

Safety

BOARD TO ADOPT PLAN

The Board shall adopt a plan for immediate and long-term strategies to address school safety and discipline, which shall be reviewed annually and revised, as needed. This plan shall utilize information gathered from the District assessment of school safety and student discipline required by law and shall include the Board's [Student Support and Behavior Intervention Handbook](#)~~code of acceptable behavior and discipline~~ and a description of instructional placement options for threatening or violent students. The committee that develops the initial plan for Board consideration shall include at least one (1) representative from each school in the District, as well as representatives from the community as required by law. The annual review and revision of the plan shall be completed by District Administration, in consultation with appropriate stakeholders.

The plan shall identify measures to be taken in protecting students, staff, visitors, and property. Areas addressed by the plan shall include, but not be limited to, the following:

1. School facility design, maintenance, and usage;
2. Safety and security procedures, orientation and training in use and management of equipment and facilities;
3. Supervision of students;
4. Compliance with state and federal safety requirements;
5. Periodic reports to the Board concerning implementation of the plan and its effects on District students, personnel, and operations.
6. Community involvement.

DISTRICT SCHOOL SAFETY COORDINATOR

The Superintendent shall appoint a District-level school administrator to serve as the District's School Safety Coordinator (SSC) and primary point of contact for public school safety and security functions.¹ The SSC shall:

1. Complete the school safety coordinator training program developed by the Center for School Safety within six (6) months of ~~their~~^{his or her} date of appointment;
2. Designate a school safety and security threat assessment team at each school in the District consisting of two (2) or more staff members to identify and respond to students exhibiting behavior that indicates a potential threat to school safety or security. Members of a threat assessment team may include school administrators, school counselors, [school safety officers](#)~~school resource officers~~, school-based mental health services providers, teachers, and other school personnel;
3. Ensure that members of threat assessment teams receive training as required under Board Policy 09.429 regarding the purpose of the team, team guiding principles, and the members' roles in enhancing school safety and school security through identifying and responding to students exhibiting behavior that indicates a potential threat to school safety or school security. Training shall address the following: strategies to properly respond to students who provide information about a threatening or concerning situation, ways to assess and respond to potential threats, how and to whom they should report threatening communications or behavior, and strategies to understand, identify, and address implicit bias of team members.

Safety**DISTRICT SCHOOL SAFETY COORDINATOR (CONTINUED)**

4. Provide training to school Principals on procedures for completion of the school security risk assessment;
5. Review all school security risk assessments completed within the District and prescribe recommendations as needed in consultation with the state school security marshal;
6. Advise the Superintendent by July 1, 2021, and annually thereafter of completion of required security risk assessments;
7. Formulate recommended policies and procedures, which shall be excluded from the application of KRS 61.870 to KRS 61.884, for an all-hazards approach including conducting emergency response drills for hostage, active shooter, and building lockdown situations in consultation and coordination with appropriate public safety agencies to include but not be limited to fire, police, and emergency medical services for review and adoption as part of the school emergency plan required by KRS 158.162. The recommended policies shall encourage the involvement of students, as appropriate, in the development of the school's emergency plan; and
8. Ensure each school campus is toured at least once per school year, in consultation and coordination with appropriate public safety agencies, to review policies and procedures and provide recommendations related to school safety and security.

The SSC, and any school employees participating in the activities of a School Safety and Security Threat Assessment Team, acting in good faith upon reasonable cause in the identification of students, shall be immune from any civil or criminal liability that might otherwise be incurred or imposed from:

- a. Identifying the student and implementing a response pursuant to policies and procedures adopted as required above; or
- b. Participating in any judicial proceeding that results from the identification.

SUPERINTENDENT TO REPORT

No later than November 1 of each year, the Superintendent shall report to the Center for School Safety the number and placement of School Resource Officers (SROs) in the District. The report shall include the source of funding and method of employment for each position.

SCHOOL EMERGENCY PLANNING

The school council or, if none exists, the Principal charged with the responsibility of operating a building site, shall have a plan of action to provide for any natural or man-made disaster which affects the safety of students and employees housed in that facility. That plan shall include procedures to be followed in cases of fire, severe weather, earthquake or a building lockdown as defined in KRS 158.164. A copy of all emergency plans, including a diagram of the facilities, shall be given to first responders, including local fire, police, and emergency medical personnel and shall be made available to all occupants of the building. A master copy shall be sent to the Security Unit for evaluation and permanent filing. Following the end of each school year, the school council, or if none exists, the Principal, and first responders shall review the emergency plan and revise it as needed.

