

- CERTIFIED PERSONNEL -**Certified Personnel**

Certified personnel are those employees holding positions for which Kentucky teacher certification is required.¹

~~The Board shall designate any classified administrative position receiving administrative increments and/or a contract of 240 days or greater, as a certified position when it requires teacher or principal certification in its job description. The Board shall compensate any such classified administrative position on the certified pay scale.~~

REFERENCES:

¹KRS 161.720 (1); KRS 161.020; KRS 161.030

- CERTIFIED PERSONNEL -**Expense Reimbursement for Travel**

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, the Board/School shall reimburse school personnel, within budgeted guidelines, for schoolrelated travel when such travel is a required part of the duties of the employee or for schoolrelated activities approved by the Superintendent/Immediate Supervisor and the School Council when appropriate. 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.

The Board/School will be responsible only for actual expenses.

REIMBURSEMENT

Travel vouchers reimbursed by School Activity Funds shall be submitted within one (1) week of the travel. No requests for travel reimbursement will be considered unless filed and approved on the proper form and accompanied by itemized supporting documentation.

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.

Receipts are required for all reimbursements.

Travel reimbursement requests and supporting documents must be approved by the Immediate Supervisor of the School/Department and/or Project Director of the funding source. All requests with required signatures and supporting documentation must be in the Finance/Accounts Payable Office by the deadline designated by the Finance Department in order to be paid at the next scheduled Board meeting.

Requests for travel reimbursements not paid by school activity funds should be filed within sixty (60) days with the exception that June travel for the preceding fiscal year must be filed for reimbursement by July 10 of the new fiscal year.

Allowable expenses are:

MILEAGE

In-district travel between the employee's official work station and the destination will be reimbursed at the state rate. Mileage commuting between the employee's home and official work station shall not be paid. The District Mileage Chart will be used to calculate mileage between the Central Office and schools and/or school to school.

Travel outside the District requires prior approval by the Superintendent/Immediate Supervisor and the Council in SBDM schools. Mileage will be calculated between the employee's official work station or home, whichever is the lesser, and reimbursed at the state rate.

Mileage for in-state travel shall be based on an official Kentucky mileage map. An explanation should accompany any variance in excess of ten (10) miles per round-trip. Mileage for out-of-state travel shall be based on the most recent edition of a Rand McNally or AAA Road Atlas.

Expense Reimbursement for Travel**GASOLINE**

Actual cost of gasoline and oil purchased and placed in a Boardowned vehicle by an employee while engaged in schoolrelated travel. Receipts are required.

PARKING FEES/TOLLS

All parking fees and tolls incurred in schoolrelated travel and approved on the out-of-District travel request form. Receipts are required. (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/Immediate Supervisor and the Council in SBDM schools. Receipts are required.

COMMON CARRIERS

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Sightseeing and pleasure tours are not reimbursable. Receipts are required.

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

The number of meals allowed will be determined by the dates and times of the meeting as approved on the outofDistrict travel request form. Documentation such as an agenda is required to support breakfast and dinner meals that do not fall within authorized travel times. Meals will not be reimbursed for day trips when an overnight stay is not approved.

Per-diem allowance for meals (receipts required) when an overnight stay is approved will be reimbursed to the employee based on the current state-approved rates for "standard" and "high rate" areas. Rates are as follows:

REIMBURSEMENT FOR NON HIGH-RATE AREAS		
Breakfast	Authorized travel prior to 6:30 A.M.	\$ 87 .00
Lunch	Authorized travel 11 A.M. -2 P.M.	\$ 108 .00
Dinner	Authorized travel after 7:30 P.M.	\$1 85 .00

REIMBURSEMENT FOR HIGH-RATE AREAS*		
Breakfast	Authorized travel prior to 6:30 A.M.	\$ 108 .00
Lunch	Authorized travel 11 A.M. -2 P.M.	\$ 119 .00
Dinner	Authorized travel after 7:30 P.M.	\$ 234 9.00

* "High-rate area" means a city or metropolitan area in which it has been recognized that higher meal costs and lodging rates have historically prevailed and that has been designated by the Secretary of the Finance and Administration Cabinet as a high-rate area. The Cabinet's policies and procedures manual contains a list of "high-rate areas." A list of "high-rate areas" accompanies this policy.

Expense Reimbursement for Travel**FOOD (CONTINUED)**

Special meal functions are to be claimed as part of registration fees must be supported by an agenda or supporting documentation.

Meals and mileage will not be reimbursed for District-sponsored meetings within the District.

