).

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.

To address variable hour employees who may qualify for group health insurance, substitute personnel shall not work more than one-hundred twenty-nine (129) service hours per month unless pre-approved by the Superintendent based on certification needed for longer term assignments. **03.124/03.224**

Optional insurance coverage available to employees includes:

Life Insurance – The Commonwealth of Kentucky provides life insurance coverage in the amount of $20,000 for all full-time employees. The Dayton Board of Education provides life insurance coverage in the amount of $10,000 for all full-time employees.

Optional Insurance Coverage – Optional coverage available to all employees includes additional life insurance; cancer insurance; disability insurance; dental insurance and vision insurance.

Salary Deductions

The Dayton Independent 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;
- 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.

Deductions for membership dues of an employee organization, association, or union shall only be made upon the express written consent of the employee. This consent may be revoked by the employee at any time by written notice to the employer. **03.1211/03.2211**

Cafeteria Plan

The District offers employees a cafeteria plan of benefits. Contact Central Office staff for details. **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.), food (as authorized by policy and/or procedure), and lodging. Except for meals under $5.00, itemized receipts must accompany requests for reimbursement.

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

See Travel Expense Voucher Form (Section 5 – Appendix).

Holidays

Certified employees: All certified employees are paid for four (4) annual holidays as indicated in the school calendar. **03.122**

Classified employees: Classified personnel employed for 185 days or more receive four (4) paid holidays: Labor Day, Thanksgiving Day, Christmas Day, and Martin Luther King Day. Classified employees who are employed for 220 days or more receive 2 additional paid holidays: New Year's Day and Memorial Day, for a total of 6 paid holidays. Classified personnel who are employed for 255 days or more shall receive a total of 9 paid holidays which include all those listed above and Christmas Eve, New Year's Eve, and July 4th. **03.222**

Vacations

Classified employees: After completing six (6) months of service, classified personnel who work 255 days or more per school year shall be eligible for vacation days as follows:

First through sixth year of service - ten (10) days

Seventh through tenth year of service - thirteen (13) days

Eleventh through twentieth year of service - fifteen (15) days

Twenty-first year of service and thereafter – twenty (20) days

Use of vacation days must be approved in advance by the Superintendent or the Superintendent's designee. An employee may carry over up to five (5) days of vacation for use in future years but shall never maintain more than 25 days of vacation at a time. The employee shall not receive any compensation for unused vacation days**. 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 April 1.

Authorization of leave and time taken off from one's job shall be in accordance with a specific leave policy. Absence from work that is not based on appropriate leave for which the employee is qualified may lead to disciplinary consequences, up to and including termination of employment.

Employees shall not experience loss of income or benefits, including sick leave, when they are assaulted while performing assigned duties and the resulting injuries qualify them for workers' compensation benefits. **03.123/03.223**

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

Personal Leave

Full-time employees are entitled to two (2) days of paid personal leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized personal leave days. Your supervisor must approve the leave date, but no reasons will be required for the leave. An unused personal day shall be carried over into a sick day the following school year. Other limitations are set out in Policy. **03.1231/03.2231**

Sick Leave

Full-time employees are entitled to ten (10) days of paid sick leave each school year. Full-time employees contracted to work up to 225 days per year shall be entitled to eleven (11) sick leave days per year, and those contracted to work in excess of 225 days per year shall receive twelve (12) paid sick days per 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

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 Glenda Smith at Central Office.

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

Family and Medical Leave

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

1. For the birth and care of an employee's newborn child or for placement of a child with the employee for adoption or foster care;

2. To care for the employee's spouse, child or parent who has a serious health condition, as defined by federal law;

3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform her/his job.

4. To address a qualifying exigency (need) defined by federal regulation arising out of the covered active duty or call to active duty involving deployment to a foreign country of the employee's spouse, son, daughter, or parent who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and

5. To care for a covered service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

When family and medical military caregiver leave is taken based on a serious illness or injury of a covered service member, an eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve-month period.

