

Draft 5/16/18

LIVINGSTON COUNTY
PUBLIC SCHOOLS



2018 - 2019
Employee
Handbook

LIVINGSTON COUNTY SCHOOLS

2018 - 2019 Employee Handbook

Victor Zimmerman, Superintendent
Livingston County Board of Education
127 E. Adair St.
P.O. Box 219
Smithland, KY42081
Phone (270) 928-2111 • Fax (270) 928-2112
www.livingston.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.

Table of Contents

Table of Contents	i
Introduction	1
WELCOME	1
DISTRICT VISION AND MISSION	1
FUTURE POLICY CHANGES	2
CENTRAL OFFICE PERSONNEL AND SCHOOL ADMINISTRATORS	2
2018-2019 SCHOOL CALENDAR	5
General Terms of Employment	6
EQUAL OPPORTUNITY EMPLOYMENT	6
HARASSMENT/DISCRIMINATION	6
HIRING	7
TRANSFER OF TENURE	7
JOB RESPONSIBILITIES	7
CRIMINAL BACKGROUND CHECK AND TESTING	8
CONFIDENTIALITY	8
INFORMATION SECURITY BREACH	8
SALARIES AND PAYROLL DISTRIBUTION	9
HOURS OF DUTY	9
SUPERVISION RESPONSIBILITIES	9
BULLYING	10
EMPLOYEE DRESS	10
_____	11
Benefits and Leave	11
INSURANCE	11
SALARY DEDUCTIONS	11
CAFETERIA PLAN	12
EXPENSE REIMBURSEMENT	13
HOLIDAYS	14
LEAVE POLICIES	14
PERSONAL LEAVE	15
SICK LEAVE	15
SICK LEAVE DONATION PROGRAM	15
SICK LEAVE BANK	15
FAMILY AND MEDICAL LEAVE	16

FML BASIC LEAVE ENTITLEMENT	17
MATERNITY LEAVE	18
EXTENDED DISABILITY LEAVE	18
EDUCATIONAL LEAVE	18
JURY LEAVE	19
MILITARY/DISASTER SERVICES LEAVE	19
_____	20
Personnel Management _____	20
TRANSFER	20
EMPLOYEE DISCIPLINE	20
RETIREMENT	20
EVALUATIONS	21
TRAINING/IN-SERVICE	21
PERSONNEL RECORDS	21
RETENTION OF RECORDINGS	21
_____	22
Employee Conduct _____	22
ABSENTEEISM/TARDINESS/SUBSTITUTES	22
STAFF MEETINGS	22
POLITICAL ACTIVITIES	22
DISRUPTING THE EDUCATIONAL PROCESS	22
PREVIEWING STUDENT MATERIALS	23
CONTROVERSIAL ISSUES	23
DRUG-FREE/ALCOHOL-FREE SCHOOLS	23
WEAPONS	24
TOBACCO PRODUCTS	24
USE OF SCHOOL PROPERTY	24
USE OF PERSONAL CELL PHONES/TELECOMMUNICATION DEVICES	25
HEALTH, SAFETY AND SECURITY	25
ASSAULTS AND THREATS OF VIOLENCE	26
CHILD ABUSE	26
USE OF PHYSICAL RESTRAINT AND SECLUSION	26
CIVILITY	26
GRIEVANCES/COMMUNICATIONS	26
GIFTS	27
OUTSIDE EMPLOYMENT OR ACTIVITIES	27
OTHER DISTRICT INFORMATION	27
REQUIRED REPORTS	28
CODE OF ETHICS FOR CERTIFIED SCHOOL PERSONNEL	31

Introduction

Welcome

Welcome to Livingston County Schools.

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

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Copies of specific documents are available at the Central Office. Policies and procedures also are available online via the District's web site or through this Internet address: <http://policy.ksba.org/109>. 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 Victor Zimmerman in the Central Office.

District Vision and Mission

VISION: In Livingston County Schools, our vision is to provide a culture of **r**igorous, **e**ngaging, and **d**ifferentiated learning for every student, every day.

MISSION: In Livingston County Schools, our mission is to Live **RED**--**R**eaching **E**xcellence **D**aily.

Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, the Livingston 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
Superintendent Victor Zimmerman 127 E. Adair St. Smithland, KY 42081	(270) 928-2111 victor.zimmerman@livingston.kyschools.us	(270) 928-2112
Chief Education Officer Director of Pupil Personnel Title IX/Equity Coordinator/ Amy Ramage 127 E. Adair St. Smithland, KY 42081	(270) 928-2111 amy.ramage@livingston.kyschools.us	(270) 928-2112
Finance Officer Title I Director Food Service Director 21 st CCLC Director Mary Dunning 127 E. Adair St. Smithland, KY 42081	(270) 928-2111 mary.dunning@livingston.kyschools.us	(270) 928-2112
Payroll/Benefits Coordinator Jennifer Head Ashley Rupcke 127 E. Adair St. Smithland, KY 42081	(270) 928-2111 jennifer.head@livingston.kyschools.us ashley.rupcke@livingston.kyschools.us	(270) 928-2112
Systems Officer Kristy Nelson 127 E. Adair St. Smithland, KY 42081	(270) 928-2111 kristy.nelson@livingston.kyschools.us	(270) 928-2112
Transportation Director Sue Campbell 139 W Adair Street	(270) 928-4445 sue.campbell@livingston.kyschools.us	(270) 928-3297

Smithland, KY 42081		
---------------------	--	--

Person/Address	Telephone/E-mail	Fax
Special Education Director/504 Coordinator Pam Garrett 127 E. Adair St. Smithland, KY 42081	(270) 928-2111 pam.garrett@livingston.kyschools.us	(270) 928-2112
School Psychologist 127 E. Adair St. Smithland, KY 42081	(270) 928-3604 @livingston.kyschools.us	(270) 928-2112
District Assessment Coordinator Leigh Choat 750 US 60 W. Smithland, KY 42081	(270) 928-2065 leigh.choat@livingston.kyschools.us	(270) 928-2066
District Technology Coordinator BJ Rushing-Fern 750 US 60 W. Smithland, KY 42081	(270) 928-2659 bj.rushingfern@livingston.kyschools.us	(270) 928-2454
Principal Stephanie Wood Livingston Central High School 750 US 60 W. Smithland, KY 42081	(270) 928-2065 stephanie.wood@livingston.kyschools.us	(270) 928-2066
Principal Bobby Love Livingston County Middle School 1370 US 60 E. Burna, KY 42028	(270) 988-3263 bobby.love@livingston.kyschools.us	(270) 988-2518
Principal Jonathan Hart North Livingston County Elementary School 1370 US 60 E. Burna, KY 42028	(270) 988-4000 johnathan.hart@livingston.kyschools.us	(270) 988-4779
Principal Rebecca Dunning South Livingston County Elementary School 850 Cutoff Rd. Smithland, KY 42081	(270) 928-3500 rebecca.dunning@livingston.kyschools.us	(270) 928-3530

2018-2019 School Calendar

2018-2019 School Calendar Livingston County Schools

127 East Adair Street/P.O. Box 219
270-928-2111 (Fax) 270-928-2112
Smithland, KY 42081

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Aug 9 Planning Day (G) - No Classes
- Aug 10 Planning Day (G) - No Classes
- Aug 13 Required Planning Day for All Staff
- Aug 14 Opening Day for Staff - No Classes
- Aug 15 First Day of Classes for Students
- Sep 3 Labor Day Holiday-No Classes
- Oct 8-12 Fall Break - No Classes
- Nov 19-23 Thanksgiving Break-No Classes
- Dec 19-Jan 2 Christmas Break-No Classes
- Jan 2 Required Planning Day for All Staff
- Jan 3 Students 1st Day of Second Semester
- Jan 21 MLK Jr. Holiday - No Classes
- Feb 18 Flexible PD Day - No Classes
- March 15 Flexible PD Day - No Classes
- April 1-5 Spring Break No Classes
- May 21 Last Day of Classes for Students
- May 22 Closing Day for Staff - No Classes
- May 23 Flexible PD Day

TEST DATES

State Assessment Window-Last 14 Days of Calendar
May 2nd -May 21st

9 Weeks Grading Periods

Tentative Grading Period Ending Dates:
1st Nine Weeks Friday, October 5th (37 days)
2nd Nine Weeks Tuesday, December 18th (42 days)
3rd Nine Weeks, Friday, March 8th (45 days)
4th Nine Weeks, Tuesday, May 21st (46 days)

Weather/Emergency Makeup Days

January 2nd May 22nd-24th
February 18th May 28th-31st
March 15th

As a last option, the board reserves the right to designate April 1st, 2nd and 3rd as make-up days. All other days will be added to the end of the calendar.

FYI
Instructional Days = 79 first semester
91 second semester
Total Instructional Days=170
Total Instructional Hours for each School:
NLES & SLES: 1082 Hours
LCMS: 1119 Hours LCHS: 1105 Hours

FYI
Parent teacher conferences will be scheduled by each individual school

FYI
Calendar approved February 12, 2018 by the Livingston County Board of Education

- Holidays (4)
- Planning (no school for students) (5)
- Non-School Day
- Opening/Closing Day
- Professional Development (4)
- First & Last Day of School

Section

1

General Terms of Employment

Equal Opportunity Employment

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

Reasonable accommodation for individuals with disabilities will be made as required by law.