LODGING

Reimbursement for hotel or motel charges incurred in schoolrelated travel shall be reimbursed for a conference that is of a two (2)-day or more duration. Overnight lodging will not be approved for meetings of 50 miles or fewer from the Board Central Office (unless evening activities are scheduled). Lodging shall not exceed the cost of a single-room rate unless approved by the Immediate Supervisor, the Superintendent, the Board, or the SBDM Council when appropriate. Personal proof of payment is required.

REGISTRATION FEES

Fees for attendance or admission to conferences or other events provided by sponsors of authorized meetings. Personal proof of payment is required.

OUTOFPOCKET EXPENSES

With prior approval, outofpocket expenses for teaching materials or postage for Board/School mail. Receipts are required.

Kentucky sales tax will not be reimbursed.

EMERGENCY REPAIRS TO VEHICLES

Reimbursement will be made for emergency repairs or to road service to Boardowned 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.

REFERENCES:

KRS 160.290; KRS 160.410; KRS 175.525

OAG 80395

United States v. Correll, 389 U.S. 299 (1967)

Accounting Procedures for Kentucky School Activity Funds

LEGAL: IN BOSTOCK V. CLAYTON COUNTY, GEORGIA, THE US SUPREME COURT HELD THAT THE TITLE VII PROHIBITION ON DISCRIMINATION ON THE BASIS OF “SEX” COVERS SEXUAL ORIENTATION OR GENDER IDENTITY.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

DRAFT – 6/9/21

PERSONNEL

03.162

Harassment/Discrimination

DEFINITION

Harassment/Discrimination of employees is unlawful behavior based on the race, color, national origin, age, religion, sex (including sexual orientation or gender identity), 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.

PROHIBITIONS

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 the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

DISCIPLINARY ACTIONS

Persons engaging in discrimination or harassment of a student or employee in the Hardin County School System on the basis of any of the areas mentioned above shall be subject to disciplinary action including, but not limited to, termination of employment.

GUIDELINES

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 Title IX Coordinator~~Civil Rights Compliance Officer~~.

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.¹

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

Harassment/Discrimination

GUIDELINES (CONTINUED)

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)~~~~three (3)~~ working days of submission of the original written complaint, regardless of the manner in which the complaint is communicated to a District administrator. ~~Should the investigation continue beyond thirty (30) calendar days, the Title IX Coordinator will notify the Complainant of the anticipated date that the investigation will be completed. A written report of all findings of the investigation 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.~~
2. A process to identify and implement, within three (3) school 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.

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy.

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.

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, 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;

Harassment/Discrimination

PROHIBITED CONDUCT (CONTINUED)

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.

CONFIDENTIALITY

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of all parties involved.

APPEAL

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent or Title IX Coordinator~~Civil Rights Compliance Officer~~ (HCS Harassment/Discrimination Complaint Procedure).

If a supervisory staff member is an alleged party in the harassment/discrimination complaint, provision shall be made for addressing the complaint to a higher level of authority.

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.

NONRETALIATION

No one shall retaliate against any person because s/he has submitted a grievance, assisted, or participated 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.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 03.113, 03.1325 and/or 09.422.

Harassment/Discrimination

REFERENCES:

'KRS 158.156; KRS Chapter 344; 42 USC 2000e, Civil Rights Act of 1964, Title VII
29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC) Regulations
Implementing Title VII
20 U.S.C. 1681, Education Amendments of 1972, Title IX
34 C.F. R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Regulations
Implementing Title IX
Age Discrimination Act, 42 U.S.C. 6101-6107; 34 C.F.R. 110.25
[Bostock v. Clayton County, Georgia 140 S.Ct. 1731 \(2020\)](#)

RELATED POLICIES:

03.113; 03.1325; 03.16; 09.2211; 09.422; 09.42811

CERTIFIED PERSONNEL**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. Twenty-four (24) hours of professional development must be completed between the day after closing day of the prior academic year~~June 1~~ and May 15 of the current academic year.

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 Boardapproved 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.

ACTIVE SHOOTER SITUATIONS

By November 1, annually, a minimum of one (1) hour of training on how to respond to an active shooter situation shall be required for all District employees with job duties requiring direct contact with students. The training shall be provided either in person, by live streaming, or via a video recording prepared by the Kentucky Department of Criminal Justice Training in collaboration with the Kentucky Law Enforcement Council, the Kentucky Department of Education, and the Center for School Safety and may be included in the four (4) days of professional development under KRS 158.070. When a staff member subject to the training requirements of this subsection is initially hired after the training has been provided for the school year, the District shall provide materials on how to respond to an active shooter situation.

SCHOOL RESPONSIBILITIES

Each school shall plan professional development with the PD coordinator and, when appropriate, with other schools to maximize training opportunities.

