

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:** 14F **DATE:** July 8, 2019

**TOPIC/TITLE:** Employee Handbooks

**PRESENTER:** Garet Wells GW

**ORIGIN:**

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
- ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ACTION REQUESTED AT FUTURE MEETING: (DATE)
- BOARD REVIEW REQUIRED BY

- STATE OR FEDERAL LAW OR REGULATION
- BOARD OF EDUCATION POLICY
- OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION

- DATE:
- ACTION:

**BACKGROUND INFORMATION:**

Board Policy 01.5 states in part "The Superintendent shall develop and implement a system whereby each employee or student shall have access to Board policies." and "All Board policies shall be reasonably accessible to all District personnel and to the public at large."

**SUMMARY OF MAJOR ELEMENTS:**

The certified and classified employee handbooks are a way to highlight some of the most relevant Board policies and procedures as well as administrative directives to our employees.

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:**  Recommended  Not Recommended



---

# WOODFORD COUNTY SCHOOLS

2019-2020

**WOODFORD COUNTY**  
PUBLIC SCHOOLS



---

*Where Great Minds Meet*

**CERTIFIED STAFF HANDBOOK**

**Employee Acknowledgement of Receipt  
of the  
Certified Employee Handbook Form**

I, \_\_\_\_\_, have received a copy of the Employee Handbook  
Employee Name  
issued by the District, and understand and agree that I am to review this handbook in detail and to consult Woodford County district and school policies and procedures and/or 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 Woodford 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, with or without prior notice.
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.
4. that I need to refer to the board policy manual for a complete up-to-date listing of policies and procedures.

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

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**Return this signed form to your Principal.**

## **A Message from the Superintendent of Woodford County Public Schools**

Welcome to the 2019-2020 school year. I am certain this will be an exciting and rewarding year for you and our kids. The goal of the Woodford County Public Schools is to provide the best educational experience for all of our students. Through the collaborative effort of teachers, administrators, support staff, parents and the community, we can accomplish this goal.

It is important that you become familiar with the policies and procedures of our school district and those are included in this handbook. Should you have any questions concerning specific board policies or administrative procedures, please direct those to your immediate supervisor.

I believe education is the most rewarding profession in our society. We have the opportunity to make a significant, positive difference in the lives of our students. I am glad you are a part of the Woodford County Schools and I look forward to working with you this year.

Sincerely,

D. Scott Hawkins  
Superintendent

## INTRODUCTION

### PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to acquaint you with general Board of Education policies, regulations, directives, procedures and practices that govern and affect your employment. Also, this handbook outlines the fringe benefits available to you as an employee of the Board of Education.

You may obtain further details concerning the items in this handbook by talking with your immediate supervisor or by contacting the Central Office. Some department/divisions/schools may also have supplementary policies and procedures that apply only to employees of those units. A listing of all current district policies and procedures can be found online by visiting the following link: <http://policy.ksba.org/W11/>.

### *Mission Statement*

*The Woodford County Public Schools, in partnership with families and the community, will **provide** challenging learning opportunities for all students, **promote** student growth and achievement, and **prepare** students to strive for excellence.*

### *Core Values*

The Woodford County Public Schools believes these core values are an essential foundation to achieving the mission of the district.

**Partnership** – The Woodford County Public Schools will foster respectful, honest and caring relationships among students, families, staff and the community. We will establish a collaborative effort by all to achieve our common mission.

**Respect** – The Woodford County Public Schools will show consideration for all. We will seek to understand and accept our students’ diverse needs while maintaining high expectations.

**Integrity** – The Woodford County Public Schools is committed to making decisions based on what is best for students. We will have the courage to do what is right.

**Determination** – The Woodford County Public Schools will serve our students with an intentional purpose and tireless focus on student achievement. We are committed to preparing our students for productive citizenship.

**Excellence** – the Woodford County Public Schools is dedicated to achieving the highest standard in all that we do. Each employee will provide exemplary service to support student achievement.

## PHILOSOPHY OF THE WOODFORD COUNTY SCHOOL SYSTEM

We, the Board of Education and all employees, recognize that education is a lifelong process. Woodford County Schools continually strive to improve the instructional programs and to make the schools more successful and safer places for our students.

Therefore, the instructional program shall provide:

1. Opportunities for developing the individual potentialities represented in the wide range of differences among pupils, and
2. A common fund of knowledge, values, and skills vital to the welfare of the individual and nation.

### **Nondiscrimination Policy Statement**

Students, their families, employees and potential employees of the Woodford County School System are hereby notified that this school system does not discriminate on the basis of race, color, national origin, age, religion, marital status, genetic information, veteran status, sex, limitations related to pregnancy, childbirth or related medical conditions or disability in employment, vocational and educational programs, or activities as set forth in Title II, Title VI, Title IX, American With Disabilities Act, Section 504, and Age Discrimination Act of 1975 and provides equal access to the Boy Scouts and other designated youth groups.

Any person having inquiries concerning the Woodford County Schools' compliance with Title II, Title VI, Title IX, Section 504, American With Disabilities Act, or Age Discrimination Act 1975, is directed to contact the Director of Staff and Student Services, who has been designated by the Woodford County Board of Education to coordinate the system's efforts for compliance. Please contact Garet Wells, Director of Staff and Student Services at 330 Pisgah Pike, Versailles, Kentucky 40383-9214. Contact may be made by phone at (859) 879-4600 extension 2110.

**BOARD OF EDUCATION MEMBERS**

Mr. Ambrose Wilson IV, Chair	P.O. Box 3999 Midway 40347	846-9617
Ms. Debby Edelen, Vice Chair	732 Eureka Drive, Versailles 40383	879-8960
Ms. Allison Richardson	1300 Gastineau Lane., Versailles 40383	621-1736
Ms. Dani Bradley	621 Adena Trace, Versailles 40383	699-6818
Ms. Sherri Springate	129 South Hill Road, Versailles 40383	753-4445

**ADMINISTRATIVE OFFICES**

**330 PISGAH PIKE, VERSAILLES, KY 40383**  
**879-4600**

D. Scott Hawkins, Superintendent (Ext. 2103)  
Angel Cooper, Administrative Assistant (Ext. 2102)

**DEPARTMENT OF CURRICULUM AND INSTRUCTION**

**330 PISGAH PIKE, VERSAILLES, KY 40383**  
**879-4600**

Jimmy Brehm Chief Academic Officer (Ext. 2106)  
Martha Jones, Director of Student Achievement/ (Ext. 2107)  
Dana Christian, Secretary to Curriculum & Instruction (Ext. 2105)  
Jan Sellers, Coordinator of Multi-Tiered Systems of Support (Ext. 2108)

**DEPARTMENT OF STAFF AND STUDENT SERVICES**

**330 PISGAH PIKE, VERSAILLES, KY 40383**  
**879-4600**

Garet Wells, Director of Staff /Student Services (Ext. 2110)  
Kassi Bicknell, Secretary/Account Clerk, Ext. (2101)  
Jill Hargis, Social Worker/Asst. to the DPP (Ext. 2111)  
Sara Swinford, Social Worker (Ext. 5207)  
Janice Frost, Benefits Coordinator (Ext. 2109)  
Courtney Quire, Food Service Director (Ext. 2118)  
Kathy Kurtz, District SSTS Student Information Systems Coordinator (Ext. 2123)  
Jeanne Halter, Home/Hospital (Ext. 2112)  
Marti Congleton, Home/Hospital (Ext. 2112)  
Nicole Henriott, Sub Caller (Ext. 2112)

### **FAMILY RESOURCE CENTERS**

Olivia Britton, Woodford County Family Resource Center  
Simmons 879-4677      Northside 879-4697  
Abby Van Meter, Huntertown/Southside Family Resource Center  
Huntertown 879- 4687      Southside 879-4667

### **DEPARTMENT OF TECHNOLOGY 330 PISGAH PIKE, VERSAILLES, KY 40383 879-4600**

Bob Gibson, CIO/Director of Technology Coordinator (Ext. 2120)  
James Tuttle, LAN Technician (Ext. 2122)  
Meghan Bottom, Technology Integration Specialist (Ext. 2121)  
Sandy Adams, Technology Integration Specialist (Ext. 2121)  
Liz Pitcher, Technology Information and Curriculum Assistant (Ext. 2119)

### **PSYCHOLOGICAL SERVICES 330 PISGAH PIKE, VERSAILLES, KENTUCKY 40383/879-4600**

Tracey Francis, Director of Special Education (Ext. 2125)  
Donna Austin, Special Education Secretary (Ext. 2124)  
Jessica Hensley, School Psychologist (Ext. 2126)  
Katie Moore, School Psychologist (Ext. 2128)  
Nancy Alspach, School Psychologist (Ext. 2127)  
Dana Hash, Special Education Clerk (Ext. 2129)

### **ENGLISH LANGUAGE LEARNERS (ELL) Carmen Wilcox, Parent Liaison/Interpreter 879-4630**

### **COMMUNITY/ADULT EDUCATION SERVICES 879-4628 (Comm. Ed), 879-4669 (Adult Ed.)**

Kathy Hogg, Community Education Coordinator (Ext. 6774, Simmons)  
Sharon Cole, Community Ed. Program Manager (Ext. 6784, Simmons)  
Ann Wheatley, School Nurse (Ext. 3003)  
Paula Combs, School Nurse (Ext. 6906)  
Kelly Simpson, School Nurse/District Health Coordinator (Ext. 6806)  
Robin Reed, School Nurse (Ext. 5006)  
Jennie Christopher, School Nurse (Ext. 6006)  
Hope Woodcock, School Nurse (Ext. 6706)

**DEPARTMENT OF TRANSPORTATION  
207 SIMMONS STREET, VERSAILLES, KY 40383  
879-4647**

Kay Penn, Director of Transportation (Ext. 4002)  
Sandra Zeefe, Driver Trainer (Ext. 4003)  
Kristy Chavous, Bookkeeper/Accounting Clerk (Ext. 4035)  
Cindy Peal, Secretary (Ext. 4001)  
Robert Woodrum, Mechanic (Ext. 4004)  
Gary Robinson, Mechanic (Ext. 4004)  
Brian Wiley, Mechanic (Ext. 4004)

**DEPARTMENT OF FINANCE  
330 PISGAH PIKE, VERSAILLES, KENTUCKY 40383  
879-4600**

Amy Smith, Chief Operating Officer (Ext. 2114)  
Gwen Lehmkuhler, Central Office Staff Support Secretary, Ext. (Ext. 2113)  
Cheri Smith, Asst. Financial Manager (Payroll) (Ext. 2115)  
Sara Martin, Payroll Clerk I (Ext. 2116)  
Stephanie Smith, Accounting Clerk II/Accounts Payable (Ext. 2117)  
Nicole Henriott, Account Clerk I (2112)

**WOODFORD COUNTY HIGH SCHOOL  
180 FRANKFORT STREET, VERSAILLES, KY 40383  
(859) 879-4630**

Jason Arnold, Principal (Ext. 3010)  
Jennifer Forgy, Asst. Principal (Ext. 3011)  
Kevin Faris, Asst. Principal (Ext. 3012)  
Darlene Snyder, Office Manager (Ext. 3001)  
Cindy Patterson, Bookkeeper (Ext. 3006)  
Emily Bays, Student Information Systems/Attendance (Ext. 3005)  
Sandra Simmons, Guidance Secretary (Ext. 3015)  
Kristen Wilson, Guidance Counselor (Ext. 3016)  
Regina Taylor, Guidance Counselor/Academy Director (Ext. 3017)  
Monica Lewis, Guidance Counselor (Ext. 3018)  
Don Offutt, Social Worker (Ext. 3013)  
Amanda Best, Building Assessment Coordinator and Data Specialist (Ext. 3019)

**WOODFORD COUNTY MIDDLE SCHOOL  
100 SCHOOL HOUSE RD., VERSAILLES, KY 40383  
(859) 879-4650**

Tracy Bruno, Principal (Ext. 5010)  
Elizabeth Kirk, Asst. Principal (Ext. 5003)  
Scott Hundley, Asst. Principal (Ext. 5011)  
Susan Tracy, Administrative Dean (Ext. 5012)  
Susan Godman, Secretary (Ext. 5002)  
Teresa Hines, Office (Ext. 5001)  
Derby Akers, Guidance Counselor (Ext. 5205)  
Kelly Sayre, Guidance Counselor (Ext. 5203)  
Amanda Flores, Guidance Counselor Secretary (Ext. 5201)  
Karen Marsee, Student Information Systems/Attendance (Ext. 5005)  
Cindy Speaks, Bookkeeper (Ext. 5943)

**SAFE HARBOR ACADEMY/299 SOUTH MAIN STREET, VERSAILLES,  
KY 40383  
(859) 879-4694**

Logan Culbertson, Principal (Ext. 4022)  
Rhiannon Ashcraft, Guidance Counselor (Ext. 4027)

**PRESCHOOL SERVICES**

Preschool Office Direct Line - 879-4699  
Kathy Hogg, Preschool Coordinator (Ext. 6774)  
Clarita Murphy, Preschool Secretary (Ext. 6780)  
Courtney Chaney, Huntertown Preschool Teacher (Ext. 6816)  
Kim Kearns Johnson, Simmons Preschool Teacher (Ext. 6781)  
Catherine Stocksdale, Simmons Preschool Teacher (Ext. 6775)  
Whitney Hendry, Southside Preschool Teacher (Ext. 6221)  
Chloe Lee, Northside Preschool Teacher (Ext. 6942)  
Stephanie Shaffer, Preschool Speech Pathologist (Ext. 6752)  
Joanne Bracco, Preschool Extended Program Daycare Manager (Ext. 6775)