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

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

Harassment/Discrimination

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

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

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

GENERAL TERMS OF EMPLOYMENT

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:

Amy Ramage 270-928-2111
Title IX Coordinator Name Telephone

Pam Garrett 270-928-2111
Section 504 Coordinator Name Telephone

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 on the Livingston County School District website, www.livingston.kyschools.us.

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

Transfer of Tenure

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

03.115

Job Responsibilities

Every employee is assigned an immediate supervisor. All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. **03.132/03.232**

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others,

as well as District property. In addition, employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. **03.133/03.233**

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

Criminal Background Check and Testing

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

New hires and student teachers assigned within the District must have both a state and a federal criminal history background check and a letter from the Cabinet for Health and Family Services documenting the individual does not have a substantiated finding of child abuse or neglect.

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

Link to DPP-156 Central Registry Check and more information on the required Cabinet Letter:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

Confidentiality

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

Access to be Limited

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

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.

- ❖ ****Extended Day Employees:** All extended day employees must fulfill the number of contract days for which they are paid. The schedule and activities on extended days is subject to supervisor approval. All required documentation must be submitted as requested in a timely manner. In addition, an employee's number of contract days should not be exceeded for the year except with written supervisor approval that must be pre-approved by the Superintendent.

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

Hours of Duty

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

Classified Employees: Classified employees are not allowed to leave the school grounds during duty hours without the express approval of the Principal. **03.2332**

Supervision Responsibilities

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

GENERAL TERMS OF EMPLOYMENT

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

The Student Discipline Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. **03.162/03.262/09.422/09.42811**

Bullying

"Bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

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

Employee Dress

Employees are required to dress appropriately and in keeping with their professional responsibilities. If there are questions about what constitutes suitable attire and appearance, employees should confer with their Principal or immediate supervisor.

Section

2

Benefits and Leave

Insurance

The Board provides dental, 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**

Optional insurance coverage available to employees includes health and vision.

Salary Deductions

Livingston County 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;
- Disability insurance program;
- Cancer insurance program;
- 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

Livingston County School District offers full-time employees a cafeteria plan of benefits. Open enrollment for this is in the spring of the year. **03.1213/03.2212**

A Section 125 Flexible Benefit Plan allows Livingston County School District Employees to purchase Benefits that you choose to meet your needs—thus, the term Cafeteria Plan. The benefits from which you may choose are listed. The benefits are paid for through a payroll reduction agreement with your employer. Section 125 Flexible Benefit Plan means that you are able to use “pre-tax” dollars to pay for certain benefits that you may have previously paid for with “after-tax” dollars. This results in reduced taxes and an increase of your take-home income!

The following benefits are available through American Fidelity Assurance Company:

- **Disability Income Insurance:** Stop and think about this. The ability to earn your income is your most important asset. How long could you maintain your standard of living without your paycheck? Benefits are paid when you are totally disabled due to a covered illness or accident with year round coverage. This also provides pregnancy coverage.
- **Cancer Protection Plus Series 10:** Cancer can be a very costly disease. Sixty-five percent of cancer expenses are not medical expenses. Additionally, the survival rate for screenable cancers increases from 80% to 95% with regular cancer screenings. This information comes from the American Cancer Society Facts and Figures, 1998.
- **Accident Protection:** Consider the facts: A fatal injury occurs every 6 minutes and a disabling injury occurs every 2 seconds (National Safety Council. Injury Facts, 2002 Edition). These benefits are paid directly to you regardless of other coverage. Individual and family plans are available.

ADDITIONAL BENEFITS AVAILABLE

- **Critical Illness Insurance:** 1 in 3 Americans have one or more types of cardiovascular disease. Of all Americans who file bankruptcy this year, 60% will be due to medical bills. If you or a family member suffered from a critical illness, such as a heart attack or stroke, your medical bills and every day expenses can start adding up quickly. American Fidelity’s Limited Benefit Critical Illness Policy may be able to provide some financial protection so you can focus on your recovery.

- Life Insurance: There are six basic needs for buying life insurance. Are yours covered? When planning for your life insurance needs, consider these 6 areas:
 - Last Expense Fund
 - Mortgage Cancellation Fund
 - Spouse's Middle Years
 - Dependency Period Needs
 - Education Fund
 - Retirement Income

Every 3-5 years you should review your life insurance plan with your American Fidelity Representative to make certain you are on track with your current needs!