Professional Development

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. Individuals are to sign the required documents relating to PD and file them in a timely fashion with their Principal, supervisor, or the professional development director, as appropriate. This includes the timely signing of payrolls that reflect the professional development days.

All out-of-district professional development activities require prior approval of both the immediate supervisor and director of professional development. All out-of-district professional development hours toward meeting annual requirements must be substantiated by documentation of attendance, content, and hours spent in actual professional learning.

Professional development hours shall not be granted for attendance at conferences occurring on a regular school day during contractual hours.

Hours of PD completed by the employee and not at the request of or with prior approval from the immediate supervisor and professional development coordinator shall not be credited toward fulfilling the required number of contract days for the employee, and the employee shall not be eligible for reimbursement of associated expenses.

~~Professional development credit shall be awarded in whole day (6 hours) or half day (3 hour) increments.~~ A maximum of six (6) hours of professional development may be earned or awarded in a single day unless prior approval is given.

Failure to complete and document the required hours of professional development by May 15 of the academic year shall result in a reduction in salary and may be reflected in the employee's evaluation.

Professional development credit shall not be granted during regular teaching or school day hours, nor while performing duties which are required as part of the teaching assignment. When the District declares a District-wide PD day, it is mandatory for all certified employees. No other PD activities/hours may be substituted unless another calendar day for PD is approved by the District PD Coordinator or designee. No personal leave or annual leave may be used on that day (emergency situations must be approved by the Superintendent).

Extenuating circumstances which prevent an employee to follow the policy may be discussed with the Superintendent to see if an exception be allowed.

REFERENCES:

KRS 156.095; KRS 156.553
KRS 158.070; KRS 158.645; KRS 158.6451; KRS 160.345
704 KAR 3:035; 704 KAR 3:325
P. L. 114-95 (Every Student Succeeds Act of 2015)

RELATED POLICY:

09.22

CLASSIFIED PERSONNEL**Salaries****HOURLY OR SALARY BASIS**

All regular and substitute classified personnel shall be paid on an hourly or salary basis as established by the Board.

WORK DAY/WORK WEEK

The length of the work day shall be established for each position by the Board. The work week for hourly (non-exempt) employees shall not exceed forty (40) hours per week, unless overtime is authorized as provided by this policy.

DETERMINATION OF EXPERIENCE

The experience of classified personnel shall be determined at time of hire. Upon initial employment, the Superintendent may grant up to ten (10) years for pay purposes when a person's specific work experience is determined to be of such importance as to make them the best-qualified candidate for the position. Classified personnel may receive up to two (2) years experience credit for active military service. The sixmonth training requirement for National Guard and Reserve service will not qualify an employee for the experience credit.

TRANSFER OF EXPERIENCE CREDIT

Classified employees transferring into the District may bring up to twenty-eight (28) years of experience credit for salary purposes provided the experience meets the District guidelines. When a certified employee transfers to a classified position or when a former certified employee returns to work as a classified employee, the employee shall receive up to ten (10) years of experience credit for salary purposes on the classified salary schedule with verification of the prior experience.

QUALIFICATIONS

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

PAYROLL DISTRIBUTION

Payments will be issued monthly (twelve [12] times annually) through Direct Deposit only. New employees may be issued thirteen (13) payments the first year of employment. Payments will be issued on the 28th of each month unless the 28th falls on a Saturday, Sunday, or holiday; in which case the payment will be made on the preceding day.

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.

The Board shall make all deferred salary payments on or before June 30 of the current fiscal year, and these deferred payments shall then be directly deposited at the regular pay periods in June, July and August, except that at the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary prior to the end of the fiscal year.

Salaries

PAYROLL DEDUCTION

The Board shall approve all payroll deductions as specified by KRS 161.158 and Board Policy 03.2211.

NUMBER OF HOURS

No employee may work for more than forty (40) hours per week unless it has been cleared by the employee's supervisor(s) and the ~~Human Resource~~Finance/Personnel Offices. If an employee works in more than one area (e.g., instructional assistant and bus driver), the total amount of work time cannot exceed forty (40) hours per week unless approved by the ~~Human Resource~~Finance/Personnel Offices.

TIME RECORDS

All classified employees working in a non-exempt position must maintain accurate time records. Those time records should be maintained using VeriTime. When reporting to work, the employee must not sign in or clock in until they begin the duties of the position. When leaving work at the end of a work day, the employee must sign out or clock out. All times entered must reflect the accurate time to the minute. Approximate times are not acceptable.

OVERTIME

Overtime work shall be approved in advance by the Superintendent or designee.