**HUNTERTOWN ELEMENTARY SCHOOL**  
**785 HUNTERTOWN ROAD, VERSAILLES, KY 40383**  
**879-4680**

Elaine Kaiser, Principal (Ext. 6810)  
Julie Dowdell, Curriculum Coach (Ext. 6818)  
Tammy Yates, Secretary/Bookkeeper (Ext. 6802)  
Amy Adams, Student Information Systems Clerk/Attendance (Ext. 6805)  
Nicola Muniz, Guidance Counselor (Ext. 6815)

**NORTHSIDE ELEMENTARY SCHOOL**  
**500 NORTHSIDE DRIVE, MIDWAY, KY 40347**  
**879-4690**

Ryan Asher, Principal (Ext. 6910)  
Shelby Ison, Curriculum Coach (Ext. 6913)  
Eudora Montgomery, Secretary (Ext. 6901)  
Jessica Carmickle, Bookkeeper/Secretary (Ext. 6902)  
Julie Brangers, Student Information Systems Clerk/Attendance (Ext. 6905)  
Sherry Basore, Guidance Counselor (Ext. 6915)

**SIMMONS ELEMENTARY SCHOOL**  
**830 TYRONE PIKE, VERSAILLES, KY 40383**  
**879-4670**

Tiffany Cook, Principal (Ext. 6710)  
Nick Schuerman, Administrative Dean (Ext. 6786)  
Debbie Baker, Literacy Coach (6707)  
Dana McGowan, Secretary/Bookkeeper (Ext. 6702)  
Kim Carpenter, Secretary (Ext. 6701)  
Abigali Deloya, Student Information Systems Clerk/Attendance (Ext. 6705)  
Sandra Dugan, Guidance Counselor (Ext. 6715)

**SOUTHSIDE ELEMENTARY SCHOOL**  
**1300 TROY PIKE, VERSAILLES, KY 40383**  
**879-4660**

Jeremy Reynolds, Principal (Ext. 6010)  
Vacant, Administrative Dean (Ext. 6201)  
Amanda Crowe, Secretary/Bookkeeper (Ext. 6002)  
Shannon Brehm, Secretary (Ext. 6001)  
Michelle Wright, Student Information Systems Clerk/Attendance (Ext. 6005)  
Debbie Spears, Guidance Counselor (Ext. 6015)  
Bianca Bargo, Guidance Counselor (Ext. 6219)

## II. EMPLOYMENT POLICIES

### TEACHING PERSONNEL

In determining the eligibility of a particular candidate for appointment to a position as teacher, the sole concern of the interviewing committee shall be to recommend that person who, by reasons of preparation and experience; has the greatest ability to work effectively with children, other staff members, and the citizens of the school community, and will render the highest possible level of services to all children.

### DEFINITION OF CERTIFIED PERSONNEL

Certified personnel are those employees holding positions for which Kentucky teacher certification is required. It is the responsibility of all persons appointed to positions to present a copy of their required certificate and relevant requested information to the Board of Education.

Certified employees must be certified for the positions for which they will hold and possess qualifications established by board policies, except in cases where no individual applies who is properly certified and/or who meets qualifications set by Board policy.

### FULL-TIME STATUS

Any certified person employed for 7/10ths of a day or more on a daily basis for the length of the school or calendar year shall be considered a full-time employee.

### CONTRACT

All certified employees (Superintendent and non-contracted substitutes excepted) shall receive a limited or a continuing contract. The contract will indicate the position for which the employee was hired and the number of days for which the employee will receive remuneration. After the Superintendent has approved and signed the contract, an original and a copy will be mailed to the employee. The original will be signed by the employee and mailed back to the Superintendent.

### INTERNSHIP PROGRAM

KRS 161.030 requires that effective January 1, 1985, all new teachers and out-of-state teachers with less than two (2) years successful teaching experience, who are seeking initial certification in Kentucky, complete written tests and serve a one (1) year internship. The steps of this process are as follows:

General Education:

1. Applicant completes a teacher preparation program and student teaching, graduates, and applies for a Statement of Eligibility.

2. The applicant is issued a Statement of Eligibility verifying successful completion of appropriate tests and teacher preparation program. This document indicates that the candidate is eligible to seek employment as a teacher.
3. When the applicant secures employment, the employer completes the Confirmation of Employment section of the Statement of Eligibility and returns it to the Office of Teacher Education and Certification at the Kentucky Department of Education. Upon receipt and verification of the Confirmation of Employment, the Division of Certificate Processing will issue one-year provisional teaching certificate and the Division of Testing and Internship will set up a teacher internship committee for the intern.

The main goal of the Kentucky Teacher Internship Program is to increase the likelihood that new teachers will experience success during the first year in the classroom. The focus of the program is on the productive teaching behaviors and the elimination of the counterproductive behaviors.

Any questions concerning the Internship Program can be directed to the District KTIP Program Manager or the Education Professional Standards Board. (502) 564-4606.

#### TRANSFER OF TENURE

All teachers employed who have attained continuing contract status from another Kentucky district shall serve one- (1) year probation before being considered for continuing contract status in the School District.

#### EVALUATION OF PERSONNEL

The Superintendent shall recommend for Board approval by the Board and the Kentucky Department of Education a personnel evaluation system, developed by an evaluation committee for all certified employees below the level of District Superintendent, which is in compliance with and which shall be implemented consistent with applicable statute and regulation. The District's certified evaluation plan shall be aligned with the Kentucky Framework for Personnel Evaluation.

##### Purpose

The purpose of the personnel system evaluation process shall be to support and evaluate performance of all certified school personnel, and to inform individual personnel decisions.

##### Frequency of Summative Evaluations

At a minimum, summative evaluations shall occur annually for certified employees below the level of Superintendent who have not attained continuing service status. Summative evaluations shall occur at least once every three (3) years for a teacher or other professional who has attained continuing service status, as well as principals, assistant principals, and other certified administrators.

### Reporting

Results of evaluations shall not be included in the accountability system under KRS 158.645.

### Notification

The evaluation criteria and evaluation process to be used shall be explained to and discussed with certified school personnel no later than the end of the evaluatee's first thirty (30) calendar days of the school year as provided in regulation.

### Confidentiality

Evaluation data on individual classroom teachers shall not be disclosed under the Kentucky Open Records Act.

### Review

All employees shall be afforded an opportunity for a review of their evaluations. All written evaluations shall be discussed with the evaluatee, and he/she shall have the opportunity to submit a written response to be included in the certified employee's personnel record. Both the evaluator and evaluatee shall sign and date the evaluation instrument. All evaluations shall be maintained in the employee's personnel file.

### Professional Portfolio

At the discretion of the school principal, certified employees may be required to keep a professional portfolio. The working portfolio for teachers is a notebook that contains information that gives evidence of meeting professional responsibilities. The evaluator annually reviews the portfolio. Non-tenured teachers include all nine items outlined in the district evaluation plan. Tenured teachers include information for items 5 through 9.

For further information regarding the evaluation process, please refer to the "Woodford County Evaluation Plan for Certified Employees" handbook.

### Local Evaluation Appeals Panel

Any certified employee who believes that he or she was not fairly evaluated may appeal to the Local Evaluation Appeals Panel within ten (10) working days of the receipt of the summative evaluation. Both the evaluator and the evaluatee shall be given the opportunity, at least five (5) days in advance of the hearing to review documents that are to be ~~given to~~ presented to the District evaluation appeals panel, and may have representation of their choosing. No panel member shall serve on any appeal panel considering an appeal for which s/he was the evaluator. Whenever a panel member or a panel member's immediate family appeals to the panel, the member shall not serve for that appeal. Immediate family shall include father, mother, brother, sister, spouse, son, daughter, uncle, aunt, nephew, niece, grandparent, and corresponding in-laws.

## EQUAL EMPLOYMENT OPPORTUNITY

The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. No person shall be subjected to discrimination in regard to employment, retention,

promotion, demotion, transfer, or dismissal because of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age or disabling condition.

### INDIVIDUALS WITH DISABILITIES

No qualified person with a disability, as defined by law, shall, on the basis of the disability, be subject to discrimination in employment.

District employment practices shall be in accordance with the Board-approved procedures adding requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

No human immunodeficiency virus (HIV) related test shall be required as a condition of hiring, promotion, or continued employment, unless the absence of HIV infection is a bona fide occupational qualification for the job in question as defined by KRS 207.135.

### HIRING

When a vacancy occurs, the Superintendent shall notify the Commissioner of Education fifteen days before the position is to be filled. If a vacancy needs to be filled in less than fifteen days, to prevent disruption of the necessary instruction or support services of the School District, the Superintendent may seek a waiver of the fifteen-day advance notice requirements from the Commissioner of Education. If the waiver is approved, the appointment shall not be made until the person selected by the Superintendent has been approved by the Commissioner of Education.

Personnel actions shall not be effective until the employee receives written notice of such action from the Superintendent. Certified employees may be appointed by the Superintendent, for any school year at any time after February 1 preceding the beginning of the school year.

Hiring of certified personnel who have previously retired under KTRS shall be in compliance with applicable legal requirements.

All teachers shall meet applicable certification or licensure requirements as defined by state and federal regulations.

### CRIMINAL BACKGROUND CHECK and TESTING

Applicants, employees, and student teachers assigned within the District shall undergo records checks and testing as required by applicable statutes and regulations.

“FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND

NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.”

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.

EMPLOYEES SEEKING JOB CHANGE

Other than the routine transmission of administrative and personnel files, District employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law and such school employee, contractor, or agent does not meet the exceptions outlined in 20 U.S.C. 7926.

MEDICAL EXAMINATION

NEWLY EMPLOYED PERSONNEL

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. If the exam is performed by a private practitioner of the employee's choice, the cost must be borne by the employee. Medical examinations performed within a ninety (90)-day period prior to initial employment will be accepted.

REPORT

The medical examination shall be reported on the form required by Kentucky Administrative Regulation or an electronic medical record that includes all of the data equivalent to that on the Medical Examination of School Employees form. A copy of the form or electronic medical record and a statement indicating the employee's medical status must be filed with the Superintendent prior to assuming assigned duties.

TUBERCULOSIS SCREENING/TESTING

Each medical examination shall include a risk assessment for tuberculosis as required by Kentucky Administrative Regulation. Individuals identified by that assessment as being at 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 001:160. A person who tests positive for TB shall be required to comply with the directives of the Board, 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.

REQUIRED EXAMINATION FOR PRESENT PERSONNEL

When, in the opinion of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties because of health problems or when the employee

poses a health threat to students or other employees, the Superintendent may, consistent with the Americans with Disabilities Act and the Family Medical Leave Act, require the employee to provide evidence of fitness in the form of an examination and report by a physician of the Superintendent's choosing.

The Board shall bear the cost of this examination.

#### SCHOOL TO REPORT

Local school authorities shall report immediately all known or suspected cases of communicable disease to the local health department. Diseases to be reported shall not include those considered confidential, such as HIV/AIDS, as set forth in Kentucky Administrative Regulation.

#### MEDICAL CONFIDENTIALITY

Signed consent of the employee designating personnel to be informed shall be required before the Superintendent advises personnel of the employee's medical condition.

The Superintendent shall determine which employees are to have access to medical information. This determination shall be made on a need-to-know basis.

#### DISABILITY

No qualified person with a disability shall, on the basis of the disability, be subject to discrimination in employment.

#### REASONABLE ACCOMMODATION

Employees who have a long term or permanent disability may request the District supervisor to provide reasonable accommodations necessary for them to perform the essential duties of the position, including assistive technology. Medical information obtained as part of an employee request shall be confidential. The District shall engage in a timely, good faith and interactive process to determine reasonable accommodations for an employee's limitations related to pregnancy, childbirth, or related medical conditions. Reasonable accommodations shall be provided as required by law.

#### HARASSMENT/DISCRIMINATION

Harassment/Discrimination of employees is unlawful behavior based on race, color, national origin, age, religion, sex, genetic information, disability or limitations related to pregnancy, childbirth, or related medical conditions of an employee involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or

substantially disrupt the educational process, as defined by policy 09.426 or where it does not violate provisions of policy 09.422.

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or opposite sex.)

Employees who engage in harassment/discrimination of another employee or a student on the basis of any of the areas mentioned above shall be subject to disciplinary action including, but not limited to, termination of employment.

Conduct and/or actions that could be considered a violation under this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written or electronic materials or pictures that are lewd, vulgar, demeaning or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing an employee to believe that he or she must submit to unwelcome sexual conduct in order to maintain employment or that a personnel decision will be based on whether or not the employee submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve individuals with disabilities in antisocial, dangerous or criminal activity where they, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

Employees who believe they or any other employee, student, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. If an employee is not assigned to a particular school, a report of harassment/discrimination may be made to the employee's immediate supervisor or to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy or to take corrective action shall be

cause for disciplinary action. In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than five (5) working days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. Investigations shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. Following completion of the investigation, the investigator shall complete a written report of all findings.

The Superintendent/designee may take interim measures to protect complainants during the investigation.

2. A process to identify and implement, within five (5) working days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all staff, which may include, but not be limited to, the following:
  - Written notice provided in publications such as handbooks, staff memoranda, and/or pamphlets;
  - Postings in the same location as are documents that must be posted according to state/federal law; and/or
  - Such other measures as determined by the Superintendent/designee.
4. Annual training explaining prohibited behaviors and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation. If an alternate method of filing complaints is needed, the ADA Coordinator shall be contacted.

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

## SEXUAL HARASSMENT

Sexual harassment of students or employees is prohibited and, if substantiated, shall be cause for disciplinary action. Prompt investigation of allegations of sexual harassment and the expeditious correction of the conditions causing such harassment will be conducted following the procedures developed by the Superintendent.

## PERSONNEL REGULATIONS

The Superintendent or person(s) designated by the Superintendent shall prepare the necessary personnel regulations to implement the employment policies, subject to approval by the Board of Education.