Paid leave used under this policy will be subtracted from the twelve (12) workweeks to which the employee is entitled. Employees should contact their immediate supervisor as soon as they know they will need to use Family and Medical Leave. **03.12322/03.22322**

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

FML Basic Leave Entitlement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Enforcement - An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Maternity/Parental Leave

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

The parent of a newborn or an employee who adopts a child may also request an unpaid leave of absence not to exceed the remainder of the school year in which the birth or placement occurred. Thereafter, leave may be extended in increments of no more than one (1) year.

Employees eligible for family and medical leave are entitled to up to twelve (12) 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 to tenured personnel unpaid leave for a period no less than one (1) semester and 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**

Emergency Leave

Full-time employees are entitled to one (1) day 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. Any unused emergency days shall be carried over into a sick day the following school year **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 and Superintendent 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 and the Superintendent.

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.

Resignation/Termination of Certified Contract

Certified employees who resign or terminate their contracts must do so in compliance with KRS161.780. No teacher shall be permitted to terminate his or her contract within fifteen (15) days prior to the first instructional day of the school term at a school to which a teacher is assigned or during the school term without the written consent of the Superintendent. All employees shall be permitted to terminate his or her contract at any other time when schools are not in session by giving two (2) weeks written notice to the employing superintendent. **03.17**

Retirement

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

The Board compensates employees only upon initial retirement for each unused sick day at the rate of thirty (30%) percent of the daily salary, based on the employee's last annual salary. Upon death of an employee in active contributing status who was eligible to retire by reason of service, the District shall compensate the estate of the employee. **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**

For additional information, please consult the Dayton Independent Certified Personnel Evaluation Plan and Process.

Training/In-Service

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

Certified Personnel: The professional development cycle shall run from the day following closing day up to the closing day of school for the next school year. District and school-based professional development must be conducted on days designated in the calendar. Flexible hours may be completed after school, on weekends, or during the summer if activities are pre-approved by the professional development committee. Individuals may be excused from District and school-based professional development if they meet the requirements for claiming a sick day or an emergency day. Vacation and personal days may not be used on designated professional development days. All flexible hours must be completed.

It is the responsibility of the individual to provide appropriate documentation for all completed professional development. The professional development requirement must be fulfilled before the last day of school each year. If it is not, repayment for the appropriate hours will be deducted from the individual's paycheck. 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 if a teacher, when they must be tardy or absent. In all cases of absence, if possible, notification is to be made the night before or at least one (1) hour prior to the beginning of the normal work day. **03.123/03.223**

Certified Personnel: Teachers who have been absent shall give their immediate supervisor at least twelve (12) hours advance notice of their anticipated return to school. **03.123**

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**

Planning

Teachers shall devote their planning periods to the following activities:

1. Planning for the instructional program;
2. Conferring with parents, students, administrators, and supervisors;
3. Studying and maintaining students records; and
4. Other duties deemed appropriate by the Principal. **03.126**

Teacher-Parent Communications

To demonstrate the District's commitment to productive school-home communications, teachers are expected to respond to requests from parents via phone calls, e-mail messages, and written requests within forty-eight (48) hours of receipt of the message unless extraordinary circumstances prevail. If the message is received on Friday or the day before a break in the school calendar, every reasonable effort shall be made to respond that day, but certainly no later than the next school day.

Grading

Teachers shall maintain detailed, systematic records of the achievement of each student. The grading standards established in Board policy shall be followed. A student's grade shall not be lowered as a disciplinary action. **08.221**

Teachers will maintain the computerized grade book and grade reporting program to report student progress to parents. Grades should be updated weekly.

Because there occasionally may be a question about the basis for a grade, unless a test is under an outstanding request to inspect or review under the FERPA, teachers shall retain semester tests and finals for thirty (30) calendar days following the end of the semester. They shall retain all end-of-unit and grading period tests for thirty (30) calendar days following the date a graded test is returned to the entire class.