Employees required to work in excess of forty (40) hours per week will be paid at the rate of 1½ times the regular rate for all hours beyond 40 as provided by the Fair Labor Standards Act for overtime work. Employees required to work in excess of forty (40) hours per week on days when schools and offices are closed as designated in Board policy 03.222 shall be paid at the rate of 1½ times the regular rate for all hours beyond 40 as provided by the Fair Labor Standards Act for overtime work. Twelve-month classified employees required to work on holidays as designated in Board policy 03.222 shall be paid double time.

Employees who are required to work in excess of their regularly scheduled number of hours short of overtime (40 hours per week) shall be compensated for the extra hours at their scheduled straight-time hourly rate.

EXTRA SERVICE

Classified personnel may receive extraservice pay for duties connected with handling and accounting for funds at activities scheduled outside the regular school day, provided the rate of pay does not exceed the hourly rate approved by the Board for their regular assignments. Any payment made to an employee must be processed through the payroll process.

EXCEPTION

A compensation error/adjustment that needs to be corrected shall be adjusted within the fiscal year that the discovery of such is made. Errors identified in previous fiscal years may be corrected if the employee had submitted the necessary paperwork within three (3) months of start date.

Salaries

EXTENDED EMPLOYMENT

The Principal/Supervisor shall work with the employee to establish an extended employment work plan. The plan shall be filed annually with Human Resources.

Employees whose positions include 1– 45 extended days must work the days and submit documentation to Human Resources by June 23 unless an exception is designated on the extended employment work plan that is approved by the Principal/Supervisor.

All employees who are requesting to be paid all salary owed prior to the end of the fiscal year, as provided in KRS 160.291, must work all extended days and submit documentation to Human Resources by June 23.

Sick and/or personal leave cannot be used for an extended day unless the day is designated on the extended employment work plan that is submitted to Human Resources.

Extended employment days may be worked only in whole- or half-day increments. Extended employment days cannot be worked on a Saturday or Sunday. A rare exception may be granted if approval is made in advance by the employee's Immediate Supervisor and Human Resources.

Addition of days to be worked beyond the original contract or additional days of extended employment for a position require prior Board approval before the change goes into effect. Extended days cannot be worked on a regular work day.

CLASSIFIED SUBSTITUTES

Classified substitutes will be paid at Step A of the level of the position for which they are substituting.

WORK EXPERIENCE CREDIT

A full-time employee will receive credit for one (1) year of experience each year s/he works one hundred forty (140) days or more between July 1 and June 30.

RETIRED RE-EMPLOYMENT

Classified employees who retire from an accredited school district and certified employees who retire and return to the District in a classified position shall be paid at "step A" of the level of the position for which they are hired.

REFERENCES:

KRS 78.615; KRS 160.291; KRS 161.011
KRS 337.070; KRS 337.285; KRS 424.120
702 KAR 3:320; 803 KAR 1:060; 803 KAR 1:070
Fair Labor Standards Act
Garcia v. San Antonio Metropolitan Transit Authority, 105 S. Ct. 1005 (1985)

RELATED POLICY:

03.2211

CLASSIFIED PERSONNEL**Sick Leave****NUMBER OF DAYS**

All fulltime classified personnel shall be entitled to ten (10) days of sick leave with pay per year.

Full-time classified staff employed on an eleven (11) or twelve (12) month basis shall be entitled to eleven (11) or twelve (12) days, respectively, each year.

Sick leave may be taken in whole-day or half-day increments.

Persons employed for less than a full-year contract will receive a prorata part of the authorized sick leave days calculated to the nearest onehalf (½) day.

Persons employed on a full-year contract but scheduled for less than a full workday shall receive the authorized sick leave days equivalent to their normal working day, provided the employee works enough hours in the position to be considered at least one-half time.

Employees on paid leave shall not be compensated for any duties, regular or extra service, during the paid leave period. Employees on an approved leave of absence cannot return to work prior to the ending date for the leave unless prior approval has been granted through the Human Resources office.

ACCUMULATION

Unused sick leave will accumulate with no limitation.

DEFINITION

“Sickness” shall mean personal illness, including illness or temporary disabilities arising from pregnancy or exposure to contagious diseases.

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 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.

SICK LEAVE DONATION PROGRAM

Under procedures developed by the Superintendent, classified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another classified 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. Employees who are on a leave of absence are not eligible to donate sick leave days.

An employee recipient shall not receive more than one (1) contractual year’s number of donated days.

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

Sick Leave

SICK LEAVE DONATION PROGRAM (CONTINUED)

The donation of sick days is totally voluntary. No employee shall be coerced, intimidated, or financially induced into donating days.

All names of people who donate days shall be considered confidential and shall not be shared with recipients or other people.