## PERSONNEL RECORDS

One (1) master personnel file, documenting employment history including information maintained in electronic format, shall be maintained for each employee. This file shall be maintained in the Central Office and shall be under the custody of the Superintendent or the Superintendent's designee. This file may be inspected by the employee. The Superintendent has developed procedures to ensure the security of these files.

Personnel records contain material of a personal nature, the disclosure of which would constitute an invasion of privacy, and therefore, those portions of personnel records are not open for public inspection without approval of the employee.

## ASSIGNMENT

The assignment of all certified personnel shall be made by the Superintendent. The Superintendent shall make all appointments, promotions, and transfers of certified personnel for positions authorized by the Board and, at the first meeting following the actions, shall notify the Board of same and this shall be recorded in Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

The Superintendent shall assign personnel who are certified for the positions they will hold and who possess qualifications established by the Board policy, except where no individual applies who is properly certified and/or who meets qualifications set by Board policy.

The Superintendent shall not assign the relative of a school principal to the school where the principal is assigned unless the relative is not the spouse and was employed in that school during the 1989-90 school year. No spouse of a principal shall be assigned to the school where the principal is assigned unless the spouse was assigned in that school during the 1989-90 school year and there is no other position in the District for which the spouse is certified. A Principal's spouse employed in the Principal's school shall be evaluated by another school administrator.

The Superintendent shall not assign a certified employee to an alternative education program as defined in KRS 160.380 as part of any disciplinary action pursuant to KRS 161.790 or as part of a corrective action plan established pursuant to the District's evaluation plan.

#### PROMOTION

The promotion of certified personnel shall be made by the Superintendent, who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

The Superintendent shall not promote a personal relative or the relative of a Board member who continues employment in the district under provisions of KRS 160.380.

The promotion of personnel shall be based on qualifications, success in past assignments, and potential for success in the new position.

#### DEMOTION

The demotion of certified personnel shall be made by the Superintendent, who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

#### TRANSFER

The Superintendent, who, at the first meeting following the transfer, shall notify the board of it, shall make transfers of certified personnel. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

No transfer or reassignment of certified personnel will be made after July 15 except to fill vacancies created by illness, death, or resignations; to reduce or increase personnel because of a shift in school population; to make personnel adjustments after consolidation or merger; or to assign personnel according to their major or minor fields of training. The reasons for transfer or reassignment shall be stated in writing to affected personnel.

Principal's Recommendation: On or before July 15, the Principal shall submit to the Superintendent recommendations for the transfer of personnel. Such recommendations shall be in writing and shall state the reasons for transfer.

Requests for Transfer: Requests for transfer should be submitted in writing on the intent form, which is distributed to all certified staff in February.

### EXTENDED EMPLOYMENT

All certified employment shall be calculated from a base of 188 days. Vocational agriculture teachers shall be allotted sufficient days of extended employment to provide for twelve (12) months instructional salary per year.

### SUSPENSION

The Superintendent may suspend a certified employee without pay pending final action to terminate the contract if the character of the charges warrant such action. If a tribunal hearing is requested, and the decision of the tribunal is against termination of the contract, the suspended teacher shall be paid full salary for the period of such suspension, except that the Board may appeal the tribunal's decision to the circuit court.

An employee shall be suspended with pay only when the Superintendent determines there is a justifiable need for an investigation of alleged employee actions necessary to protect the safety of students and staff or to prevent significant disruption of the workplace and/or educational process. The period of suspension with pay shall not exceed the time needed to determine whether the employee is to return to active service or face disciplinary action. However, suspension with pay shall not exceed twenty (20) working days. If circumstance arise that require an investigation or other proceedings that may extend beyond twenty (20) days, the Superintendent may lengthen the period of suspension, not to exceed an additional five (5) working days.

Employees suspended with pay shall remain available for immediate recall to active service.

### REINSTATEMENT

When a certified employee has been suspended pending action to terminate the contract and the tribunal, after a hearing, decides against termination, the employee shall be reinstated in compliance with KRS 161.790, except that the Board may appeal the tribunal's decision to the circuit court.

### REDUCTION IN FORCE

When, by reasons noted in KRS 161.800, it becomes necessary to reduce the number of certified personnel, the Superintendent shall do so in compliance with the statute. The Superintendent, at the first meeting following the reduction in force, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

### DEFINITIONS

- (1) Seniority means length of service as a teacher in the District beginning on the first compensable day of employment and applies only to teachers employed on continuing-service contract. If there has been a break in service, seniority shall begin on the first compensable day after such break in service. Leave of absence or suspension of contract under terms of this policy do not constitute break in service, but no seniority shall accrue during such leave or contract suspension. No teacher shall be eligible for

more than one (1) year of seniority during any one (1) school year; however, service time accumulated toward seniority prior to the effective date of this policy shall be retained.

- (2) Certification means the grade levels, subject areas, and other positions to which a teacher may be legally assigned in the District as evidenced by the certificate issued to the teacher pursuant to applicable statutes and administrative regulations.

#### ADMINISTRATIVE PROCEDURE TO POLICY 03.171 (REDUCTION IN FORCE)

Suspended teachers will be given first choice, based upon seniority, to accept restored positions provided certification qualifications are met for said positions. However, if a teacher refuses a District position in the certification area from which he or she was suspended, the teacher's restoration rights shall be terminated. Teachers may accept or reject part-time positions with the District without jeopardizing their recall status for a full-time position. Restoration entitles the certified employee to reinstatement of seniority and accumulated sick leave accrued as of the date of suspension.

The last teacher to be suspended will be the first rehired for regular teaching positions within each certification area. If requested, suspended teachers will be placed on the preferred substitute teacher list during the period of suspension of contract. All vacated positions will be filled from the ranks of suspended teachers if possible. If any part of this procedure is declared invalid by judicial decision or legislative act, said decision or act will be not invalidating the remainder of this procedure.

#### TERMINATION

Termination and non-renewal of contracts shall be the responsibility of the Superintendent who, at the first meeting following the action, shall notify the Board of same. Such notification shall be recorded in Board minutes. Prior to notification of the Board, the Superintendent shall furnish the teacher with a written notice of the action.

Termination of contracts of certified personnel shall be in compliance with KRS 161.790. Non-renewal of limited contracts of certified employees shall be made in compliance with KRS.161.750.

Certified employees seeking to terminate contracts in force shall do so in compliance with KRS 161.780.

Employees who violate the Professional Code of Ethics for Kentucky School Certified Personnel may be subject to disciplinary action, up to and including termination.

### NON RENEWAL

The Principal/immediate supervisor shall provide the Superintendent with notice of recommended non renewals. Nonrenewal of limited contracts of certified personnel shall be made no later than May 15 in compliance with the requirements of KRS 161.750.

### GRIEVANCES

The Superintendent shall develop specific grievance procedures to include, but not limited to, the opportunity for grievances to be addressed and resolved at each level of supervision.

Grievances are individual in nature and must be brought by the individual grievant.

The Board will hear employee grievances only after the unsuccessful resolution by the employee's supervisors, unless the issue of the grievance concerns constitutional, statutory, regulatory, or policy application or demotion under KRS 161.765 or issues of personnel excluded from the Board's consideration.

### CONFLICTS OF INTEREST

No administrator or other employee of the District with decision-making authority over the financial position of the school District shall have any pecuniary interest, either directly or indirectly, in an amount exceeding twenty-five dollars (\$25.00) per year, at the time of or after appointment, in supplying any goods, services, property or merchandise for which school funds are expended. Nor shall any such person receive directly or indirectly any gift, reward, or promise of reward for goods, services, property, or merchandise of any kind for which school funds are expended.

No administrator or other employee shall solicit for personal financial remuneration for students, parents and other staff during the school day or during school events.

Unless prior arrangements are made with the Board, any device, publication or any other item to be copyrighted or developed during the employee's paid time shall be District property.

Employees shall not profit monetarily through use of confidential information gained in the course of or by reason of their position of employment with the District.

### EXCEPTION

This policy shall not prohibit the Board from approving non-contracted personal services for the benefit of the District.

## SOLICITATIONS

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

No school employee shall provide to any outside group or individual a list of students, teachers or other employees for solicitation or other purposes without the prior authorization by the board and approval of the Superintendent or his designee.

## OUTSIDE EMPLOYMENT OR ACTIVITIES

No certified employee shall accept outside employment or participate in activities which will prevent him/her from fulfilling regularly assigned school duties and obligations as stated in the employee's contract or as listed on the school calendar.

Exception: While performing service or undergoing training, employees who are members of the National Guard, any reserve component of the U.S. Armed Forces, or reserve corps of the U.S. public health service shall be entitled to leave of absence from their respective duties (Reference: KRS 61.394).

## ***III. SALARY/FRINGE BENEFITS***

### SALARIES

All certified employees shall be paid in twelve (12) equal payments. Individuals will be paid according to the approved pay schedule which will be posted on the District's Financial Services-

#### SINGLE-SALARY BASIS

All salaries for certified personnel shall be based on a single-salary schedule providing, at minimum, for the number of working days required by law.

Although a school may submit a request for an increment for an extended employment position, extra service, or related adjustments, the Board must set increments in pay for positions requiring services beyond those normally expected of other positions if the duties rendered extend beyond the regular school day or require extended days.

#### EXTENDED EMPLOYMENT

Compensation for employment contracted beyond the minimum number of working days required by law shall be prorated.

Extended employment positions shall be established in a position job description, funded in the District budget, and specified in an addendum to the employee's contract.

Addition of days to be worked beyond the original contract or additional days of extended employment for a position require Board approval before change goes into effect.

#### EXTRA SERVICES, SUPPLEMENTAL AND SUPERVISION

The Board shall annually establish a schedule of compensation for extra services, hazardous duty supplements, and supervision. As provided under law, teachers who attain certification from the National Board for Professional Teaching Standards shall be given an annual salary supplement of \$2000 for the life of the certificate.

Certified staff who change work sites, as approved by the Superintendent, from one school to another within the District will receive one (1) day's pay for packing and moving board property when such activity takes place outside the normal contract work day. Certified teaching staff who are transferred by Superintendent action from one room or grade to another within a school will receive one-half (1/2) day's pay for packing and moving board property when such activity takes place outside the normal contract work day.

#### RANK AND EXPERIENCE

The rank and experience of certified personnel shall be determined at the time of hire. The Board shall direct the Superintendent to validate all experience of professional personnel employed in the district.

Changes to rank and experience shall be determined on September 15 of each year.

To assist with the budgeting process, candidates for National Board certification shall notify the Superintendent/designee in writing prior to September 15 that certification is pending in order for the employee to receive any rank-related increase retroactive to the beginning of the school year.

#### EXCEPTION

The Superintendent's salary may be established without regard to the above-mentioned schedules.

#### LIST OF SALARIES

The Board shall maintain for public scrutiny a factual list of individual salaries of its employees for the fiscal year just closed and shall, upon request, furnish that list by mail to a newspaper qualified under KRS 424.120 to publish advertisements for the District.

#### PAYROLL DISTRIBUTION

All District employees shall participate in direct deposit of payroll. Direct deposits will be issued according to a schedule approved annually by the Board. The District shall furnish the employee with either a paper or electronic statement. If statements are provided electronically, employees shall be provided access to a computer and printer for review and printing of their statement.

### QUALIFICATIONS

Employees shall be responsible for providing the Superintendent with all required certificates, health examinations, and verifications of experience prior to beginning work.

### NOTICE OF SALARY

Not later than forty-five (45) days before the first student attendance day of the succeeding school year or June 15, whichever occurs earlier, the Superintendent shall notify all certified personnel of the best estimate of the salary for the coming year.

### PAYROLL DEDUCTIONS

The Board shall approve all payroll deductions as specified by KRS 161.158 and Board Policy 03.1211.

### HOLIDAYS

All certified employees may be paid for four (4) holidays, which shall be designated in the official school calendar. These are part of the minimum 188-day school year by state law. Certified employees on a 240 day calendar shall also be paid for the Fourth of July. General Election Day in the year of a presidential election will be an additional holiday for twelve-month, 240-day employees.

### PAYROLL DEDUCTIONS

Mandatory payroll deductions include:

1. State and federal income taxes;
2. City occupational tax, when applicable;
3. County occupation tax;
4. The Teachers' Retirement System of the State of Kentucky;
5. Any deductions required as a result of judicial process, e.g., salary attachments, etc.
6. Court ordered garnishments and or/attachments, and federal or state ordered tax levies;
7. Medicare - applicable to personnel newly hired in Woodford County after 3/31/86.
8. Health Insurance based on employees chosen plan.

Pursuant to the provisions of KRS 161.158, the following optional payroll deductions are authorized by the board for those employees who choose to participate.

1. Expanded and dependent health and hospitalization insurance;
2. Income protection or preferred disability insurance group plan;
3. Cancer insurance;
4. Dental insurance;
5. Additional Life insurance;
6. Savings bonds;
7. Commonwealth Credit Union;
8. United Way;

9. Board approved Tax Sheltered Annuity Program, 401K, 403B, and 457 Plans, when ten percent (10%) or more of eligible employees request deductions for a specific company except for companies approved prior to October 13, 1986.
10. Membership dues for professional teachers' organizations when thirty percent (30%) or more of eligible members request the deduction. Such deductions may include a life insurance plan and an income protection plan associated therewith, but excluding teachers' organizations devoted to a particular discipline or disciplines, e.g., organizations for mathematics teachers, English teachers, etc. (For purposes of this policy, a professional teacher organization is one in which all teachers are eligible for membership.)
11. Membership dues in professional administrators' or supervisors' organizations when thirty percent (30%) or more of the eligible members request the deductions. Such deductions may include a life insurance plan and an income protection plan associated therewith, but excluding administrators' or supervisors' organizations devoted to a particular discipline or disciplines, e.g., organizations for school business officials, personnel officers, etc. (For purposes of this policy, a professional administrators' or supervisors' organization is defined as a professional organization in which all administrators and supervisors are eligible for membership.)
12. The above limitations as to groups specified in subsections (8), (9) and (10) are designed to permit the Board to maintain a practicable control over the number of payroll 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.