Safety**SCHOOL EMERGENCY PLANNING (CONTINUED)**

The school emergency plan shall address staff responsibilities for safely evacuating students needing special assistance during safety drills and actual emergency situations, including students with disabilities and those with 504 plans. The Principal shall discuss the emergency plan with all school staff prior to the first instructional day annually and shall document the date and time. Whenever possible, first responders shall be invited to observe emergency response drills.

In addition, the school council or, if none exists, the Principal shall:

1. Establish and post primary and secondary evacuation routes in each room by any doorway used for evacuation;
2. Identify the best available severe weather safe zones, in consultation with local and state safety officials and informed by guiding principles set forth by the National Weather Service and the Federal Emergency Management Agency, and post the location of the safe zones in each room. These safe zones are to be reviewed by the local fire marshal or fire chief;
3. Develop school procedures to follow during an earthquake; and
4. Develop and adhere to practices to control access to the school. As soon as practicable but no later than July 1, 2022, practices shall include but not be limited to:
 - Controlling outside access to exterior doors during the school day;
 - Controlling the main entrance of the school with electronically locking doors, a camera, and an intercom system;
 - Controlling access to individual classrooms;
 - Requiring classroom doors to be equipped with hardware that allows the door to be locked from the outside but opened from the inside;
 - Requiring classroom doors to remain closed and locked during instructional time;
 - Requiring classroom doors with windows to be equipped with material to quickly cover the window during a building lockdown;
 - Requiring all visitors to report to the front office of the building, provide valid identification, and state the purpose of the visit; and
 - Providing a visitor's badge to be visibly displayed on a visitor's outer garment.

No later than November 1 of each school year, the Superintendent shall send verification to the Kentucky Department of Education that all schools are in compliance with school emergency planning requirements.

PRECAUTIONS

Precautions will be taken for the safety of the students, employees, and visitors.

Safety

DEFIBRILLATORS

KRS 158.302 encourages, but does not require, a school to have an Automated External Defibrillator (AED) on the premises. A District school may purchase and maintain an AED in accordance with the requirements established by the District in an Administrative Procedure. The procedure shall address: device specifications, documented training of expected users, storage, prescription, appropriate usage in emergency situations, and reporting. ~~The District maintains automatic external defibrillators (AED) in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with guidelines established by the Superintendent/designee. Expected users documented as having completed required training shall be authorized to use a defibrillator.~~

~~The District shall notify the local emergency medical services system and the local emergency communications or vehicle dispatch center of the existence, location, and type of each AED.~~

~~Defibrillators shall be maintained and tested in accordance with operational guidelines of the manufacturer and monitored as directed by the Superintendent/designee. Defibrillators shall be kept on school property unless accompanied by authorized and trained personnel and will not accompany EMS personnel to a hospital emergency room.~~

~~All forms documenting certification training, report of use, and inspection shall be kept in the nurse's office for each location an AED is available.~~

REPORTING HAZARDS

Each employee observing a potential safety or security hazard shall report such hazard in writing to building administrators who shall then report the physical hazard using the work order system to the Department of Facilities/Transportation who, in turn, shall make a prompt inspection and initiate steps to remedy the condition.

COMMUNICATION SYSTEM

The Board shall establish a process for a two-way communication system for employees to notify the Principal, supervisor or other administrator of an existing emergency. The process may include, but is not limited to, use of intercoms, telephones, and two-way radios.

REFERENCES:

¹KRS 158.4412
KRS 61.870 to KRS 61.884
KRS 158.148; KRS 158.162; KRS 158.164; KRS 158.445
KRS 160.290; KRS 160.445
KRS 311.667; KRS 411.148

RELATED POLICIES:

02.31; 03.14; 03.24; 05.2; 05.21; 05.41; 05.411; 05.42; 05.45; 05.47; 05.5
09.214; 09.22; 09.221; 09.4 (entire section); 10.5

Dismissal from School

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/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/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/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 pursuant to the original written instructions provided by the parent/guardian.

Unless the school has been informed and given evidence of a state law or court order concerning the status of the student, both parents shall have the right to release of the student under their care.