TRANSFER OF SICK LEAVE

Classified employees coming to the District without a break in service from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

UNUSED SICK LEAVE

Unused sick leave will not be paid upon layoff, resignation, or termination of employment.

~~SICK LEAVE INCENTIVE BONUS~~

~~During the school year prior to the year of retirement, an employee shall be entitled to the following one (1) time incentive bonus for accumulated sick days. If this incentive is to be taken, it must be taken in the school year prior to the year of retirement, because this bonus amount cannot be counted as part of the retirement benefits for purpose of salary.~~

~~The accumulated sick days will be determined on the last day of the school year prior to the retirement.~~

~~300 days and over pay \$ 750 bonus~~

~~250 days but less than 300 pay \$ 600 bonus~~

~~200 days but less than 250 pay \$ 450 bonus~~

~~150 days but less than 200 pay \$ 300 bonus~~

~~100 days but less than 150 pay \$ 150 bonus~~

REINSTATEMENT

Unused accumulated sick leave will be reinstated to an employee who has been terminated and has been subsequently re-employed, if the break in service does not exceed forty-five (45) working days.

PERSONAL DAY TRANSFER

Classified employees shall have the option of transferring unused personal leave days to their accumulated sick leave at the end of each school year.

AFFIDAVIT

Upon return to work, a classified employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending a member of the immediate family who was ill. For ten (10) or more consecutive days, an employee shall present a physician's statement.

Sick Leave

REFERENCES:

KRS 161.155
OAG 79-148
OAG 9339
Family & Medical Leave Act of 1993

RELATED POLICIES:

03.2231, 03.2232, 03.22322, 03.2233
03.273 (Retirement Compensation)

CLASSIFIED PERSONNEL**Expense Reimbursement for Travel**

The Board/School shall reimburse school personnel, within budgeted guidelines, for necessary and appropriate 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/Immediate Supervisor and the School Council when appropriate. Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds. Travel expenses for guests of employees shall not be reimbursed.

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COMMON CARRIERS

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Sightseeing and pleasure tours are not reimbursable. Receipts are required.

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

The number of meals allowed will be determined by the dates and times of the meeting as approved on the outofDistrict travel request form. Documentation such as an agenda is required to support breakfast and dinner meals that do not fall within authorized travel times. Meals will not be reimbursed for day trips when an overnight stay is not approved.

Per-diem allowance for meals (receipts required) when an overnight stay is approved will be reimbursed to the employee based on the current state-approved rates for "standard" and "high rate" areas. Rates are as follows:

REIMBURSEMENT FOR NON HIGH-RATE AREAS		
Breakfast	Authorized travel prior to 6:30 A.M.	\$ 87 .00
Lunch	Authorized travel 11 A.M. -2 P.M.	\$ 108 .00
Dinner	Authorized travel after 7:30 P.M.	\$ 185 .00
REIMBURSEMENT FOR HIGH-RATE AREAS*		
Breakfast	Authorized travel prior to 6:30 A.M.	\$ 108 .00
Lunch	Authorized travel 11 A.M. -2 P.M.	\$ 119 .00
Dinner	Authorized travel after 7:30 P.M.	\$ 2349 .00

* "High-rate area" means a city or metropolitan area in which it has been recognized that higher meal costs and lodging rates have historically prevailed and that has been designated by the Secretary of the Finance and Administration Cabinet as a high-rate area. The Cabinet's policies and procedures manual contains a list of "high-rate areas." A list of "high-rate areas" accompanies this policy.

Expense Reimbursement for Travel**FOOD (CONTINUED)**

Special meal functions are to be claimed as part of registration fees must be supported by an agenda or supporting documentation.

Meals and mileage will not be reimbursed for District-sponsored meetings within the District.

LODGING

Reimbursement for hotel or motel charges incurred in schoolrelated travel shall be reimbursed for a conference that is of a two (2)-day or more duration. Overnight lodging will not be approved for meetings of 50 miles or fewer from the Board Central Office (unless evening activities are scheduled). Lodging shall not exceed the cost of a single-room rate unless approved by the Immediate Supervisor, the Superintendent, the Board, or the SBDM Council when appropriate. Personal proof of payment is required.

REGISTRATION FEES

Fees for attendance or admission to conferences or other events provided by sponsors of authorized meetings. Personal proof of payment is required.

OUTOFPOCKET EXPENSES

Outofpocket expenses for teaching materials, postage for Board/School mail, or similar items. Receipts are required.

Kentucky sales tax will not be reimbursed.

EMERGENCY REPAIRS TO VEHICLES

Reimbursement will be made for emergency repairs or to road service to Boardowned 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.