- Long-Term Care Insurance: You should consider buying Long-Term Care Insurance if:
 - You want to protect some of your assets and income
 - You want to pay for your own care
 - You want to stay independent of the support of others
- Before Tax-Deferred Annuities: Begin saving towards retirement by setting aside dollars on a tax-deferred basis. Under this plan, both the contributions and the earnings are tax-deferred until withdrawn. For complete information about Variable Annuities, including charges and expenses, obtain a free prospectus from your representative.
- IRAs: AFA offers both ROTH IRAs and the traditional IRAs. You may also roll an existing IRA to a more aggressive or conservative IRA, depending on your investment goals.

If you have questions regarding these benefits, please call Jessica Riddle at 859-223-8030/800-934-8030 or email jessica.riddle@americanfidelity.com.

Expense Reimbursement

Provided the Principal/supervisor and if applicable, 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. Itemized receipts must accompany requests for reimbursement. All out-of-state travel must have prior Board approval. **03.125/03.225**

Employees must submit travel vouchers reimbursed by School Activity Funds within one (1) week of travel and will not be reimbursed without proper documentation. Employees must submit all other vouchers within thirty (30) days and before the close of the current fiscal year. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District.

Holidays

All full-time certified employees and classified employees are paid for four (4) annual holidays as indicated in the school calendar (Labor Day, Thanksgiving, Christmas and New Year's Day). **03.122/03.222**

In addition, employees who work more than the minimum school year shall be entitled to paid holidays on the following basis:

Up to 200 days employment	Labor Day, Thanksgiving, Christmas and New Year's Day
201-220 days employment	All of the above plus Martin Luther King Jr. Day; Friday following Thanksgiving; Christmas Eve; and New Year's Eve.
221-239 days employment	All of the above plus Memorial Day; the Friday of Fall Break; December 23rd; and the Friday of Spring Break.
240+ days employment	All of the above plus July 4

Leave Policies

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

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

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

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

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

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

Personal Leave

Full-time employees are entitled to 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. Approval shall be contingent upon the availability of qualified substitute employees; however, unless otherwise approved by the Superintendent, employees shall not take personal leave on a Professional Development day, a Planning (G) day or during the first two (2) weeks or the last two (2) weeks of the school year. Those employees making earliest application shall be given preference. Any unused personal days will convert to sick days. **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**

If you are absent, it is your responsibility to call in or notify your immediate supervisor or Principal. It is also your responsibility to sign your absentee sheet each time you are out.

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 Mitzi Joiner.

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

Sick Leave Bank

Members shall initially contribute one (1) day from their sick leave accumulation

Sick days contributed to the Bank will be deducted from the sick leave days available to contributing employees.

After employees have exhausted all of their accumulated paid leave days, non-contract days, and extended employment days, they may apply for use of Sick Leave Bank days. **03.12321/03.22321**

Family and Medical Leave

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

1. For the birth and care of an employee's newborn child or for placement of a child with the employee for adoption or foster care;
2. To care for the employee's spouse, child or parent who has a serious health condition, as defined by federal law;
3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform her/his job.
4. To address a qualifying exigency (need) defined by federal regulation arising out of the covered active duty or call to active duty involving deployment to a foreign country of the employee's spouse, son, daughter, or parent who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and
5. To care for a covered service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

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

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

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

FML Basic Leave Entitlement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Maternity Leave

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

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

Employees eligible for family and medical leave are entitled to up to twelve (12) workweeks of unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child.

03.1233/03.2233

Extended Disability Leave

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

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

Educational Leave

Certified Employees: The Board may grant unpaid leave for a period no longer than two (2) consecutive years for educational or professional purposes. Only employees who have completed one (1) year of satisfactory service in the District are eligible for educational/professional leave. Leave may be granted for full-time attendance at universities or other training or professional activities. Leave will not be granted for part-time educational activities.

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

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

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

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

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

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 actual jury service.

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

Military/Disaster Services Leave

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

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

Section

3

Personnel Management

Transfer

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

Employees charged with a felony offense may be transferred to a second position with no change in pay until such time as they are found not guilty, the charges are dismissed, their employment is terminated, or the Superintendent determines that further personnel action is not required. **03.1311/03.2311**

Employee Discipline

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

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

Retirement

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

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

Employees retiring from the District may be compensated for unused sick days only once, even if they are subsequently rehired. Sick leave balances are "zeroed out" upon retirement. **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**

The evaluation process is listed on the Livingston County School District website, www.livingston.kyschools.us.