No other payroll deductions shall be made by the Board. Information and enrollment forms for these deductions are available through the Board Office or the individual organization.

#### REDUCTION IN SALARY AND RESPONSIBILITY

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 or May 15, whichever occurs earlier.

#### RETIREMENT SYSTEM

Persons retiring should give the Superintendent notice as far in advance as possible but not less than two (2) weeks prior to retirement.

Retirement benefits shall be solely a matter of contract between the employee and the Kentucky Teachers' Retirement System and shall not be the responsibility of the Board except that the Board shall deduct and send to the Kentucky Teachers' Retirement System those amounts required under KRS 161.540, 161.545, 161.555 and 161.560.

The Board shall compensate certified employees only upon initial retirement for each unused sick day at the rate of 30% of the daily salary. This calculation is based on the employee's last annual contract salary. For personnel who begin employment with a local school district on or after July 1, 2008, unused sick leave days to be recognized in calculating reimbursement under KRS 161.155 shall not exceed 300 days. Employees retiring from the District may be compensated for unused sick days only once, even if they are subsequently retiring.

If compensating employees for unused sick leave, the Board may create an escrow account to maintain the funds necessary to reimburse teachers or employees who qualify for the benefit.

For more information, refer questions to: Kentucky Teachers' Retirement System, 479 Versailles Road, Frankfort, Kentucky 40601-3868, (502) 573-3266.

#### Membership

KTRS membership is mandatory for all persons in eligible agencies occupying full-time, part-time, or substitute positions that require certification by the Department of Education or graduation from a four-year college or university as a condition of employment. KTRS defines full-time for membership purposes as "seven-tenths of normal full-time service on a daily or weekly basis."

If you are employed on less than full-time basis, you are eligible to purchase partial retirement credit at the close of the school year. It is your responsibility to determine and abide by the KTRS deadline for purchase of this credit.

#### Benefit Coverage

Your KTRS membership provides more than just annuity payments at retirement. The following briefly describes benefits of which you should be aware.

#### Vested Account

Your retirement account is vested when you have completed either five or ten years of creditable Kentucky service, dependent upon your date of hire. Vesting entitles you to future benefits even if you are not currently contributing to the system as long as you do not refund your account. The retirement system is responsible for determining each individual's vesting requirement.

#### Service Retirement

You are eligible for service retirement with no reduction in benefits if you have twenty-seven or more years of active Kentucky service regardless of age. You may also retire without benefit reduction if you have five (5) or more years of active Kentucky service and are at least age sixty. Additionally, you may retire from service if you have at least five (5) years of Kentucky service

and are at least age fifty-five, but you will have to take a benefit discount to meet the retirement qualifications.

#### Disability Retirement

Disability retirement is available for persons who become disabled prior to retiring from service. Members age sixty and over who are also eligible for service retirement may apply for disability retirement; however their benefits will be computed using the provisions of the service retirement formula.

#### Death/Survivor Benefits

In addition to benefits at retirement, death and survivor benefits are available for survivors of members who die while still in active contributing status.

#### Medical Insurance

If you retire from service or due to a disability, you may take advantage of KTRS's medical insurance program at the current cost, within the limits of certain conditions.

#### Service Retirement

If eligible, you may purchase additional service credit and increase your annuity. Categories of service you may be able to purchase include:

1. Previously withdrawn service
2. Military service
3. Out-of-state service
4. Substitute service
5. Part-time service
6. Fractional service
7. Leaves of absence

#### Refund of Account Balance

1. If you permanently terminate employment covered by KTRS and wish to have your money returned to you, the System will refund your account balance. Your account balance consists of member contributions less medical insurance fund (MIF) deductions plus interest earned. If you are eligible for service retirement, you cannot refund your account unless it would prohibit you from qualifying for Social Security benefits or unless you choose to withdraw all or part of the service to obtain credit in another retirement plan.

#### Source of Contributions and Account Maintenance

1. Contributions from the member
2. Contributions from the State and/or federal grants,
3. Investment earnings.
4. Contributions from the employer

Woodford County teachers will contribute 12.855% of their gross salary, dependent upon the member status within KTRS. The required contribution is deducted from your salary each pay

period and forwarded to KTRS where it is invested. All certified earnings are subject to deduction.

### Beneficiary Designation

One of your most important responsibilities as a member is to maintain a current beneficiary designation. Failure to do so can result in serious consequences and possible loss of valuable benefits to your survivors.

If you marry after becoming a member, your spouse automatically becomes your beneficiary and your previous beneficiary designation is void. Divorce also voids any previous beneficiary designation, and your estate automatically becomes the beneficiary. In the event of marriage, divorce, or the beneficiary's death, you should file a new beneficiary designation with KTRS. You may name more than one beneficiary and may designate them as co-beneficiaries or in order of succession. Your beneficiary does not have to be a relative. You may name your estate although you should be aware of the consequences in so doing.

### Change of Name and Address

Your Social Security number is the positive identification to your account; however, it is your responsibility to send KTRS written notification of any status changes, such as name and address. A copy of your Social Security card is requested at the time of your membership and at retirement so KTRS can verify the accuracy of your Social Security number.

### Annual Statement of Retirement Account

After the close of each fiscal year, you will receive a statement of your account. This will report to you the salary and service credit earned in the preceding fiscal year, the contribution made, the total monies in your account, and your total service credit. If you think there is an error in this statement, write KTRS immediately.

NOTE: If your address has not been updated, you will not receive a statement.

### Account Update

Any member interested in purchasing additional credit such as out-of-state, leave of absence, military service, or reinstatement of a withdrawn account should contact KTRS at least ninety days prior to his or her retirement date. We urge you to put your account in order prior to filing a retirement application because you will not be permitted to add service credit of any kind to your account after the effective date of your retirement. KTRS must receive payments made by the employee in time to process the retirement application. Otherwise, the application will be held until all payments have been received.

### Retirement Application

To retire from service, you must first obtain and complete an Application for Service Retirement, available only through KTRS. You may retire at any point during a year with the approval of your employer, and your retirement will take effect on the first day of the month following the date your approved application was received by KTRS. However, if you are planning to retire at the close of a school year, your application must be on file with KTRS by May 31 to ensure a July 1 effective date.

KTRS, not the Board of Education, is the final authority regarding all retirement issues. Therefore, you are encouraged to address all questions directly to that system. (See page 22 for address and telephone number.)

### LEAVE OF ABSENCE

Authorization of leave and time taken off from one's job shall be in accordance with 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 on leave covered by the related policies listed below shall notify the Superintendent, in writing by April 1 of the year the leave terminated, of the date of their intent to return to the school system. Employees who fail to notify the Superintendent of their return by April 1 cannot be guaranteed employment for the following school year. If an employee on leave has not contacted the Superintendent by April 1, the Superintendent is authorized to fill the position, for the following school year. Where an employee in the final year of leave fails to contact the Superintendent by April 1, to either request an extension of leave or to provide a date of return, the Superintendent may determine whether personnel action is required. Any leave (medical, maternity, worker's compensation, etc.) that will result in more than 3 consecutive days off work should be accompanied by a physician's statement if medical and a "Request for Leave" form available from the Human Resources Department at extension 2109.

Employees taking any long-term leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed.

Eligible employees may apply for leave under the provisions of the Family Medical Leave Act of 1993. For further information, consult Board Policy 03.12322.

Per KRS 161.770, the Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law.

### SICK LEAVE

Full-time certified employees shall be entitled to ten (10) days of sick leave, with pay, each school year. Full-time certified employees employed for 220-239 days shall be entitled to eleven (11) days of sick leave, with pay, each school year. Full-time certified employees employed for 240 days shall be entitled to twelve (12) days of sick leave, with pay, each school year.

Persons employed for less than a full year contract shall receive a prorated part of the authorized sick leave days, calculated to the nearest 1/2 day.

Persons employed on a full year contract, but scheduled for less than a full workday, shall receive the authorized sick leave day's equivalent to their normal working day.

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the certified employee to whom they were granted. When previously retired certified employees return to work, they shall not be reimbursed at time of a subsequent retirement for days accumulated after their return.

Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.

Sick leave can also be taken for illness in the immediate family. For definition of "immediate family", please consult the current version of Board Policy 03.1232, since it is subject to periodic legislative change.

Upon return to work, a certified employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that the employee was ill and "unable to perform his/her school duties," or that the employee was absent for the purpose of attending to a member of the immediate family who was ill, and the dates of said absence. All signed cards requesting paid leave day(s) must be submitted to Central Office no later than the last day of the month in which the absence occurred. Failure to submit a card will result in the day being payroll deducted.

Teachers coming to the district from another Kentucky School District or from the Kentucky Department of Education, without a break in service, shall, upon written request, transfer accumulated sick leave to the District.

#### SICK LEAVE DONATION PROGRAM

Certified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another certified employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days.

Certified employees are eligible to receive donated days if they meet the criteria established in statute.

Any sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated days.

#### MATERNITY LEAVE

Childbirth and recovery therefrom shall be considered temporary disabilities and will entitle the employee to sick leave benefits as provided in board Policy 03.1232 and 03.1233.

On written request, the parent of a newborn or the employee who adopts a child or children shall be granted 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 year.

Employees on maternity leave shall notify the superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.123. Failure to do so will render the position vacant.

Employees taking a maternity leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed. Employees contemplating maternity leave should consult with the Finance Department to coordinate all benefits and paperwork requirements.

Per KRS 161.770, the Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law.

#### ADOPTION OF CHILD LEAVE

Certified employees who adopt a child or children shall be granted, upon written request, leave without pay not to exceed the remainder of the school year. Thereafter, leave may be extended in increments of no more than one (1) year.

Employees on adoption of child leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.123. Failure to do so will render the position vacant.

Employees taking adoption of child leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed. A teacher may use up to thirty days of accumulated sick leave, if applicable and available, following the adoption of a child or children.

#### EMERGENCY LEAVE

Full-time certified employees shall be entitled to three (3) days of emergency leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorated part of the authorized emergency leave days calculated to the nearest ½ day. Persons employed on a full year contract but scheduled for less than a full workday shall receive the authorized emergency leave days equivalent to their normal working day.

Emergency leave shall be for reasons defined in Board Policy 03.1236.

Emergency leave must be requested through the Superintendent or designee who will determine if the leave requested meets the Board's criteria.

Persons taking emergency leave must file a personal affidavit upon their return to work stating the specific reasons for their absence. All signed cards requesting paid leave day(s) must be submitted to Central Office no later than the last day of the month in which the absence occurred. Failure to submit a card will result in the day being payroll deducted.

Emergency leave days not taken during the school year shall not accumulate.

### PERSONAL LEAVE

The Board shall grant two (2) personal leave days each school year without loss of pay to employees who are employed less than 240 days and three (3) days to those who are employed for 240 days.

Persons employed for less than a full year contract shall receive a prorated part of the authorized personal leave days calculated to the nearest ½ day. Persons employed on a full year contract but scheduled for less than a full workday shall receive the authorized personal leave days equivalent to their normal working day.

Personal days are not to be scheduled on days immediately before or immediately after regularly scheduled breaks during the school year. Personal days may not be granted when 10% or more of the staff in requesting employee's work site are scheduled to be out. Exceptions to these prohibitions due to extenuating circumstances required principal approval in advance.

The Superintendent or designee must approve the leave date, but no reasons shall be required for the leave.

Approval shall be contingent upon the availability of qualified substitute employees. Those employees making earliest application shall be given preference.

Employees taking personal leave must file a personal affidavit on their return to work stating that the leave was personal in nature. All signed cards requesting paid leave day(s) must be submitted to Central Office no later than the last day of the month in which the absence occurred. Failure to submit a card will result in the day being payroll deducted.

Annually on June 30, all personal leave days not used during the current school year shall be transferred and credited to the employee's accumulated sick leave account, except for retired classified employees who return to work, whose days shall not accumulate.

### EDUCATIONAL LEAVE

Upon written request and recommendation of the Superintendent, the Board may grant to certified personnel a leave (without pay) for one (1) year for the purpose of obtaining additional training to enhance professional skills. An additional year may be granted by the board. Leave may be granted for full-time attendance at universities or other training activities approved by the Board when those activities are related to the employee's job or to other jobs an employee might

hold in the school system. Leave will not be granted for part-time educational activities or to persons holding full-time employment during the period of the leave.

No more than two percent (2%) of the certified employees may be on educational leave at one time. When requests exceed two percent (2%), those submitting the earliest requests will be given first consideration.

To be eligible for educational leave, an employee shall have attained continuing contract status.

Written application for educational leave must be made at least sixty days before the leave is to begin.

Employees on educational leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.123. Employees who fail to notify the Superintendent of their return by the date prescribed in Policy 03.123 cannot be guaranteed employment for the following school year.

#### EXTENDED DISABILITY LEAVE

Certified employees who anticipate an extended period of disability shall be granted by the Board, upon written request, leave without pay not to exceed the remainder of the school year. Thereafter, leave may be extended by the Board in increments of no more than one (1) year.

Employees on extended disability leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.123. Employees who fail to notify the Superintendent of their return date as prescribed in Policy 03.123 cannot be guaranteed employment for the following school year.

The Superintendent may require the employee to secure a licensed physician's verification of disability.

Employees taking disability leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed.

When, in the opinion of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties, the superintendent may require the employee to provide evidence of fitness in the form of an examination and report by a physician of the Superintendent's choosing. The Board shall bear the cost of this examination.