REFERENCES:

KRS 160.290, KRS 160.410, KRS 175.525

OAG 80395

United States v. Correll, 389 U.S. 299 (1967)

Accounting Procedures for Kentucky School Activity Funds

LEGAL: IN BOSTOCK V. CLAYTON COUNTY, GEORGIA, THE US SUPREME COURT HELD THAT THE TITLE VII PROHIBITION ON DISCRIMINATION ON THE BASIS OF "SEX" COVERS SEXUAL ORIENTATION OR GENDER IDENTITY.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

DRAFT – 6/9/21

PERSONNEL

03.262

CLASSIFIED PERSONNEL

Harassment/Discrimination

DEFINITION

Harassment/Discrimination of employees is unlawful behavior based on the race, color, national origin, age, religion, sex (including sexual orientation or gender identity), 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.

PROHIBITIONS

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 the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

DISCIPLINARY ACTION

Persons engaging in discrimination or harassment of a student or employee in the Hardin County School System on the basis of any of the areas mentioned above shall be subject to disciplinary action including, but not limited to, termination of employment.

GUIDELINES

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 Title IX Coordinator~~Civil Rights Compliance Officer~~. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.¹

Harassment/Discrimination

GUIDELINES (CONTINUED)

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)~~three (3)~~ working days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. ~~Should the investigation continue beyond thirty (30) calendar days, the Title IX Coordinator will notify the Complainant of the anticipated date that the investigation will be completed. A written report of all findings of the investigation 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.~~
2. The Superintendent/designee may take interim measures to protect complainants during the investigation.
3. A process to identify and implement, within three (3) school 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.
4. 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.Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy.
5. Annual training explaining prohibited behaviors and the necessity for prompt reporting of alleged harassment/discrimination; and
6. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, 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;

Harassment/Discrimination

PROHIBITED CONDUCT (CONTINUED)

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.

CONFIDENTIALITY

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of all parties involved.

APPEAL

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent or Title IX Coordinator~~Civil Rights Compliance Officer~~ (HCS Harassment/Discrimination Complaint Procedure).

If a supervisory staff member is an alleged party in the harassment/discrimination complaint, provision shall be made for addressing the complaint to a higher level of authority.

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.

NONRETALIATION

No one shall retaliate against any person because s/he has submitted a grievance, assisted or participated 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.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 03.212, 03.2325 and/or 09.422.

Harassment/Discrimination

REFERENCES:

'KRS 158.156; KRS Chapter 344; 42 USC 2000e, Civil Rights Act of 1964, Title VII
29 C.F.R. 1604, 11, Equal Employment Opportunity Commission (EEOC) Regulations
Implementing Title VII
20 U.S.C. 1681, Education Amendments of 1972, Title IX
34 C.F. R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Regulations
Implementing Title IX
Genetic Information Nondiscrimination Act of 2008
Age Discrimination Act, 42 U.S.C. 6101-6107; 34 C.F.R. 110.25
Bostock v. Clayton County, Georgia 140 S.Ct. 1731 (2020)

RELATED POLICIES:

03.212; 03.2325; 03.26; 09.2211; 09.422; 09.42811

CLASSIFIED PERSONNEL

Staff Development**PROGRAM TO BE PROVIDED**

At the direction of the Superintendent or designee and in conjunction with each school, the District PD Coordinator shall facilitate the development and implementation of this program for classified employees. Professional development must be completed between July 1 and May 15 of the current academic year. Some exceptions may be allowed if the District or school sponsors an organized professional development session prior to July 1 that is pre-approved by the Superintendent or designee. The number of required hours will be determined by the approved board calendar.

The professional development program for the District and each school shall be incorporated into the Comprehensive School/District Improvement Plan. The program shall be based on a Board approved professional development 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 classified personnel understanding of curriculum content and methods of instruction appropriate for each content area based on individual school plans or increase understanding of implementation of the roles for their current assignment.

The professional development plan shall reflect individual needs of schools and be aligned with the Comprehensive School/District Improvement Plan and ESSA requirements.

~~The Superintendent shall develop and implement a program for continuing training for selected classified personnel.~~

SAFE SCHOOLS TRAINING

All classified employees must complete mandated safe schools training as required by the District. Six (6) hours of this training will be allowed for professional development credit for classified staff members and may include the one (1) hour mandated active shooter situation training.

ACTIVE SHOOTER SITUATIONS

By November 1, annually, a minimum of one (1) hour of training on how to respond to an active shooter situation shall be required for all District employees with job duties requiring direct contact with students. The training shall be provided either in person, by live streaming, or via a video recording prepared by the Kentucky Department of Criminal Justice Training in collaboration with the Kentucky Law Enforcement Council, the Kentucky Department of Education, and the Center for School Safety and may be included in the four (4) days of professional development under KRS 158.070. When a staff member subject to the training requirements of this subsection is initially hired after the training has been provided for the school year, the District shall provide materials on how to respond to an active shooter situation.