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

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 and 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.~~

Elementary School Student Release

~~For an elementary school student to be released early, the custodial parent/guardian or designee shall report to the Principal's office and sign for the student's release.~~

Middle or High School Student Release

~~For a middle school or high school student to be released early:~~

- ~~1. The custodial parent/guardian or designee shall report to the Principal's office and sign for the student's release;~~
- ~~2. The custodial parent/guardian shall provide to the school written permission for the student to sign for their own dismissal; or~~
- ~~3. If the student is eighteen (18) years of age or older, or is under the age of eighteen and is an emancipated youth legally free from the care, custody, and control of a parent/guardian, the student may sign for their own dismissal.~~

Dismissal from School**EXCEPTIONS**

A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant or the person authorized by the Cabinet for Health and Family Services when the student is committed to the Cabinet or when the Cabinet is granted custody of the student by a court order. In such case, the student's parent shall be notified at the earliest opportunity except as otherwise provided by a court order or law.¹

When custody of a student is granted to the Cabinet by a court order as a result of dependency, neglect, or abuse, the Cabinet shall notify the Principal, or any Assistant Principal, of the school in which the child is enrolled, and the District's Director of Pupil Personnel, of the names of persons authorized to contact the child at school or remove the child from school grounds.

The notification shall be provided to the school by the Cabinet:

- a) By written notice via email or fax on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. Verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and
- b) By email, fax, or hand delivery of a copy of the court order within ten (10) calendar days following the Cabinet's receipt of the court order of a change of custody or change in contact or removal authority.

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

REFERENCES:

¹[OAG 85-134](#); [OAG 92-138](#)
[KRS 620.146](#)
[702 KAR 007:125](#)

RELATED POLICIES:

09.12311; 09.227; 09.3; 09.31; 09.432
09.434; 10.5

Adopted/Amended:
Order #:

Negotiating Organizations

~~The Board may approve requests for recognition of employee organizations that present satisfactory evidence during an administrative staff study that they represent a substantial number of employees. The Superintendent shall establish a procedure for considering such requests. The procedure shall contain a provision for certification of the evidence of representation by a neutral third party.~~

~~The Board may approve an employee representation election following the administrative staff study and recommendations.~~

The Board may approve requests for recognition of labor organizations respecting District non-management, non-confidential employees in an appropriate bargaining unit. Such requests should be made by employees to the Superintendent (or his/her designee) and the Superintendent will present such requests to the Board for consideration. The Board will forward such requests to the Louisville Labor-Management Committee which shall make a determination as to the appropriateness of the bargaining unit (employees must have a community of interest with each other), and which shall then conduct a secret ballot election on District property where the subject employees are working.

Following the election, the Louisville Labor-Management Committee shall resolve any election issues and then certify the results to the Board. The Board will then review the process to assure fairness and legality, and then, if the process was fair and legal, shall recognize the labor organization if it received a majority of valid votes cast.

Adopted/Amended: 9/9/2013

Order #: 2013-157

-CERTIFIED PERSONNEL -**Holidays and Vacation Leave****HOLIDAYS**

Part-time permanent certified and certified job sharing employees assigned to a working calendar shall be paid for four (4) half holidays. Certified employees job sharing for full days and working half the year shall be paid for two (2) full holidays. All full-time certified employees who work less than 260 days per year shall be paid for four (4) holidays. All certified employees who work 260/261/262 days per year shall be paid for nine (9) holidays. The paid holidays shall be designated annually by the Superintendent, approved by the Board and included in the official school calendar. These holidays are part of the school year required by state law.¹

VACATION

~~Permanent,~~ Full-time certified employees who work 260/261/262 days per year shall earn paid vacation leave pursuant to the approved procedures ~~and shall be entitled to accumulate a maximum of forty (40) days of vacation.~~ Employees must be in active pay status or on an approved leave during their scheduled work year in order to utilize vacation leave, unless the employee submits documentation to support a leave under Board Policies 03.12322 Family and Medical Leave or 03.1234 Medical Leave. All vacation leave must be approved. The maximum monthly accumulated vacation total cannot exceed more than two (2) times the earned annual rate. Requests for vacation leave must be approved by the employee's supervisor who may deny such leave if the employee's absence will interrupt or impede the work program. Compensation for accrued vacation shall be made at the time of retirement at a rate not to exceed the daily salary rate calculated from the employee's last annual compensation.²

Recognition of annual leave for TRS purposes shall be governed by applicable statutes and regulations. For an individual who became a member of TRS on or after July 1, 2008, payment for annual or compensatory leave shall not be included in determining the member's last annual compensation.