Exceptions:

- Teachers may maintain tests for a longer period than required by this policy and shall maintain such records as long as may be required by the student's IEP or 504 plan.
- Teachers are not required to maintain copies of tests that are returned for students to keep.

School-Related Student Trips

The Board encourages school-related trips that are of significant educational value. Such trips are to be an extension of the regular classroom work and an integral part of the educational program. School-related student trips shall include all trips, excursions and events under the sponsorship of the school, including those during which a student represents the District.

Approval shall be granted for school-related trips during the school day only when cocurricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.

Prior approval of the Principal is required for all trips. Any trip falling outside designated categories set out in Board policy shall require prior approval of both the Principal and Superintendent. All overnight trips shall require Board approval and shall be chaperoned/supervised by certified employees.

Because of safety and liability concerns, it is imperative that trip sponsors review and comply with Board policy and applicable administrative procedures.

Adults who voluntarily contribute their time to serve as chaperones on field trips shall be under the direct supervision of school personnel assigned to the activity. Chaperones must be at least twenty-one (21) years old and those volunteering to assist with supervision for overnight trips shall attend training designated by the Superintendent prior to serving as a chaperone.

Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give prior written approval for students to participate in school-sponsored trips.

Prior to the student's or group's departure, the teacher/coach/sponsor supervising the trip shall file written parental permission slips with the Principal. The teacher also shall provide the Principal with a listing of participating students and a copy of the complete itinerary, including times and destinations. **09.36**

Fund Raising Activities

All schoolwide fund-raising activities, including the proposed use of the funds, must be approved by the Board. Request must be channeled through the Principal and Superintendent. All other fund raising activities, including those sponsored by school clubs or classes, shall be approved by the Principal or designee.

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity. All fund raising must benefit the entire group involved, regardless of participation in fundraising activity. There will be no fundraisers tracked by individual students. **09.33**

Political Activities

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

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

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

Gifts

No employee shall accept, for personal use, any gifts from current or potential suppliers or vendors. Personnel are also prohibited from accepting rebates in the form of gifts or gratuities from organizations or persons to whom they have referred or may refer parents and students. Exceptions may be made for those businesses that offer discounts to various employee groups.

Donations of technology to the District must comply with provision of policy. **03.1322/03.2322**

Solicitations

District employees shall not use the advantage of their position for personal gain through soliciting school patrons, pupils or fellow employees.

No employee shall influence parents or pupils to purchase books and materials other than those approved by the Superintendent for use in the classroom.

No school employee shall provide to any outside group or individual a list of parents, students, teachers or other employees for solicitation or other purposes without the prior approval of the Board or the Superintendent. **03.1323/03.2323**

Fraud Prevention

All employees, Board members, consultants, vendors, contractors and other parties maintaining a business relationship with the District shall act with integrity and due diligence in matters involving District fiscal resources.

Employees who suspect that financial fraud, impropriety or irregularity has occurred shall immediately report those suspicions to their immediate supervisor and/or the Superintendent/designee who shall have the primary responsibility for initiating necessary investigations. If the Superintendent is an alleged party in the fraud complaint, provision shall be made for addressing the complaint to the Board chairperson. **04.41**

Advertising/Materials Distribution

No advertising or distribution of materials shall be allowed in the facilities or on the grounds of school property, except as expressly approved by the Superintendent. The sponsor's name must appear on all materials permitted for distribution. However, this requirement does not prevent advertising in publications which are published by student organizations, PTA/PTO, booster club, or other parent groups.

Principals shall determine whether nonschool related advertising materials are to be sent home with students, using the following standards:

1. Activities advertised for non-profit, civic, and charitable organizations must primarily support student or general community interests, rather than a special or "for profit" interest of a sponsoring nonschool group. For example:

    a. Materials from not-for-profit groups that are not school-related, but are providing athletic and/or recreational opportunities for students shall be considered.

    b. Materials from not-for-profit organizations that are not school-related, but are dedicated to providing services to children shall be considered.

2. Students shall not be used to carry home materials that are strictly commercial in nature.

3. Materials sent home with students shall not advertise or promote a particular political party or the candidacy of an individual for public office.