Staff Development

STRUCTURED TRAINING

All classified employees must complete a minimum of six (6) hours of a structured instructional training related to their job assignment and school level. The training must be selected from the District offerings. Some allowances may occur when schools have individualized structured training opportunities at their school. This must be communicated in advance with the District PD Coordinator.

SCHOOL-COLLABORATION DUTIES/SESSIONS

Classified employees may obtain professional development hours by performing duties at the school level by collaborating and working with teachers and completing duties as assigned by the principal. Professional development may also be awarded if employees attend a designated structured school session. Hours completed at the school level are in addition to the safe schools and District structured training.

DOCUMENTATION

Documentation of completed professional development shall be required. Individuals are to sign the required documents relating to professional development and file them in a timely fashion with their principal, supervisor, or the District PD Coordinator as appropriate.

Hours of professional development completed by the employee and not at the request of or with prior approval from the immediate supervisor and the District PD Coordinator shall not be credited toward fulfilling the required number of contract days for the employee. In addition, the employee shall not be eligible for reimbursement of associated expenses (unless approved by the Superintendent or designee).

A maximum of six (6) hours of professional development may be earned or awarded in a single day unless prior approval is given. For those employees who work beyond the instructional calendar, professional development may be completed and submitted after closing day.

REFERENCES:

KRS 156.095; KRS 158.070
P. L. 114-95, (Every Student Succeeds Act of 2015)
34 C.F.R. 200.58

Access to Electronic Media

(Responsible/Acceptable Use Policy)

The District provides access to and use of the Internet, email, and other District technology resources to its students and employees as part of the instructional process and to support the District's core values, mission, and vision. The Board supports this access and believes it is incumbent upon us~~The Board supports reasonable access to various information formats for students, employees and the community~~ and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology resources.

GENERAL STANDARDS FOR USERS

Standards for users shall be included in the District's handbooks or other documents, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources.

Access is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements.

The network is provided for users to conduct research and to communicate with others. During school hours, teachers will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

District employees and students are expected to abide by the instructions set forth in the applicable Responsible Use Agreement if using and/or accessing District technology resources from home. This may include, but is not limited to: District owned computers, laptops, Chromebooks, tablets, or other devices; District provided cloud services, e-mail, and applications.

SAFETY PROCEDURES AND GUIDELINES

The Superintendent/designee shall develop and implement appropriate procedures to provide guidance for access to global electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media, including but not limited to, the Internet, e-mail, and other District technological resources, and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response. Students who bring personal devices to school must use the school network to access the Internet. Use of mobile hotspots or personal data plans to access the Internet while at school is considered misuse.

Access to Electronic Media

(~~Responsible~~Acceptable Use Policy)

SAFETY PROCEDURES AND GUIDELINES (CONTINUED)

Internet safety measures, which shall apply to all District-owned devices with Internet access or personal devices that are permitted to access the District's network, shall be implemented that effectively address the following:

- Controlling access by ~~students~~minors to inappropriate ~~material~~matter on the Internet ~~and World Wide Web~~;
- Safety and security of ~~students~~minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Education of students about appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
- Preventing unauthorized access, including "hacking" and other unlawful activities by ~~students~~minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding ~~students~~minors; and
- Restricting ~~students'~~minors' access to materials that are deemed obscene child pornography, or harmful to ~~minors~~them.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its initial Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

PERMISSION/AGREEMENT FORM

~~A written parental permission/agreement form shall be required prior to the student being granted independent access to the Internet and/or e-mail involving District technological resources.~~

~~The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations must be signed by the parent or legal custodian of minor students (those under 18 years of age) and also by the student.~~

~~This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/custodian (or the student who is at least 18 years old) must provide the school and Superintendent with a written request.~~

RESPONSIBLE USE AGREEMENT

Because access to the Internet may expose users to items that are illegal, defamatory, inaccurate, or offensive, we require all students under the age of eighteen (18) to receive and honor a Responsible Use Agreement prior to access/use of District technology resources. All other users will also be required to receive and honor a Responsible Use Agreement.

Access to Electronic Media

(~~Responsible~~~~Acceptable~~ Use Policy)

RESPONSIBLE USE AGREEMENT (CONTINUED)

The required student agreement (08.2323 AP.21) shall specify responsible uses of online behavior, access privileges, penalties for policy/procedural violations, and must be signed by the student and the parent/legal guardian of minor students (those under eighteen (18) years of age).

This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least eighteen (18) years old) (or in case of an employee, the employee) must provide the Superintendent with a written request.