Training/In-Service

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

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

Classified Personnel: Required training will be directed by your immediate supervisor.

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 Principal or immediate supervisor when they must be tardy or absent. Staff in positions requiring substitutes are expected to arrange for a substitute for the day. All absentee sheets must be completed upon return to work.

Staff Meetings

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

Political Activities

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

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

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

Disrupting the Educational Process

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

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

- conduct that threatens the health, safety or welfare of others;
- conduct that may damage public or private property (including the property of students or staff);
- illegal activity;
- conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations. **03.1325/03.2325**

Previewing Student Materials

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

Controversial Issues

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

When an administrator has reasonable suspicion that an employee's work performance or on-the-job behavior may have been affected by alcohol or illegal drug use, the employee shall be required to submit

a breath and/or urine sample for drug and/or alcohol screening at District expense. Refusal to submit to such a test at the time the employee is asked to do so by an authorized administrator will be grounds for dismissal.

Any employee who violates 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. All employees must comply with Board policies

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 Statutes, the 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 possible 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

The use of tobacco products is prohibited in any Board vehicle or in any Board-owned or operated building where children meet on a routine or regular basis. Adult employees may use tobacco products in outside areas designated and supervised by the Superintendent or Principal. **03.1327/03.2327**

Bus drivers shall not use tobacco products while on the bus. **06.221**

Use of School Property

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

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

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

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

Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time. **03.1321/03.2321**

Use of Personal Cell Phones/Telecommunication Devices

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

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

Health, Safety and Security

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

In addition, employees are required to notify their supervisor immediately after sustaining a work-related injury or accident. A report should be made within 24-48 hours of the occurrence and prior to leaving the work premises, UNLESS the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care.

For information on the District's plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout, Personal Protective Equipment (PPE), and Asbestos Management, contact your immediate supervisor or see the District's *Policy Manual* and related procedures.

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

Assaults and Threats of Violence

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

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

Child Abuse

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

Use of Physical Restraint and Seclusion

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

Civility

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

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

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

Grievances/Communications

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

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

Gifts

Any gifts or donations valued at more than \$500 presented to a school employee for the school's use must have the prior approval of the Superintendent/designee. After approval and acceptance, gifts become the property of the Board of Education. **03.1322/03.2322**

Outside Employment or Activities

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

Other District Information

- Attendance must be done for every period, according to state law;
- All grades must be entered in a timely manner, according to your Principal;
- Adults are not permitted to charge meals per Board Policy **07.1**;
- All employees must sign off on the Electronic Access/User Agreement Form **08.2323 AP.21**.
- School cancellations will be announced through our One Call Phone System and announced over our local TV stations;
- Returning to School following a weather related cancellation

When employees are returning to school following cancellations due to snow/ice, they should use the following entrances/exits on the first day back to work and until other areas have been cleared:

Livingston Central HS

- Front Door
- Door at Top of Commons
- Door by attendance office

Livingston Co. Middle School

- Front Door
- Cardinal Room Door

South Livingston Elementary

- Front Door
- Door by Green Hallway

North Livingston Elementary

- Front Door
- Door by Teacher parking Lot

The above entrances/exits at each of the schools will be the first priority to be cleared. Staff should use available staff parking areas nearest these entrances until secondary entrances have been cleared or have time to melt.

Required Reports

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

- Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**
- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11/03.21**
- Employment attendance sheets must be signed by the employee's direct supervisor and are due the 20th of each month.
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**
- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**

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

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, you shall **immediately** make a report to a local law enforcement agency or Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney. (See **Child Abuse** section.) **09.227**
- District employees shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board Policy **09.42811**.

In certain cases, employees must do the following:

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

Code of Ethics for Certified School Personnel

SOURCE: 16 KAR 1:020

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:
 - (a) To students:
 1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
 2. Shall respect the constitutional rights of all students;
 3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
 4. Shall not use professional relationships or authority with students for personal advantage;
 5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
 6. Shall not knowingly make false or malicious statements about students or colleagues;
 7. Shall refrain from subjecting students to embarrassment or disparagement; and
 8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.
 - (b) To parents:
 1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
 2. Shall endeavor to understand community cultures and diverse home environments of students;
 3. Shall not knowingly distort or misrepresent facts concerning educational issues;
 4. Shall distinguish between personal views and the views of the employing educational agency;
 5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
 6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
 7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.
 - (c) To the education profession:
 1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
 2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;

EMPLOYEE CONDUCT

3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

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

Acknowledgement Form

2018-2019 School Year

I, _____, have received a copy of the
Employee Name
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.