The Superintendent may suspend the employee temporarily pending the physician's examination. Upon recommendation of the Superintendent, the board may place the employee on involuntary disability leave. When the Superintendent's personal health is in question, the Board may place him or her on involuntary disability leave pending the physician's examination.

The employee shall have the right to a hearing on such involuntary leave and its renewal or extension in accordance with the provisions for hearing and appeal in KRS 161.790.

Retirement disability shall be handled in accordance with KRS 161.662.

Per KRS 161.770, the Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law.

#### JURY LEAVE

Any employee who serves on a jury in a duly constituted local, state or federal court shall be granted leave with full compensation, less any compensation received as jury pay (except expense monies), for the period of his/her actual jury service.

Persons who will be absent from work to serve on juries must give advance notice to their immediate supervisors.

#### MILITARY LEAVE

Certified employees called from reserve status or inducted into military service shall be granted, upon written request, a leave of absence not to exceed two (2) years.

The board shall automatically review military leave until the employee is discharged or released from active service.

Upon return to duty, employees shall resume the contract status at the time military leave was granted. The Board may request employees who return to duty to participate in a course of study approved by the Superintendent.

Employees on military leave shall receive such increments on the salary schedule to which they would have been entitled had they not been called to active military duty.

Employees are responsible for notifying their immediate supervisor as soon as they are notified of any impending military-related absence.

#### FAMILY AND MEDICAL LEAVE

In compliance with the Family and Medical Leave Act of 1993 and under procedures developed by the Superintendent, leave shall be granted to eligible employees for the following reasons:

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 the employee's 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.

#### NOTICES AND DEADLINES

Employees who may be eligible for or who requests leave for any of the above reasons shall be provided an FMLA notice of eligibility and rights and responsibilities. Requests for family and medical leave entitlement should be made in writing but verbal requests may be made to the immediate supervisor or other designated administrator who shall then document the request.

The District may require that a request for leave be supported by a certification for health care or military-related situations as permitted by federal law, but such requirements must be set out in the required notice.

*Deadline for Notice to be Provided:* absent extenuating circumstances, within five (5) business days of District receipt of a request or the District being made aware of a potentially qualifying reason. The District shall designate an employee's leave, paid or unpaid, as FMLA approved or if additional information is needed. Leave may be delayed if the employee does not provide proper notice (30 days advance notice for a foreseeable leave; otherwise, notice as soon as the need becomes known). Absent extenuating circumstances, within five (5) business days of learning that an FMLA reason supports the leave.

NOTE: Only the District's human resources professional, leave administrator, or personnel director may contact an employee's health care provider to clarify or authenticate an FML certification in support of an FML request about which there are questions. The employee's direct supervisor shall not contact the provider. If the human resources professional is the direct supervisor of the employee in question, the Superintendent shall designate another individual to contact the health care provider.

#### ELIGIBILITY

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 and 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. 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. This provision also applies to covered members/veterans that have been on active duty within the past five (5) years as defined by federal regulation.

In determining whether returning veterans meet the minimum 1,250 hour standard, hours actually worked for the district during the twelve-month period are to be combined with hours they would have worked for the district had they not been called for military service.

In situations involving both the Americans with Disabilities Act (ADA) and FMLA, the District shall apply the law affording the employee the greater benefit.

#### RESTRICTIONS

When the health condition of an employee or family member qualifies for the use of paid leave, employees must use all paid leave before being eligible for unpaid family and medical leave, except that they may request to reserve ten (10) days of sick leave. This requirement shall not apply to employees taking workers' compensation leave.) However, when an employee's work-related injury/medical state qualifies as a serious health condition, worker's compensation leave shall run concurrently with the twelve (12) workweek entitlement.

Entitlement to family and medical leave for the birth and care of a newborn child or placement of a child shall expire twelve (12) months after the date of such birth or placement.

When both spouses are employed by the District, the combined amount of family and medical leave for reasons other than personal illness or illness of a child shall be limited to twelve (12) workweeks. In cases of personal illness or illness of a child, each spouse is entitled to twelve (12) workweeks of family and medical leave.

Exception: The limit on the combined amount of family and medical leave shall be twenty-six (26) workweeks when both an eligible spouses are employed by the District and are eligible for leave that involves a covered Armed Forces service member/veteran.

Unused family and medical leave shall not accumulate from year to year.

#### INTERMITTENT LEAVE/REDUCED HOURS

Family and medical leave may be taken intermittently (when medically necessary) or on a reduced hours basis.

#### CONTINUATION OF BENEFITS

While on family and medical leave, employees shall be entitled to all employment benefits accrued prior to the date on which the leave commenced. Health insurance for an employee on family and medical leave shall continue to be provided by the state on the same basis had the employee not taken leave. Other employment benefits and seniority shall not accrue during unpaid family and medical leave.

#### RETURN TO WORK

As noted by the required notice of eligibility and rights and responsibilities, when family and medical leave is taken due to an employee's own serious health condition, the employee shall provide fitness-for-duty certification before returning to work. This may include certification by the health care provider that the employee is able to perform essential functions specific to the job, as noted by the District in a list attached to the certification form.

Upon return to work, the employee shall be entitled to his/her same position (or an equivalent position with equivalent pay) with corresponding benefits and other terms and conditions of employment.

#### NOTICE

The District shall notify employees of family and medical leave provisions by posting appropriate notices in conspicuous places in the Central Office and each worksite and distributing notices as required by law.

#### INSURANCE

The Board shall provide unemployment insurance, workers' compensation, and liability insurance for all certified personnel. In addition, the Board shall provide term life insurance to full-time employees.

The State shall provide group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation.

Woodford County Board of Education employees are eligible for state-sponsored health insurance. It is the employee's responsibility to choose and complete an application or waiver for the state-sponsored health insurance plans. The employee has thirty days from the date he/she starts working to choose a plan or waive coverage and enroll in a medical reimbursement account. Insurance programs are subject to annual change by the state. Employees are responsible for reviewing the information distributed each year by the state, during the open enrollment period, and submitting the appropriate forms to the student services department.

Those who fail to choose an insurance plan will be automatically enrolled in the state's default plan with no benefits.

As required by state and federal law, employees have the right to continue coverage. Continuation of coverage means that if employment is terminated or hours are reduced, the employee can continue coverage past the status change date. It is the employee's responsibility to notify the Board Office of a status change within the family, according to state guidelines. The affected party has sixty days from notification of change to convert to COBRA coverage.

In order to protect the employee's rights of any "qualified event," which might change the individual's insurance eligibility, the employee must notify the BOARD IMMEDIATELY. All documentation has a thirty-five day deadline. The state issued insurance booklet is a valuable resource for most questions regarding these benefits.

#### COBRA

Continuation of Coverage Under Federal Law (COBRA/S.B. 274)

Federal law provides an employee the option to continue group health coverage beyond the date on which their coverage would otherwise terminate (formerly S.B. 270).

Also, the new continuation laws provide coverage continuation rights for spouses and dependents.

Individuals eligible for continuation of coverage are as follows:

- Loss of coverage as result of termination of employment (except for gross misconduct of the employee).
- Loss of coverage as a result of a reduction of hours worked by the employee.
- Death of the employee.
- Divorce or legal separation of the employee.
- The employees becoming eligible for Medicare coverage.
- Loss of coverage as a result of a dependent child reaching the limiting age designated in the group contract.

Duration of Coverage:

For employee (termination or reduction in hours) - 18 months.  
For spouse and dependents - 36 months.

Termination of Coverage:

- Exhaustion of 18 or 36 month time period.
- Group health plan terminated by employer.
- Failure to pay in timely manner.
- Eligible for Medicare or another group health plan.

NOTE: It is the employee's responsibility to immediately inform the Finance Department of a divorce, separation, or dependent child losing coverage.

To be eligible for continuation of coverage, the following requirements must be met:

- Must be actively working and covered by a health plan.
- If spouse or dependent, you must be under plan at the time of termination or reduction in hours.
- Must notify appropriate person, in writing, within sixty days of termination or hourly reduction that he/she wants to continue coverage.
- Cannot be eligible for other group coverage (includes cross-reference contracts).

Ceridian is the Department of Employee Insurance's third party administrator for the COBRA benefits. You will receive COBRA health insurance information from Ceridian. Please follow their instructions if you want to continue health insurance thru COBRA.

Thereafter, you will be billed directly by the insurance carrier.

If you have any questions concerning insurance, please contact the Insurance Coordinator at (859) 879-4600, ext. 2109.

#### LIFE INSURANCE

Woodford County provides a term life insurance policy for all full-time employees. An additional term life insurance policy is provided by the Commonwealth of Kentucky for full-time employees. The amount shall be determined annually, and employees will be notified of any such change. All employees should periodically review their beneficiary designations for updating as needed.

#### CONTINUING INSURANCE COVERAGE WHILE ON LEAVE OF ABSENCE

Those employees on a leave of absence granted by the Woodford County Board of Education have the option to continue their health, life, and term life coverages during the term of leave of absence. Such employees will be notified in writing regarding the necessary action to obtain continuous coverage. This coverage is available for up to sixteen (16) months.

#### WORKERS' COMPENSATION

All Woodford County Board of Education employees are covered by Workers' Compensation insurance for injuries sustained while on the job. Immediately, within forty-eight (48) hours, inform your employer/supervisor of the accident. The employer, with your assistance, will then complete in full detail the "First Report of Injury" form (IA-1), provide the injured employee with the "Employee/Witness Accident Investigation Report. Once filled out, all paperwork should be faxed to Central Office. These forms must be complete and submitted to Central Office within forty-eight (48) hours of the accident; otherwise, Workers' Compensation may reject the claim.

#### VOLUNTARY INSURANCE PROGRAMS

Board approved supplemental group insurance coverage is available to all eligible employees for disability insurance, cancer insurance, comprehensive dental insurance, and term life insurance. Enrollment in these programs is voluntary, and all premiums are paid through payroll deductions.

### ***IV. ADMINSTRATIVE DIRECTIVES***

#### HOURS OF DUTY

Certified employees shall be prompt in attendance and shall remain on duty as specified by school policy or their immediate supervisor.

No certified employee shall leave his/her job assignment during duty hours without the express approval of his/her supervisor.

Certified employees may be required to perform additional duties as directed by school policy or assigned by their immediate supervisor.

#### EXTRA DUTY AND RESPONSIBILITY

The Principal shall be responsible for assigning extra duties and responsibilities to the teaching staff.

Other than their assigned classroom duties, teachers shall assume their share of extra duties and responsibilities. A part of the total school program, extra duties and responsibilities may include, but not be limited to, homeroom duties, hall supervision, lunchroom supervision, class activities, school events, assemblies, club sponsorship (other than 4-H), teacher-parent conferences, bus duty and others as needed.

Reasonable accommodation shall be provided each qualifying employee with a disability or limitations related to pregnancy, childbirth, or related medical conditions to comply with the requirements of law and regulation.

#### INVESTIGATIONS

All employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. Failure to comply may be considered insubordination.

#### FACULTY MEETINGS

Unless ill or excused by the administrator, staff members shall attend all regular and special faculty meetings.

The Principal shall hold regular staff meetings. The number of staff meetings per month is at the discretion of the principal but by board policy all principals are required to hold at least one (1) each month. The primary purpose of these meetings shall be to promote student achievement and school improvement.

#### PROFESSIONAL DEVELOPMENT

##### PROGRAM TO BE PROVIDED

The Board shall provide a high quality, personalized, and evidence based professional development (PD) program that meets the goals established in KRS 158.6451, the Every Student Succeeds Act (ESSA), and in the local needs assessment. At the direction of the Superintendent or designee and in conjunction with each school, the PD coordinator shall facilitate the development and implementation of this program for all certified employees. Programs may also include classified staff and parent members of school councils and committees.

The PD program for the District and each school shall be incorporated into the Comprehensive School/District Improvement Plan. Prior to the implementation of the program, the school PD plan shall be made public, and the District PD plan shall be posted to the District web site.

The program shall be based on a Board-approved PD plan for the District, which is designed;

1. to help achieve student capacities established by KRS 158.645 and goals established by KRS 158.6451;
2. to support the District's mission, goals and assessed needs; and
3. to increase teachers' understanding of curriculum content and methods of instruction appropriate for each content area based on individual school plans.

The PD plan shall reflect individual needs of schools and be aligned with the Comprehensive School/District Improvement plan, ESSA requirements, and teacher growth plans.

#### SCHOOL RESPONSIBILITIES

Each school shall plan professional development with the PD coordinator and, when appropriate, with other schools to maximize training opportunities. In addition, each school's PD plan shall be submitted to the Board for review and comment.

#### DOCUMENTATION

The school/District PD plan shall include the method for evaluating impact on student learning and using evaluation results to improve professional learning.

Documentation of completed professional development, including a written evaluation, shall be required. Unless an employee is granted leave under an appropriate Board policy, failure to complete and document the required hours of professional development during the academic year shall result in a reduction in salary and may be reflected in the employee's evaluation.

Every certified employee is required to participate in a minimum of five (5) days/thirty (30) hours of professional development that meets the goals established in KRS 158.6451 and in the local school calendar. Part-time employees shall complete the appropriate portion of the 5 days/30 hours.

#### PROFESSIONAL MEETINGS

Professional meetings include, but are not limited to professional development, workshops, attendance at clinics and conferences, and attendance at national conventions.

Upon approval of the Board, the Superintendent may grant absence with pay. Requests must be in writing, channeled through and approved by the immediate supervisor, and submitted to the Superintendent thirty days prior to the professional meetings.

Approval of the Superintendent/designee shall be contingent on:

1. Whether the meeting meets the definition established by Board Policy 03.1911;
2. Skills required by the employee's job description of goals of his/her growth plan; and
3. Availability of funds and substitutes.

Applications for leave to attend other professional meetings without pay and reimbursement may be made to the Superintendent who shall consider the request on an individual basis.