EMPLOYEE USE

Employees shall use electronic mail, technology resources, and network access only for purposes directly associated with work-related activities.

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own password. Employees are responsible for completing security awareness training and/or other training modules that are assigned to them.

Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

Networking, communication, and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction, and to promote communications with students and parents/guardians concerning school-related activities.

District employees and activity sponsors may establish digital communication tools~~set up blogs and other social networking accounts~~ using District resources ~~and following District in~~ accordance with guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction or when specific authorization is given by the Superintendent/designee for social networking accounts.

~~Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.~~

~~In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes, they shall comply with the following:~~

- ~~1. They shall request prior permission from the Superintendent/designee.~~

Access to Electronic Media

(Responsible~~Acceptable~~ Use Policy)

EMPLOYEE USE (CONTINUED)

2. ~~If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent's designee.~~
3. ~~Guidelines may specify whether access to the site must be given to school/District technology staff. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.~~
4. ~~Once the site has been created, the sponsoring staff member is responsible for the following:~~
 - a. ~~Monitoring and managing the site to promote safe and acceptable use; and~~
 - b. ~~Observing confidentiality restrictions concerning release of student information under state and federal law.~~

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

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

COMMUNITY USE

~~On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.~~

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by this policy and responsibilities set forth in the Responsible Use Agreement~~the Superintendent/designee.~~

NO PRIVACY GUARANTEE

The Superintendent/designee has the right to access information stored in any user directory, on a user's screen, or in District supported electronic communications. S/he may review files and communications to maintain system integrity and ensure that individuals are using the system responsibly. Users should have no expectation of privacy regarding the use of District property, technology-based devices, network, Internet access, files, and email.

Access to Electronic Media

(Responsible/Acceptable Use Policy)

RESPONSIBLE USE VIOLATIONS/DISREGARD OF RULES

~~Failure/Individuals who refuse~~ to sign ~~or uphold~~ the responsibilities listed in the student and/or employee Responsible Use Agreement form will be considered misuse~~required acceptable use documents or who violate District rules governing the use of District technology may be subject to loss or restriction of the privilege of using the equipment, software, information access systems, or other computing and telecommunications technologies.~~ Misuse of District devices and/or networks may result in restricted access. Such misuse may also lead to disciplinary and/or legal action including suspension, expulsion, or termination.

~~Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.~~

MAINTENANCE

A maintenance program shall be developed by the Technology Director. The maintenance program shall include provisions which will minimize "downtime" on network file servers.

RESPONSIBILITY FOR DAMAGES

~~The District makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network, District accounts, or equipment. Users are responsible for any charges incurred while using District devices and/or network including Individuals shall reimburse the Board for~~ repair or replacement ~~of for~~ District ~~property resources~~ lost, stolen, damaged, or vandalized while under their care. ~~The District also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.~~

~~Students under the age of eighteen (18) should only access District network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the student's use outside of school.~~

Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

RESPONDING TO CONCERNS

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 (08.2322).

STAFF/STUDENT OWNED MOBILE COMPUTING DEVICES

~~Students and/or employees who bring to school privately owned laptops or other mobile technology devices, including but not limited to, iPod Touch, iPad, etc., are responsible for the equipment. Further, use of such devices shall adhere to all guidelines in the District AUP and accompanying procedure(s).~~

Access to Electronic Media

(~~Responsible~~Acceptable Use Policy)

~~NETWORK SYSTEM SECURITY~~

~~A written computer Network Security Plan shall be on file in the Superintendent's Office and the schools' offices. This plan will be referred to in all matters pertaining to Hardin County Schools' network security.~~

AUDIT OF USE

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The ~~District~~Superintendent/designee shall establish a process to prevent and monitor ~~determine whether~~ the District's educational technology ~~from~~is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters Internet access for both ~~students~~minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by ~~students~~minors, harmful to ~~students~~minors;
2. Maintaining and securing a usage log; ~~and~~
3. Monitoring online activities of ~~students~~minors; ~~and~~
4. The District will take necessary measures to secure the network against potential cyber security threats. This may include blocking access to District applications, including but not limited to email, data management and reporting tools, and other web applications.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.

REFERENCES:

KRS 156.675; KRS 365.732; KRS 365.734
701 KAR 5:120
16 KAR 1:020 (Code of Ethics)
47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520
Kentucky Education Technology System (KETS)
47 C.F.R. 54.516
15-ORD-190

RELATED POLICIES:

03.13214/03.23214; 03.1325/03.2325; 03.17/03.27; 8.1353, 08.2322
09.14, 09.421, 09.422, 09.425, 09.426; 09.4261; 10.5