REFERENCES:

¹[KRS 158.070](#)

²[KRS 160.291](#)

[KRS 161.220](#)

[KRS 161.540](#)

[KRS 2.110](#)

[KRS 2.190](#)

Adopted/Amended: 11/25/2013

Order #: 2013-191

- CLASSIFIED PERSONNEL -**Holidays and Vacation Leave****HOLIDAYS**

All full-time classified employees who work 208/209/210 days per year (4 days per week/10 hours per day) shall be paid for seven (7) holidays. All other full-time classified employees who work less than 260 days per year shall be paid for four (4) holidays. All classified employees who work 260/261/262 days per year shall be paid for nine (9) holidays. These holidays shall be designated annually by the Superintendent, approved by the Board and included in the official school calendar.¹ These holidays are part of the school year required by state law.¹

VACATION

Permanent, full-time classified employees who work 260/261/262 days per year and permanent full-time classified employees who work 208/209/210 days per year (4 days per week/10 hours per day) shall earn paid vacation leave pursuant to the approved vacation leave procedures ~~and shall be entitled to accumulate a maximum of forty (40) days of vacation.~~ Employees must be in active pay status or on an approved leave during their scheduled work year in order to utilize vacation leave, unless the employee submits documentation to support a leave under Board Policies 03.22322 Family and Medical Leave or 03.2234 Medical Leave. All vacation leave must be approved. The maximum monthly accumulated vacation total cannot exceed more than two (2) times the earned annual rate. Requests for vacation leave must be approved by the employee's supervisor who may deny such leave if the employee's absence will interrupt or impeded the work program. Compensation for accrued vacation shall be made at time of retirement at a rate not to exceed the daily salary rate calculated from the employee's last annual compensation.³⁻²

Recognition of annual leave for KTRS purposes shall be governed by applicable statutes and regulations. For an individual who became a member of KTRS on or after July 2, 2008, payment for annual or compensatory leave shall not be included in determining the member's last annual compensation.

EXCEPTION

The Superintendent may require, for security or other reasons, certain classified personnel to work on holidays. In this case, the employee shall be granted ~~the holiday on another day~~ extra or overtime pay.

CONTRACTED DAYS

Employees shall work the days specified in their contracts. Use of noncontracted days must be approved in advance by the Superintendent or the Superintendent's designee. Noncontracted days shall not accumulate.

REFERENCES:

¹[702 KAR 007:125](#)

²[KRS 158.070](#)

[KRS 160.291](#)

[KRS 161.154](#)

[KRS 2.110](#)

[KRS 2.190](#)

Adopted/Amended: 11/25/2013

Order #: 2013-191

- CERTIFIED PERSONNEL -**Personal Leave**

District employees may be credited with paid personal leave which may be used at the employee's discretion pursuant to procedures established by the Superintendent and any applicable negotiated agreement. Employees must be in active pay status or on an approved leave during their scheduled work year in order to utilize personal leave, unless the employee submits documentation to support a leave under Board Policies 03.12322 Family and Medical Leave or 03.1234 Medical Leave. All personal leave must be approved.

Except as expressly provided in negotiated labor agreements, part-time, temporary, seasonal, probationary and substitute employees and student workers are excluded from paid personal leave.

APPROVAL

Personal leave shall be approved by the employee's immediate supervisor or the appropriate administrator if the employee's absence will not interrupt or impede the work program or violate any applicable negotiated labor agreement.

No reasons shall be required for the personal leave.

AFFIDAVIT

Employees taking personal leave must file a personal affidavit stating that the leave was personal in nature.

ACCUMULATION

Unused personal leave days shall convert to sick leave at the end of each fiscal year.

REFERENCE:

[KRS 161.154](#)

Adopted/Amended: 11/25/2013
Order #: 2013-191

- CLASSIFIED PERSONNEL -**Personal Leave**

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ACCUMULATION

Unused personal leave days shall convert to sick leave at the end of each fiscal year.

REFERENCE:

[OAG 77-115](#)

Adopted/Amended: 11/25/2013

Order #: 2013-191

- CERTIFIED PERSONNEL -**Sick Leave**

Sick leave shall be granted to employees in accordance with the limits and restrictions set by law provided the employee has not exhausted the current and accumulated sick leave credit. Employees must be in active pay status or on an approved leave during their scheduled work year in order to utilize sick ~~leave.~~leave, unless the employee submits documentation to support a leave under Board Policies 03.12322 Family and Medical Leave or 03.1234 Medical Leave.

Temporary, seasonal and substitute employees and student workers shall be excluded from paid sick leave.

AFFIDAVIT

Sick leave may be granted to an employee upon presentation of a personal affidavit or a certificate of a physician stating that the employee or member of employee's immediate family was ill on the day or days absent from duty and providing the employee has not exhausted the current and accumulated sick leave credit.¹

ACCUMULATION

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.

DEFINITION

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

FAMILY ILLNESS/MOURNING

Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee's immediate family. Immediate family shall mean the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

TRANSFER OF SICK LEAVE

Teachers coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to which the employee was entitled on the date of the transfer to the District.