Those who attend professional meetings shall be expected to disseminate information gained among their colleagues.

The maximum amount of time, including travel, shall be ten (10) days for regional and national conventions and three (3) days for state conventions.

Expenses for school-based employees to attend professional meetings, including the cost of substitutes, shall be paid from the school's allocated funds, except when attendance is requested or required by the Superintendent/designee.

### STUDY GROUPS

At various times throughout the year, students are released early to allow teachers to participate in whole faculty study groups. Whole faculty study groups allow teachers to collaborate in an effort to support the implementation of curricular and instructional innovations, integrate innovations, analyze student work, reflect on effective instructional practices and the impact on student achievement as well as analyze student performance data. This time is a time of professional growth but does not count toward the twenty-four (24) hours of out-of-class professional development.

### PARENT-TEACHER CONFERENCES

Communication with parents is viewed as a vital component of a teacher's job. All teachers are expected to conduct and document on the appropriate form a minimum of six (6) hours of parent-teacher conferencing. Six (6) hours of conference time is the least amount of time expected. Teachers are encouraged to openly communicate with all parents throughout the school year, especially if the student is not meeting academic expectations. All conferencing logs are to be completed by the scheduled conference date built in the district calendar. Upon completion, logs are turned in to the immediate supervisor.

### LESSON PLANS

All teachers are expected to develop lesson plans and/or units of study aligned with the Program of Studies, core contents for assessment and district school curriculum documents.

### HOMEWORK

Each school shall establish standards for out-of-school assignments. These standards shall encompass amounts and types of reasonable homework assignments by grade level. Homework shall be assigned for the improvement of learning. Curriculum-related assignments shall not be used for disciplinary purposes. Assignments should have meaning for the student, should be

clear and specific, and should be of an amount and type that may be accomplished in a reasonable period of time.

### GIFTED EDUCATION

Each school shall provide a differentiated curriculum to any student, grades 4 through 12, who meet eligibility requirements for formal identification in any of the five areas of giftedness. In accordance with 704.KAR 3:285, parents of students identified as gifted and talented shall be provided with an annual student service plan that matches the student's interests, needs, and readiness to differentiate service options. Once every two (2) years, parents will be asked to complete a student learning profile to assist the school in designing the service plan. Once each semester, parents will receive a progress report related to the goals of the student service plan. The school shall provide multiple service delivery options with no single service option existing alone. Teachers will be trained to electronically complete the gifted service plan and progress report for each identified student.

Students in the primary program who are identified as high potential learners shall be selected through an informal process and placed in the Primary Talent Pool. These students typically represent the top one-third to one-fourth of the entire student population in terms of achievement and frequently require special enrichment opportunities to remain educationally challenged. Gifted student service plans are not required of primary talent pool students.

### INSTRUCTIONAL ASSISTANTS

Many of our schools have instructional assistants who work directly with students. Instructional assistants are not teacher aides and should not be used in that capacity. Instructional assistants are hired for the sole purpose of working with students, either individually or in small groups. Instructional assistants should be used to facilitate learning. Special education instructional assistants are assigned to special education teachers and work directly with students based on individual needs. Special education instructional assistants work in both collaborative and resource room class settings.

### Instructional Resources

#### SURVEY

Schools not having school councils shall survey teachers to determine their needs for instructional resources. The results of the survey shall be used to establish priorities for purchase.

#### ALLOCATION METHOD

Within budgetary limits, schools or school councils shall establish an equitable method of allocating funds to purchase instructional resources.

#### FINANCIAL REPORT

A financial report on allocations to and expenditures for instructional resources shall be prepared annually by the Board and shall be a public record.

### INSTRUCTIONAL RESOURCE FUND

Schools with any grade from P-8 may purchase instructional resources using State funds in accordance with 704 KAR 003:455.

The annual plan shall be approved by the School Council in SBDM schools.

All plans shall be approved by the local Board as to sufficiency of funding to support the requested purchases.

Any purchase exceeding the funds allocated shall be paid from other Council funds in SBDM schools.

### FEES

If the Board authorizes charging rental fees for students in grades nine through twelve (9-12), the Board shall establish those fees annually.

Instructional resources shall be made available to all students. No student shall be denied full participation in any educational program due to an inability to pay for, or rent, all necessary instructional resources.<sup>1</sup>

Fee waivers shall be provided as required by applicable statutes and regulations.<sup>2</sup>

### RESPONSIBILITY

Students or parents shall compensate the District for instructional resources that are lost, damaged, or destroyed while in the student's possession.

### SECTARIAN TEXTS

No book or other publication of a sectarian, infidel, or immoral character or one that reflects on any religious denomination shall be used or distributed in any school.

This does not prevent a teacher, consistent with his or her assigned duties, from using or distributing books or other publications that reflect any religious denomination to teach the secular study of religion as permitted by the Constitutions of the United States of America or the Commonwealth of Kentucky.

### EXPENSE REIMBURSEMENT

Provided the Superintendent/designee has given prior approval to incur the necessary and appropriate expenses, the Board shall reimburse school personnel for school-related travel when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent and, when appropriate, the School Council. Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds. In the case of expenses reimbursed from internal accounts, the Principal shall be the authority for approving reimbursement. Travel expenses for guests of employees shall not be reimbursed. The expense reimbursement process shall require documentation of the funding source/category used to pay expenses for all approved trips by obtaining a purchase order prior to the travel date. The Board will be responsible only for actual expenses. Allowable expenses are:

### MILEAGE

Actual mileage between official work stations within the school system and actual mileage for trips outside the school system which have been approved by the Superintendent and the Council in SBDM schools will be reimbursed at the mileage rate set by the Commonwealth of Kentucky rate, as adjusted quarterly, when the employee uses his/her own vehicle.

### GASOLINE

Actual cost of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in school-related travel. Purchase must be substantiated by a receipt showing total gallons and total charges.

### TOLLS AND FEES

All tolls and parking fees incurred in school-related travel. Parking fees must be substantiated by a ticket or receipt. (Tolls are not to be charged for District vehicles being operated in state in an official capacity.)

### CAR RENTAL

Car rental charges when approved by the Superintendent and the Council in SBDM schools. Charges must be substantiated by a receipt.

### COMMON CARRIERS

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Sight-seeing and pleasure tours are not reimbursable. Charges must be substantiated by a receipt.

### OUT-OF-STATE TRAVEL

Reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.

### FOOD

Actual monies spent for food while on overnight, out-of-District trips. All meals must be substantiated by an itemized receipt. Maximum allowable food expenditure per day shall be \$40.00 unless an exception is approved by the Superintendent or the Board for high rate areas as designated by the District. The maximum allowable food expenditures per day shall be \$55 for the high rate areas.

Employee meals will be reimbursed by the District only if the employee is approved to stay overnight or if the meal is part of a conference or workshop registration fee.

### LODGING

Hotel or motel charges (not including food or other charges) incurred in school-related travel. Charges must be substantiated by a receipt.

### EMERGENCY REPAIRS TO VEHICLES

Reimbursement will be made for emergency repairs or road service to Board-owned vehicles if incapacitated while out of District. Drivers may not obligate the Board for major repairs without the permission of the Director of Transportation or Superintendent.

### REIMBURSEMENT FORM

Board travel reimbursements to individual employees for expenses must be pre-approved for school or district activity. The approved purchase order number shall be referenced on the travel vouchers.

Travel vouchers paid from school activity funds shall be submitted within one (1) week of the travel. Travel vouchers paid from Board allocated or district funds shall be submitted at least quarterly and within thirty (30) days of the end of the calendar quarter, except the quarter ending June 30<sup>th</sup>, in which all travel is due by July 10<sup>th</sup>.

No request for travel reimbursement will be considered unless filed on the proper form, accompanied by the proper itemized receipts, and pre-approved purchase order.

In order to be considered for reimbursement, out-of-state travel expenses must be included in the Board-approved out-of-state travel approval form.

Without proper documentation, individuals shall not receive reimbursement, and, if it is determined that reimbursement was made based on incomplete or improper documentation, the individual may be required to reimburse the District.

### SUPERINTENDENT'S TRAVEL EXPENSES

Prior to granting approval for payment, the Board shall review itemized reimbursement requests for the Superintendent's travel expenses in an open board meeting.

### PURCHASING PROCEDURES

All purchases, with the exception of school activity funds, can and should be made through the Board's accounts. (Do not purchase items personally with the expectation of being reimbursed.) Individuals may request to make a purchase by completing the Purchase Request Form, available in the WCPS folder. Once the request is complete, submit to the school bookkeeper who will process the request. Once approved, the Purchase Order will be emailed to the individual to complete the purchase. Anticipated travel reimbursements should also be requested in advance and prior to the travel date to secure funding and approval with a Purchase Order. Purchases made without authorized Purchase Orders may result in a personal responsibility for payment. Upon receipt of the items, sign the "Received By;" line on the gold copy and send it to Accounts Payable. This will show that it is okay to pay the invoice when it arrives. If there are any questions pertaining to the usual purchasing procedures regarding acceptable vendors, etc., consult with the school bookkeeper.

### OUT OF POCKET REIMBURSEMENT

Each teacher is eligible for reimbursement of any out-of-pocket purchases for his/her classroom at the rate of \$50.00 per school year. Sales tax cannot be reimbursed. Original itemized receipts should be submitted once per year with a standard invoice and purchase order. Submission deadlines are December 1 and April 1.

## **V. ADMINISTRATIVE REGULATIONS**

### USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students. Adequate notice shall be provided to students, parents, and guardians school employees, and the general public. Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times by all persons on or in the property. School employees shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth by the Board.

## Child Abuse

### REPORT REQUIRED

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with KRS 620.030.

After making the report, the employee shall notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for investigation. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee who shall also promptly report to the proper authorities for investigation.

Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse. Therefore, the District shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations, reports involving claims made under state and federal laws, such as Title IX, shall require the District, after making the required report, to conduct an independent investigation of the allegations in order to determine appropriate personnel actions.

### WRITTEN REPORT

The person reporting shall, if requested, in addition to the report required above, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's or County's Attorney or the Cabinet for Families and Children or its designated representative within forty-eight (48) hours of the original report a written report containing specific information regarding the child, the child's parents or guardians, and the person allegedly responsible for the abuse or neglect.

### WRITTEN RECORDS

Copies of reports kept by the District that are submitted to authorities in compliance with the child abuse law are educational records and subject to inspection by the parents of the alleged victim of child abuse. Whether the records are considered "internal records", and not maintained with the students' "permanent records", is immaterial if such records are directly related to students and are maintained by the school or school District.

### INTERVIEWS

If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Families and Children representative as to whether to contact the parent.

### REQUIRED TRAINING

All current school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting by January 31<sup>st</sup>, 2017, and every two (2) years thereafter. School administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors hired after January 31<sup>st</sup>, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter.

### DOMESTIC/DATING VIOLENCE REPORTING AND EDUCATION

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 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.

These reporting requirements covering domestic violence and abuse or dating violence and abuse do not relieve school personnel of the duty to report any known or suspected abuse, neglect, or dependency of a child pursuant to KRS 620.030. This separate reporting requirement covers abuse, neglect or dependency of a child committed or caused by a parent, guardian, other person exercising control or supervision, or a person in a position of authority or special trust.

If individual school personnel has reasonable cause to believe that a victim with whom s/he has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, s/he shall provide educational materials to the victim relating to such form(s) of abuse and including information on access to regional domestic violence programs or rape crisis centers and how to access protective orders. These materials shall be made available to school personnel in print form or on the web by the primary domestic violence, shelter, and advocacy service provider designated by the Cabinet for Health and Family Services to serve the school District's area.

### USE OF SCHOOL PROPERTY

#### OUTSIDE WORK

An employee shall not use any District facility, vehicle, electronic communication system, equipment or materials in performing outside work. These items (including security codes and electronic records, such as E-mail) are property of the District and shall be used solely for job-related purposes.

#### EXCEPTION

Under procedures developed by the Superintendent, the Board may approve the use of school facilities by Board supervisory personnel for summer sports camps and other school-related activities. Fees for such activities must be collected and receipted by the school, and salaries, stipends, and other financial obligations resulting from such activities shall be paid by Board check.

#### ELECTRONIC COMMUNICATIONS

Employees shall 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 as to information entered or stored in their E-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

#### CARE AND USE OF SCHOOL PROPERTY

All personnel shall be responsible for the school equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property shall be reported to the employee's immediate supervisor, who shall then report it to the Superintendent/designee once it is confirmed that the item cannot be recovered.

In addition, employees shall not perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities. District property being used for unauthorized purposes shall be reported to that employee's immediate supervisor.

#### DRIVING RECORD

Annually, the Superintendent may request employees who have occasion to drive any Board-owned vehicle and/or who transport students to provide him/her with a copy of their driving records from the Kentucky Department of Transportation. Any traffic citation received during the year shall be reported to the Superintendent prior to driving a Board-owned vehicle or transporting students.

#### USE OF ASSIGNED TELECOMMUNICATION DEVICES

The Board authorizes the purchase and employee use of telecommunication devices, as deemed appropriate by the Superintendent. These devices shall include, but are not limited to, pagers and digital or cell phones. A uniform and controlled system shall be established for monitoring use and appropriate reimbursement to the District, based on itemized billing statements for each device.

Telecommunication devices may be assigned or made available on a temporary or on-going basis when it is determined that:

1. Assignment of a device to an employee is a prudent use of District resources.
2. The employee's job responsibilities require the ability to communicate frequently and access to a District or public telephone is not readily available.
3. The employee's job involves situations where immediate communication is necessary to ensure the security of District property or safety of students, staff or others while on District property or engaged in District-sponsored activities.