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. **10.4**

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**

Acceptable Use Policy

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by policy and related procedures**,** which apply to all parties who use District technology. Employees are required to follow Board policy and administrative procedures and guidelines designed to provide guidance for access to electronic media.

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

Policy and procedures for Acceptable Use of Technology may be found on the District website (www.dayton.kyschools.us) or in the Central Office. Employees must sign the user agreement stating that they have read the Board's policy and procedures addressing Acceptable Use of Technology.

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

Previewing Student Materials

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

Controversial Issues

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

Drug-Free/Alcohol-Free Schools

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

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

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

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**

Weapons

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

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

Dress and Appearance

The following dress code will applies throughout the District. It is to be applied for the full length of the employee's contract including extended days. This does include opening day, as well as all professional development days. (Closing Day is excluded.)

The following is considered an outline of acceptable dress.

Males

- Pinpoint or button-down dress shirts with collars, denim or knit shirts with buttons and collars
- Dress slacks or khaki slacks/Dockers-type slacks
- Dress shoes, dress boots (no sandals)
- Neckties (optional)
- Men's business suit (optional)
- Men's sport coat or sweater (optional)
- Men's holiday sweatshirts/academic (school related and university apparel) sweatshirts

The following is considered an outline of acceptable dress.

Females

- Dress (appropriate length)
- Business suit (optional)
- Business pant suit (optional)
- Skirt (appropriate length)
- Chambray or denim jumpers, dresses, skirts of appropriate length
- Dress slacks or khaki/Dockers-type slacks
- Dress shoes or sandals (no flip-flops)
- Blouse, knit shirt, denim shirt
- Sweaters (pull –over or cardigan)
- Holiday sweatshirts/academic (school related and University apparel) sweatshirts
- Knit dress pants with tunic length top.
- Dress "crop slacks" that are loose fitting and *below* the calf

The following attire is not to be worn.

- Denim jeans of any kind or color
- Chambray jeans of any kind or color
- Regular shorts of any kind
- Culottes, exercise or bike shorts
- Backless, see-through, tight fitting, or low-cut blouses/tops/dresses
- T-shirts, lycra, spandex, midriff tops, tank tops, muscle shirts
- Flip-flops (plastic and/or rubber), beach shoes, crocs, industrial shoes, hiking boots, or over-the-knee boots,
- Athletic jerseys, thermal tops, halter tops, leotards
- Sweat pants/tops, windbreaker pants/tops

There is to be no deviation from this dress code on any day with the exceptions of school related spirit days and/or Lincoln Days (hereafter referred to as "Dayton Days") as designated by the school Principal and approved by the Superintendent or his/her designee.

Shorts are not to be worn by anyone at any time with the exceptions of P.E. teachers and staff members on field trips or school field days that have outdoor activities. **03.1326/03.2236**

Tobacco Products

The use of any tobacco product is prohibited in, or on, any building or properties owned or operated by the Board. Employees shall not be permitted to use any tobacco product on property owned or operated by the Board, inside Board-owned vehicles, and/or during school-sponsored trips and activities. In addition, use of tobacco in any form shall not be permitted in outdoor facilities owned or operated by the Board during all District-sponsored activities, including athletic/sporting events. **03.1327/03.2327/06.221**

Use of School Property

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

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

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

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

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.

Employees may use their personal cell phones/telecommunication devices to create video/audio recordings or to take pictures of in-class instructional activities that highlight students being actively engaged in the learning process. These photos can only be distributed through the District Board of Education Office. These photos/videos shall not be used for personal reasons. Once videos/photos have been provided to the Board of Education Office they shall be removed from the employee's personal device.