SICK LEAVE DONATION PROGRAM

A sick leave donation program shall be established as required by law. The Superintendent shall develop procedures to implement this program.

SICK LEAVE BANKS

Sick leave banks may be established as permitted by law.

Sick Leave

REFERENCES:

¹[KRS 161.155](#), Sec. 2, [KRS 161.152](#), [OAG 79-148](#)
[OAG 93-39](#)
Family & Medical Leave Act of 1993

RELATED POLICIES:

03.12322
03.1233
03.124
03.175

Adopted/Amended: 11/25/2013
Order #: 2013-191

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Sick leave shall be granted to employees in accordance with the limits and restrictions set by law provided the employee has not exhausted the current and accumulated sick leave credit. Employees must be in active pay status or on an approved leave during their scheduled work year in order to utilize sick ~~leave~~. leave, unless the employee submits documentation to support a leave under Board Policies 03.22322 Family and Medical Leave or 03.2234 Medical Leave.

A new classified employee or a former employee rehired in a classified position shall not be paid for sick leave while serving in the ninety (90) day probationary period. A new classified employee or a former employee rehired in a classified position may be granted an unpaid leave for no more than ten (10) days while serving in the ninety (90) day probationary period, if a certificate of a physician covering the absence(s) is submitted. A permanent employee placed on probation for disciplinary reasons, shall be paid for any accumulated sick leave in the event of illness during this probationary period.

Part-time classified, temporary, seasonal and substitute employees and student workers shall be excluded from paid sick leave.

AFFIDAVIT

Except as provided above, sick leave may be granted to an employee upon presentation of a personal affidavit or a certificate of a physician stating that the employee or member of employee's immediate family was ill on the day or days absent from duty and providing the employee has not exhausted the current and accumulated sick leave credit.¹

ACCUMULATION

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the classified employee to whom they were granted.

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REFERENCES:

[KRS 161.155](#)

[OAG 79-148](#)

[OAG 93-39](#)

Family & Medical Leave Act of 1993

RELATED POLICIES:

03.22322

03.2233

03.224

03.273

Adopted/Amended: 11/25/2013
Order #: 2013-191

- CERTIFIED PERSONNEL -**Outside Employment or Activities****OUTSIDE EMPLOYMENT**

Employees shall not perform any duties related to an outside job during their regular working hours. In addition, employees shall refrain from outside employment or activities that interfere with the proper discharge of their duties and obligations to the District, including daily job responsibilities and/or attendance at any job-related meetings or events.

Employees shall not engage in gainful employment while taking leave under the following Board Policies:

- 03.1232 Sick Leave
- 03.12322 Family Medical Leave
- 03.1234 Medical Leave

PROFESSIONAL RESEARCH AND PUBLISHING

An employee must receive authorization from the Superintendent/designee to have access to or to utilize any school related information, school system records, or data from the school system in professional research or publishing. Such research and publishing shall maintain the confidentiality of student education records and staff information of a personal nature.

CONSULTING ACTIVITIES

Employees of the District may not serve as consultants to outside public or private agencies on District time. Paid consultant work shall be done on the employee's own time or on vacation or personal leave days.

TUTORING FOR PAY

Unless it is approved in advance by the Board as part of a Board-approved program, no teacher shall:

- Receive compensation for tutoring a student currently enrolled in that teacher's class; or
- Tutor a student for pay on school property and/or utilize school materials in tutoring a student for pay.

USE OF DISTRICT PROGRAMS AND/OR MATERIALS

Programs and/or materials developed by the District, for use in the District or as part of an employee's job duties, shall not be used in outside employment or in a consulting capacity unless approved by the Superintendent.

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.¹

Violation of this policy may result in disciplinary action, including termination.

REFERENCES:

¹[KRS 61.394](#), [KRS 61.396](#)
[KRS 160.290](#); [KRS 160.291](#) (4)

RELATED POLICIES:

01.6, 03.122, 03.1232, 03.12322, 03.1234
03.1238, 09.14

Adopted/Amended: ~~11/25/2013~~
Order #: ~~2013-191~~

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Employees shall not engage in gainful employment while taking leave under the following Board Policies:

- 03.2232 Sick Leave
- 03.22322 Family Medical Leave
- 03.2233 Child Rearing/Adoption Leave
- 03.2234 Medical Leave
- 03.2235 Educational/Professional Leave

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REFERENCES:

¹[KRS 61.394](#), [KRS 61.396](#)

[KRS 160.290](#)
[KRS 160.291](#) (4)

RELATED POLICIES:

01.6, 03.222, 03.2238, 03.2232, 03.22322, 03.2233, 03.2234, 03.2235

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