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

#### USE OF PERSONAL CELL PHONES/TELECOMMUNICATION DEVICES

When an audio, video, or combined recording is made of a student while on school property, during a school sponsored event, or while being transported by the School District, the recording constitutes an educational record of each student recorded, regardless of the ownership of the device utilized to create the recording. Employees are expected to exercise sound judgment in the decision to create a recording of any student, and to do so only for educational/instructional or supervisory purposes. This policy includes recordings of school-sponsored or school-endorsed social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the general public. Employees should recognize that students are likely to behave differently if they know their actions or words are being recorded, either by withdrawing to avoid embarrassment or by escalating behaviors to seek attention. If an employee has any doubt about whether a planned recording is appropriate, the employee should consult with their immediate supervisor or with the Principal/designee. Once a recording is created, employees must comply with all applicable record retention laws, regulations, and policies concerning educational records.

Events which are considered to be in the public arena (e.g., sporting events, academic competitions, or performances to which the general public is admitted), can be recorded by an employee as long as the recording activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate any participant's legal rights. The use, distribution, and retention of those recordings may be governed by privacy statutes and record retention schedules. Employees may be personally responsible for violations of those laws.

This policy applies to any personally owned device which has the capacity to record audio and/or video, including, but not limited to, cell phones and tablets.

#### PROFESSIONAL ORGANIZATIONS

Membership in professional organizations is an individual, professional matter, and the choice should be made independently by the employee.

#### POLITICAL ACTIVITIES

No District employee shall promote, organize, or engage in political activities while performing his/her duties or during the school day. Promoting or engaging in political activities shall include, but not be limited to, the following:

1. Encouraging students to adopt or support a particular political position, party, or candidate; or
2. Using school property or materials to advance the support of a particular political position, party or candidate.

No employee of the local School District shall take part in the management or activities of any political campaign for School Board.

No person shall use or promise to use, directly or indirectly, any official authority or influence, whether possessed or anticipated, to secure or attempt to secure or attempt for any person an appointment or advantage in appointment to a position as a teacher or employee of the board, or an increase in pay or other advantage in employment in any such position, for the purpose of influencing the vote or political action of any person.

No district employee shall be appointed or promoted to, or demoted or dismissed from any position or in any way favored or discriminated against with respect to employment because of his/her political or religious opinions or affiliations or marital status, ethnic origin, race, color, sex, age, or handicapping condition.

The Superintendent shall inform all District employees of these provisions.

### COPYRIGHTED MATERIALS

The use of copyrighted material for educational purposes, by school personnel, shall be within the generally accepted use delineated by applicable law. The Superintendent shall adopt procedure for informing appropriate personnel of the fair use of copyrighted material for educational purposes and of the copyright laws regarding electronic data.

### Access Privileges to WCPS Net

#### Define WCPS Net

“WCPSNet” (Woodford County Public Schools Network) refers to any technology resource or device provided by Woodford County Public Schools regardless of where it is utilized. This includes but is not limited to district network access, accounts, and devices.

#### Summary of Policy and Procedure

##### Student and Staff Member Use

The Board supports the rights of students and staff members to have reasonable access to various informational formats and believes it is incumbent upon students and staff members to use this privilege in an appropriate and responsible manner. Electronic access including, but not limited to, network access, accounts, and devices, shall be used to support and enhance education and research. Personal use of school technology resources should be limited and follow acceptable use guidelines.

##### Procedures and Guidelines

The Superintendent shall develop and implement appropriate procedures to provide guidance for student and staff member access to electronic resources through WCPSNet which follow the state and federal regulations and laws pertaining to technology use, safety, and security in a school environment. Guidelines shall address ethical use of electronic resources, including issues of privacy versus administrative review of electronic files and communications. Use of

technology resources for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying networks, account, and/or devices is prohibited.

### Acceptable Use

Use of WCPSNet and/or other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: plagiarism, copyrighted material, threatening and obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is not consistent with the purposes of the WCPSNet and is inappropriate. Illegal activities are strictly prohibited. Using your WCPSNet internet account or devices to access unauthorized social media or to play games including but not limited to, unauthorized non-educational games is not acceptable use. Electronic access including, but not limited to, networks, accounts, and devices shall be in support of education and research. Personal use of technology should be limited and follow acceptable use guidelines.

### Rights, Responsibilities, and Privileges

To gain access to WCPSNet, this Terms and Conditions document must be signed by students, parents/guardians, and adults. It is designed to explain clearly the responsibilities of users in regard to the district's network, accounts, and devices. Any questions about these responsibilities shall be directed to the district's Chief Information Officer.

Violation of the following terms and conditions may result in the immediate loss of network services including, but not limited to the internet/email, and could eliminate future access.

Violations may incur other consequences including reporting incidents to the building principal, the Superintendent, or local authorities for further action.

### Security

It is impossible for Woodford County Public Schools to provide a foolproof environment preventing access to all controversial material and ensuring complete system, data, and account security as outlined in the Terms and Conditions. However, the district has taken available precautions to try to achieve these measures.

The district has implemented an Internet Content Management and Filtering server, located at the District Technology Office. This server restricts/prevents access to objectionable material, and, in accordance with SB 230, this server logs internet usage including sites visited, date and length of time, and the machine used.. Logs will be held for no longer than thirty (30) days. The logs containing this information fall under the Open Records Law and may be accessed by the general public upon request. The logs will be monitored by the Principal/designee at each school and the Chief Information Officer/designee. These individuals will have the authority to access and view sites, some of which may be objectionable, in accordance with their duties.

The district has also taken reasonable measures to ensure all transmissions to/from the internet are encrypted using the latest security protocols. These measures comply with state and federal laws regarding the storage and transmission of all Personally-Identifiable Information (PII). Cloud services including, but not limited to Office365 and Google G-Suite .are implemented and in use throughout the district and follow security protocols.

Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem on WCPSNet, s/he must notify a system administrator or the Chief Information Officer. Please, do not demonstrate the problem to other users.

#### Disclaimer

Woodford County Public Schools will not be responsible for any damages including, but not limited to, loss of data resulting from delays, non-deliveries, wrongful directed deliveries, or service interruptions caused by negligence, user errors, or omissions.

In addition, the school district is not liable for damages to personal accounts or devices accessed using WCPSNet resources.

#### Access Privileges

##### Access Privileges to Electronic Resources

In the Woodford County Public Schools, access to electronic resources can range from read-only access to instructional software to full search capability of the internet. For these reasons, the District maintains the right to limit access to software and/or documents found either on WCPSNet or the internet, via technical or human barriers.

#### Network

The guidelines specifying acceptable use, rules of online behavior, access privileges and penalties for policy/procedural violations are available to students and parents or legal guardians of minor students (those under eighteen [18] years of age) during the school year in each school's student handbook. Consent for obtaining access to all parts of WCPSNet is granted by a parent or legal guardian through the submission of the student handbook acknowledgement form. This document shall be kept on file as a legal, binding document and shall continue to be observed throughout the student's enrollment in the District, unless modified by the parent/guardian. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least eighteen [18] years old) must contact the district Chief Information Office or designee at (859) 879-4600.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request the the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s individual email account and/or internet access; and
- Provide alternative activities for their child(ren) that do not require internet access.

Parents/guardians wishing to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

#### Certified and Classified Staff

The guidelines specifying acceptable use, rules of online behavior, access privileges and penalties for policy/procedural violations are available to staff members during the school year in each school's staff handbook. Consent for obtaining access to all parts of WCPSNet is granted

by the staff member through the submission of the staff handbook acknowledgement form. This document shall be kept on file as a legal, binding document and shall continue to be observed throughout the staff's employment in the District.

#### Network and Internet Regulations

1. The use of your network and/or Internet account must be in support of education and research and be consistent with the educational objectives of the Woodford County School District.
2. You may not violate any U.S. or State regulations regarding transmission of material.
3. You may not access or send objectionable material.
4. You may not access social media or instant messaging for non-educational purposes without authorization from the school principal.
5. You may not break in or attempt to break into the school's network or other computer networks.
6. You may not create or share computer viruses.
7. You may not destroy another person's data.
8. You may not damage computer systems or school/District websites.
9. You may not monopolize the resources of WCPSNet by doing such things as running large programs and applications over the network, sending massive amounts of email to other users, accessing unauthorized social media, or using system resources for games or other files using large amounts of storage.
10. You are not permitted to get from or put onto the network any copyrighted (including software) threatening or obscene material, or hacking programs.
11. Purposefully annoying other internet users including continuous talk requests, on or off the WCPS system, is prohibited.
12. You may not use technology resources to bully, threaten or attack a staff member or student, or to access and/or set up unauthorized blogs and online journals.
13. As a user of this community system, you will notify a network administrator of any violations of this contract by other users or outside parties. This may be done anonymously.
14. No illegal activities may be conducted via the network including, but not limited to, internet and email.
15. All communications and information accessible via the network are assumed to be the private property of the Woodford County Board of Education.

#### Accounts

Students will have an independent network user account created upon submission of the student handbook acknowledgement form. This type of account allows use of network resources, internet access, email, a private storage directory for student work, and local and web based software resources. Students will also receive a Google Apps for Education account. Parents may request that students be given an account without internet and/or email access.

#### Certified and Classified Staff

For every staff person whose position requires network access, an account(s) with appropriate rights will be established. This account includes access to email and an appropriate, digitized file

storage system. In addition, a Google Apps for Education account will be created. All staff must attend a training/awareness session provided by a network administrator or designee.

#### Access to State Provided Electronic Mail

According to 701 KAR 5:120, every student and adult must use the KETS email product standard when using a school district workstation or network resource. These resources include the internal school email network or email communications to others outside the school on the internet. Districts have received sufficient KETS offers of assistance to acquire the hardware and software for email accounts for every student, teacher, and administrator. Therefore, every student and adult should only use those accounts for email communications. The use of your email account must be in support of education and research and be consistent with the educational objectives of Woodford County Public Schools.

Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. For additional information, see board policies found in the Student Code of Conduct BP 08.2323 (BP 09.438) and in BP 03.1321, BP 03.2321, BP 03.1325, and BP 03.2324 for certified and classified employees regarding use of school property, disrupting the educational process, and conduct.

#### Account and Electronic Mail Regulations

1. Be polite. Do not write, share, or send abusive content to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
3. Do not reveal your personal information or that of other students or colleagues including, but not limited to, passwords.
4. You may not alter network accounts in any way including internet accounts.
5. Do not send, share, or maintain objectionable material.
6. Do not send or forward email "chain letters".
7. You may not offer internet access to any individual via your WCPSNet account.

#### Devices

Students and Certified/Classified Staff Assigned Individual Devices as well as Class Sets

1. You are responsible for the care and protection of your device.
2. You will always supervise your device or leave it in a secure location.
3. You understand your device is for educational use.
4. You will keep your device away from food and drink.
5. You will report loss, theft, and/or malfunction immediately.
6. Your device will always be in the provided case or one from the approved list (if required).
7. You will practice good digital citizenship.
8. You will not change the appearance of your device and will keep barcodes on your device.
9. You understand that your device is subject to inspection at any time without notice and remains the property of Woodford County Public Schools.
10. You will follow the policies in the *Device Handbook* and the *Acceptable Use Policy* at all times.

11. You agree to return the device and power cords in good condition at the end of the school year or if you terminate enrollment/employment at Woodford County Public Schools for any reason.

#### Students Participating in the 1:1 Program

1. You will complete the appropriate level of the Digital Driver's License online course.
2. You will bring your device to school each day you are in attendance.
3. You will charge your device's battery daily.

#### No Privacy Guarantee

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. Users are advised not to place confidential or objectionable documents in their user directory. Users should not expect files stored on district servers or through district provided or sponsored technology services to be private. The tracking of internet usage via the Proxy servers and in accordance with SB 230, is monitored by the Principal and the Chief Information Officer/designee. The proxy logs fall under the Open Records Law and may be viewed by community members upon request. The logs will be maintained for thirty (30) calendar days.

#### Ramifications

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Vandalism shall result in cancellation of privileges and financial reimbursement of losses. Vandalism is defined as any attempt to access, harm or destroy the operating system or applications of another user, the school's network, equipment, WCPSNet, or any of the agencies or other networks that are connected to KETS internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

The Chief Information Office/designee may suspend or close an account at any time as required. The administration, faculty, and staff of WCPS may also request the system administrator or Chief Information Officer to deny, revoke, or suspend specific user accounts or access to school-owned devices. Revocation of accounts and/or devices will be for a period of time determined at the building level. Users (students or staff members) whose accounts or access are denied, suspended, or revoked do have the following rights:

- A. To request, in writing, from the building administrator a written statement justifying the action(s).
- B. To follow the District's grievance policy.

## **Woodford County Staff Guide to Personally Identifiable Information and Data Breach Procedure**

The use of technology like email, cloud systems, and social media has made it easier than ever for vast amounts of data to be lost. We are required by law and board policy to protect student and staff personally identifiable information and report a suspected data breach to local and state authorities.

### **What is personally identifiable information (PII)?**

From a legal perspective, KRS 61.931 (House Bill 5) states "Personal Information" means an individual's first name or first initial **and** last name; personal mark; or unique biometric or genetic print or image, **in combination with** one (1) or more of the following data elements:

- An account number, credit card number, or debit card number that, in combination with any required security code, access code, or password, would permit access to an account;
- A Social Security number;
- A taxpayer identification number that incorporates a Social Security number;
- A driver's license number, state identification card, or other individual identification number issued by any agency;
- A passport number or other identification number issued by the United States government; or
- Individually identifiable health information as defined in 45 C.F.R. sec. 160.103 except for education records covered by the Family Educational Rights and Privacy Act (FERPA), as amended 20 U.S.C. sec. 1232g.

### **What is a data breach?**

According to KRS 61.931, a data breach is the unauthorized (whether stolen or lost) release of PII that can be reasonably believed to jeopardize the security, confidentiality, or integrity of the PII and cause harm to 1 or more individuals.