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

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

Use of Physical Restraint and Seclusion

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

Civility

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

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

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

Grievances/Communications

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

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

Outside Employment or Activities

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

Code of Ethics for Certified School Personnel

SOURCE: 16 KAR 1:020

Section 1. Certified personnel in the Commonwealth:

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

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

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

(a) To students:

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

(b) To parents:

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(c) To the education profession:

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

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

Appendix

Section

5

Required Reports

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

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

- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**

- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**

- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

  School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse. **03.13253/03.23253/09.425**
- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24, 05.4**

- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262, 09.42811**

- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**

- Report to the Principal any student who is missing during or after a fire/tornado/bomb threat drill or evacuation. **05.41 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**

- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, you shall **immediately** make a report to a local law enforcement agency or Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney**.** (See **Child Abuse** section.) **09.227**

- District employees shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board Policy 09.42811.

  In certain cases, employees must do the following:

  1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
  2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas. **09.422**

- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

Purchase Requisition Form

Requisition for SBDM (Instructional) Purchasing Only	School _____	Date: _____ P.O. #: _____ Dept./Program: _____
Vendor: _____ Address: _____ _____ _____ Ship to: _____ Attention: _____ Address: _____ _____		This vendor was chosen from: _____ State Bid List: _____ Price Contracts: # _____ Consortium: _____ Bidding Procedure: _____ Specialty Item: _____ Emergency: _____ Other: _____

Quantity	Item Code	Description/Supply Source, if Known	Unit Price	Total Cost

Gross Total: _____
Less _____% discount
Transportation: _____
Total Net Cost: _____

P.O. Authorized by: _____ Title: _____
Name

Travel Expense Voucher

Name	
Address	
Address	
Date	
Position	

Date	Purpose of Trip	From	To	# Miles	@ per mile*	Meals/Tips	Lodging.	Misc	Total
					$	$	$	$	$
					$	$	$	$	$
					$	$	$	$	$
					$	$	$	$	$
					$	$	$`	$	$
Total						$	$	$	$

*Mileage rate subject to change quarterly based on state's mileage rate.

A detailed receipt must be submitted for all charges to include: Lodging, Meal Charges, Tolls, etc. All miscellaneous charges must be explained on the reverse side of this form.

I certify that the amount requested is a correct statement of the amount due as itemized above.

_____ _____ _____ __

Employee's Signature ***Date*** ***Signature of Superintendent/designee*** ***Date***

School Purchasing Procedures

1. Funds for expenditures authorized by the approved budget are to be made available to each Principal and school council who will advise staff of the available appropriations.

2. Principal/School Council shall budget the allocations available to the school. Purchases made from these allocations shall be on Board purchase orders.

3. Purchase orders are to be completed by the department head or teacher and sent to the Principal /designee for approval.

   A standard invoice, copy of a contract, or some documentation of approval for the payment must be attached if no purchase order has been issued.

4. If the purchase order is approved, the Principal/designee shall record the date, vendor and amount of the purchase on the appropriate record form (computer or binder).

5. The purchase order is then forwarded to the school/Central Office designee.

6. Unless otherwise specified, copies of the purchase order shall be forwarded to the vendor, the school/District finance officer and the person who placed the order.

7. When an order arrives, the person who placed the order checks the items received, signs and dates the receiving report or packing slip. A notation is made on the receiving report or packing slip as to the condition of the items received and any shortage in the shipment. The receiving report or packing slip is then returned to the school/District finance officer to be matched with the invoice.

8. The school/District finance officer clears the invoice for payment and charges the expenditure to the appropriate school account. The Superintendent/designee shall send a budget update to each school at least once each quarter.

9. If a purchase needs to be made on an emergency basis as defined by the Principal/designee, the employee shall complete a purchase order, obtain the signature of the Principal/designee, and arrange for the purchase. The employee shall then complete all other purchasing procedures.

   All orders for the current fiscal year must be approved by the Principal/designee by May.

10. All invoices for the current fiscal year must be presented to the school/Central Office designee by June. **04.31 AP.1**

Acknowledgement Form

2017-2018 School Year

I, _____, have received a copy
Employee Name

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

I understand and agree:

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

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

_____
Employee Name (please print)

_____ _____
Signature of Employee *Date*

Return this signed form to the Central Office.