### **What are the most common causes of data breaches?**

Loss or theft of a USB Drive, Laptop, Tablet, or Smartphone with PII information on it

Phishing attacks through email – someone asking you to give up PII

Poor, shared, or stolen passwords

Accidental sharing of PII through email, links, etc.

### **What is the staff responsibility when data breach is suspected?**

Report the suspected breach to the Chief Information Officer immediately so that an investigation can determine if a breach has occurred or not. CIO will report findings to superintendent and state agencies.

## HEALTH AND SAFETY

It is the intent of the Board to provide a safe and healthful working environment for all employees. The employee shall report any unsafe conditions to his immediate supervisor, who shall cause the situation to be remedied or reported to the proper authority for remedy.

## DRUG-FREE/ALCOHOL-FREE SCHOOLS

District employees shall not manufacture, distribute, dispense, be under the influence of, possess or use, on or in the workplace, or in the performance of duties, alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.

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

As an alternative, the Superintendent may choose that an employee who violates the terms of the district's drug-free/alcohol-free workplace policies shall satisfactorily participate in a board approved drug/alcohol abuse assistance or rehabilitation program. Failure to successfully participate in such a program may result in the employee being suspended, non-renewed, or terminated.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined by KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

## GIFTS

Any gift presented to a school employee for the use of the school must have the prior approval of the Superintendent or the Board of Education. Any gift so approved and accepted on behalf of the school becomes the property of Board. Gifts and donations made to the District shall be reported as they are received.

## FUND RAISING

All fund raising activities must be approved in advance by the Board, and are subject to Board Policies 04.312 and 09.33. Any such activities shall be in accordance with Kentucky Department of Education's Uniform Program of Accounting for School Activity Funds in Kentucky Schools, a copy of which is retained in each school's office. Before collecting any funds, each teacher should familiarize himself/herself with these procedures. The Teachers Multiple Receipt Form (Form F-SA-6) shall be used to document all funds collected. Receipts, along with the form, shall be turned in to the Central Fund Treasurer (usually the school secretary) daily. Safekeeping of all collected funds is the responsibility of the teacher until possession is given to the Central Fund Treasurer and a receipt is issued.

## **DISTRICT PROGRAMS**

### NEW TEACHER ORIENTATION

A seminar for new certified employees will occur before the August opening day with students. These initial meetings focus upon District philosophy and goals, procedures, curriculum delivery strategies and District programs. Further, the seminar develops camaraderie of newly hired among the separate schools so that isolationism is torn down. Principals and administrators meet in an informal setting to address paperwork, reports, and clerical forms and to answer questions.

### EXTENDED SCHOOL SERVICES

#### PLAN FOR DIAGNOSING

The Superintendent/designee shall develop a plan for diagnosing and addressing student academic deficiencies by providing extended school services (ESS) and supplemental educational services (SES) as required by federal or state law.

#### EXTENDED SCHOOL SERVICES

The Board shall provide extended school services consistent with students' intervention plans and goals included as part of individual learning plans, requirements of 704 KAR 003:390, and local plans and procedures.

For students eligible to attend ESS, the District shall:

- Identify learning goals and benchmarks for each student that, if achieved, indicate that the student may exit the extended school services program;
- Determine conditions under which a student's absence from the program may be considered excused or unexcused; and
- Determine method for transporting students mandated to attend.

The District shall select pupils who need additional instructional time or differentiated opportunity to learn academic and enrichment content aligned with their individual student needs to improve their present level of performance in one (1) or more content areas. Priority for ESS services shall be placed on designing and delivering services to students at risk academically.

The District may provide extended school services, which may include a before-school and/or after-school tutorial program for students attending school during the school year and during the regular school day when a waiver for alternative service delivery has been obtained. Extended school services offered during the summer shall be available to all eligible students residing in the District regardless of whether they attend District schools.

### CO-CURRICULAR ACTIVITIES

Students may participate in co-curricular activities and be counted in attendance during the instructional day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when co-curricular activities and trips are

instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.

### OFF-SITE VIRTUAL CLASSES

Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulations.

### RELEASE OF STUDENTS

At any time students are dismissed from school, they shall be released according to the written instructions provided by the custodial parent/legal guardian. The instructions, which shall be requested at the time the student registers/enrolls for the school year, shall include the student's regular mode of transportation at the end of the day and a list of persons, in addition to the custodial parent/legal guardian, who are authorized to pick up the child from school. Any deviation from the authorized release process must be approved by the Principal/designee prior to the student departing school in another manner.

It shall be the responsibility of the custodial parent/legal guardian to notify the school in writing if release instructions are to be revised. If written instructions are not provided to the school, the student shall only be released to ride home on the assigned bus or with the custodial parent/legal guardian.

Any student who leaves the school grounds at any time without proper authorization shall be subject to appropriate disciplinary action.

#### Student Release Process

If the student is to be picked up early, the custodial parent/guardian or designee shall report to the Principal's office and sign for the student's release.

Each school shall maintain a daily entry/exit log of students signing in late or signing out early and shall require proof of identification from individuals (visual identification by an employee, driver's license, picture identification, etc.) to assure that they are authorized to pick up the student.

Those students who are not on record as being under the care or control of a parent/guardian may sign for their own dismissal.

Exceptions to this release policy can occur if the student is being released to a person with lawful authority to take custody of the student, (e.g. a police officer with a warrant). In such a case, the student's parents shall be notified at the earliest opportunity.

In addition, the Board authorizes emergency release of students for illness or other bona fide reasons, as determined by the Principal.

## ACADEMIC TEAMS

Each elementary, middle school and high school has academic teams that compete in the quick recall, problem solving and individual achievement categories. Team membership is designated by school and grade, (K-5), (6-8), (9-12). Each school has an academic coach that oversees all practices and statewide meets as per Kentucky Academic Association guidelines. Local academic coaches are paid on the supplemental salary index.

## MINI GRANTS

Subject to funds being available, mini grants may be available. Information is shared during the school year and additional information can be obtained in the Board Office.

## Employee Reports of Criminal Activity

To promote the safety and well-being of students, the District requires employees to make reports required by state law in a timely manner. Supervisors and administrators shall inform employees of the following required reporting duties:

### KRS 158.154

When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the Principal.

### KRS 158.155

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise, if:

- 1 The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
  - a. A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
    - i Carrying, possession, or use of a deadly weapon; or
    - ii Use, possession, or sale of controlled substances; or
  - b. Any felony offense under the laws of this Commonwealth; and
- 2 The conduct occurred 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.

### KRS 158.156

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 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 an incident reportable under this section. The Principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.

### KRS 620.030

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused, or is a victim of human trafficking shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

## Civility

### BOARD INTENT

The Board invites parental and community member involvement and recognizes that the vast majority of input received will be of a constructive and civil nature. This policy is designed to address those rare instances where that is not the case.

While it is not the Board's intent to deny an individual's right to freedom of expression, it has the responsibility to maintain, to the extent possible and reasonable, safe, harassment-free schools, school activities, and workplaces for students and staff and to minimize disruptions to the District's programs.

### PREPARATION OF EMPLOYEES

The Superintendent/designee shall implement intervention and response training to notify employees of this policy and their corresponding responsibilities and to prepare them to deal with incidents of incivility.

### BEHAVIOR STANDARDS

Persons coming onto District property shall be under the jurisdiction of the site administrator or designee.

District employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto District property or contact employees on school or District business are expected to behave accordingly. Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. Cursing and use of obscenities,
2. Disrupting or threatening to disrupt school or office operations,
3. Acting in an unsafe manner that could threaten the health or safety of others,
4. Verbal or written statements or gestures indicating intent to harm an individual or property, and
5. Physical attacks intended to harm an individual or substantially damage property.

Employees who fail to observe these standards in their own behavior shall be subject to appropriate disciplinary measures, up to and including dismissal.

#### EMPLOYEE OPTIONS

In cases involving physical attack of an employee or imminent threat of harm, the first priority shall be for employees to take immediate action to protect themselves and others. In absence of an imminent threat, employees shall attempt to calmly and politely inform the individual of the provisions of this policy and/or provide him/her with a copy. However, if the individual continues to behave in a discourteous and uncivil manner, the employee may respond as needed, to include, but not be limited to, the following options:

1. Hang up on a caller;
2. End a meeting;
3. Ask the individual to leave the school;
4. Call the site administrator or designee for assistance; and/or
5. Call the police.

Employees shall submit to their immediate supervisor, as soon as possible, a written incident report for all such occurrences. The Superintendent/designee, on advice from the Board Attorney, shall determine whether an incident indicates the need for a restraining order or pursuit of other legal options on behalf of the District. Individual employees are free to pursue other legal courses of action.

#### Use of Physical Restraint and Seclusion

Use of physical restraint or seclusion by school personnel is subject to 704 KAR 007:160. However, nothing in this policy prohibits the exercise of law enforcement duties by sworn law enforcement officers.

#### DEFINITIONS

- *Physical Restraint* means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely.
- *Seclusion* means the involuntary confinement of a student alone in a room or area from which the student is prevented from leaving, but does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

## PHYSICAL RESTRAINT

### *All School Personnel*

Use of physical restraint by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training may physically restrain students, but shall summon core trained school personnel as soon as possible.

In all situations involving use of physical restraint (including restraint by core trained personnel):

- The student shall be monitored for physical and psychological well being for the duration of the restraint.
- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.

### *Core Trained Personnel*

School personnel who have undergone core team training may also use physical restraint after less restrictive behavioral interventions have been ineffective in stopping misbehavior as noted below:

1. In nonemergency circumstances when a student's behavior poses an imminent danger of physical harm to self or others;
2. As provided in KRS 503.050 (including when personnel believe physical restraint is necessary to protect themselves against the use or imminent use of unlawful physical force);
3. As provided in KRS 503.070 (including when personnel believe physical restraint is necessary to protect a third person against the use or imminent use of unlawful physical force);
4. To prevent property damage as provided in KRS Chapter 503 (including when personnel believe physical restraint is immediately necessary to prevent intentional or wanton property destruction, theft, or a felony involving the use of force); and
5. As provided in KRS 503.110 (including when personnel believe physical restraint is necessary to maintain reasonable discipline in a school, class, or other group, and the force used is not designed to cause or known to create a substantial risk of causing death, serious physical injury, disfigurement, extreme pain, or extreme mental distress).

## Seclusion

Seclusion may be implemented only if: the student's behavior poses an imminent danger of physical harm to self or others; less restrictive interventions have been ineffective in stopping the imminent danger of physical harm; the student is monitored visually for the duration of the seclusion; and staff are appropriately trained to use seclusion.

## PARAMETERS

The Board has established this policy and related procedures addressing use of physical restraint and seclusion that are designed to promote the safety of all students, school personnel, and visitors. As required by 704 KAR 007:160, school personnel and parents shall be made aware of how to access this policy and related procedures. Methods of notification may include, but are

not limited to, publication in the District's local code of acceptable behavior and discipline and District employee handbooks.

#### TRAINING

Training of personnel on use of physical restraint and seclusion shall be provided as required by 704 KAR 007:160:

- All school personnel shall be trained annually to use an array of positive behavioral supports and interventions and as further required by 704 KAR 007:160.
- A core team of selected school personnel designated to respond to dangerous behavior and to implement physical restraint of students shall receive additional yearly training in the areas required by 704 KAR 007:160. (Exception: Core team members who are school resource officers or other sworn law enforcement officers are not required to undergo this training.)

#### REQUIRED PROCEDURES

The Superintendent/designee shall develop procedures to be followed during and after each use of physical restraint or seclusion to include the following:

1. Documentation of the event in the student information system;
2. Notice to parents; and
3. A process for the parent or emancipated youth to request a debriefing session.

#### NOTIFICATION REQUIREMENTS

The Principal of the school shall be notified as soon as possible when seclusion or physical restraint is used, but no later than the end of the school day on which it occurs.

Following each incident of physical restraint or seclusion of a student and if the student is not an emancipated youth, the parent of the student shall be notified of the incident either verbally or through electronic communication as soon as possible within twenty-four (24) hours of the incident. If the parent cannot be reached during that time frame, a written communication shall be mailed via U. S. mail.

If death, substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty results from use of physical restraint or seclusion, the Superintendent/designee shall notify the Kentucky Department of Education and local law enforcement within twenty-four (24) hours.

#### DEBRIEFING SESSION

If the parent or emancipated student requests a debriefing session following use or parental notification of the use of physical restraint or seclusion, individuals who are to participate shall be those specified by state regulation.

A requested debriefing session shall occur as soon as practicable, but no later than five (5) school days following receipt of the request from the parent or emancipated youth, unless a meeting is delayed by written mutual agreement of the parent/emancipated student and the school.

The debriefing session shall address elements specified by state regulation, and all documentation used during the session shall become part of the student's education record.

### PARENT COMPLAINTS

Parents may submit a complaint regarding the physical restraint or seclusion of their child using the Board's grievance policy and procedures. On receipt of a complaint, the District and school shall investigate the circumstances surrounding the physical restraint or seclusion, make written findings, and, where appropriate, take corrective action.

### STATEMENT FROM PHYSICIAN

The Superintendent/designee shall review and respond in writing to any statement received from a student's licensed physician that the student is not to be subjected to physical restraint.

### DOCUMENTATION

All incidents involving physical restraint or seclusion shall be documented by a written record of each use by the end of the next school day, and the documentation shall be maintained in the student's education record. In addition, each entry shall be informed by an interview with the student and include information required by 704 KAR 007:160.

Specified data related to incidents of physical restraint and seclusion shall be reported in the state student information system.

At the end of each school year, the Superintendent/designee shall review data on District use of physical restraint and seclusion to identify any recommendations to be made to the Board for policy and procedure revisions.