

- CERTIFIED PERSONNEL -**Hiring****SUPERINTENDENT'S RESPONSIBILITIES**

All appointments, promotions, and transfers of certified personnel for positions authorized by the Board shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes.

When a vacancy occurs, the Superintendent shall notify the Chief State School Officer fifteen (15) days before the position is to be filled.

When a vacancy needs to be filled in less than fifteen (15) days to prevent disruption of necessary instructional or support services of the school District, the Superintendent may seek a waiver of the fifteen (15) day advance notice requirement from the Chief State School Officer. If the waiver is approved, the appointment shall not be made until the person selected by the Superintendent has been approved by the Chief State School Officer.

EFFECTIVE DATE

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

QUALIFICATIONS

The Superintendent shall employ only individuals who are certified for the positions they will hold and who possess qualifications established by law, regulation, and Board policy, except in the case where no individual applies who is properly certified and/or who meets established qualifications set by Board policy.

Hiring of certified personnel who have previously retired under TRS shall be in compliance with applicable legal requirements.²

All teachers shall meet applicable certification or licensure requirements as defined by state and federal regulation.³

In filling positions, the District shall consider only those applicants who have not been terminated or nonrenewed for cause or removed from a position for cause as an employee of the District.

CRIMINAL BACKGROUND CHECK AND TESTING

Employees, and student teachers assigned within the District shall undergo records checks and any additional testing as required by applicable statutes, regulations,¹ and the District.

Each application form provided by the employer to an applicant for a certified position shall conspicuously state the following:

Hiring**CRIMINAL BACKGROUND CHECK AND TESTING (CONTINUED)**

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

Initial employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in [KRS 17.165](#) or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Employment shall also be contingent on receipt of a letter from the Cabinet provided by the individual documenting that the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet.

"Administrative finding of child abuse or neglect" means a substantiated finding of child abuse or neglect issued by the Cabinet for Health and Family Services that is:

1. Not appealed through an administrative hearing conducted in accordance with KRS Chapter 13B;
2. Upheld at an administrative hearing conducted in accordance with KRS Chapter 13B and not appealed to a Circuit Court; or
3. Upheld by a Circuit Court in an appeal of the results of an administrative hearing conducted in accordance with KRS Chapter 13B.¹

Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

Link to DPP-156 Central Registry Check and more information on the required CA/N check:

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

Criminal records checks on persons employed in Head Start programs shall be conducted in conformity with 45 C.F.R. § 1302.90.

REPORT TO SUPERINTENDENT

Each employee shall promptly inform their immediate supervisor if the employee is charged with any misdemeanor or felony and shall keep the supervisor informed of the status of the criminal charge(s) until dismissal or conviction, including any negotiated pleas. The supervisor shall inform the Superintendent or Superintendent's designee of the charge(s) and the status changes of the charge(s).

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

JOB REGISTER

The Superintendent or the Superintendent's designee shall maintain in the Central Office through an online application system, a job register listing all current job openings in the District. The register shall describe the duties and qualifications for each opening, and District employment policies shall be attached to the register. The job register shall be open to public inspection during Central Office business hours.

Hiring

VACANCIES POSTED

Under procedures developed by the Superintendent, a listing of all District job openings shall be posted through an online application system and available through the District website, in the Central Office for public viewing and shall refer interested persons to the Central Office job register for additional information. Postings of vacancies may be made with other agencies, as appropriate.

REVIEW OF APPLICATIONS

Under procedures developed by the Superintendent, each application shall be reviewed and each applicant so notified upon initial application. Applications shall be retained for three (3) years and shall remain active for one (1) year.

RELATIONSHIPS

The Superintendent shall not employ a relative of a member of the Board.

A relative may be employed as a substitute for a certified or classified employee if the relative is not:

1. A regular full-time or part-time employee of the District;
2. Accruing continuing contract status or any other right to continuous employment;
3. Receiving fringe benefits other than those provided other substitutes; or
4. Receiving preference in employment or assignment over other substitutes.¹

A relative of the Superintendent shall not be employed except as provided by [KRS 160.380](#).

CONTRACT

All certified nontenured personnel, excluding substitute teachers, shall enter into written contracts with the District.

JOB DESCRIPTION

All employees shall receive a copy of their job description and responsibilities.

INTENT

Under procedures developed by the Superintendent, employees may be requested to indicate their availability for employment for the next school year.

EMPLOYEES SEEKING A JOB CHANGE

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

Hiring

REFERENCES:

¹[KRS 160.380](#)

²[KRS 161.605](#); [702 KAR 001:150](#)

³P. L. 114-95, (Every Student Succeeds Act of 2015)

20 U.S.C. § 7926; 42 U.S.C. § 9843a(g)

45 C.F.R. § 1302.90

KRS Chapter 13B

[KRS 17.160](#); [KRS 17.165](#)

[KRS 156.106](#); [KRS 160.345](#); [KRS 160.390](#); [KRS 161.042](#); [KRS 161.611](#)

[KRS 161.750](#); [KRS 335B.020](#); [KRS 405.435](#)

[OAG 18-017](#); [OAG 91-10](#); [OAG 91-149](#); [OAG 91-206](#)

[OAG 92-1](#); [OAG 92-59](#); [OAG 92-78](#); [OAG 92-131](#); [OAG 97-6](#)

[016 KAR 009:080](#); [702 KAR 003:320](#); [704 KAR 007:130](#)

[Records Retention Schedule, Public School District](#)

RELATED POLICIES:

01.11; 02.4244; 03.132

Adopted/Amended: 6/18/2020

Order #: 10826

- CERTIFIED PERSONNEL -**Salaries****SINGLE-SALARY BASIS**

All salaries for certified personnel shall be based on a single-salary schedule providing for minimum number of working days as required by law. The hourly rate for teachers will be calculated by dividing the daily rate by seven (7) hours.

A District may provide monetary compensation, in addition to that provided through the single salary schedule, to all classroom teachers employed in a school that is identified by the Kentucky Department of Education as being in targeted or comprehensive support and improvement status.

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

Teachers transferring into the District may bring up to twenty-eight (28) years of teaching experience credit for salary purposes.

Certified personnel may receive up to two (2) years experience credit for active military service. The six-month training requirement for National Guard and Reserve service will not qualify an employee for the experience credit. A teacher who is employed by a Board for at least one hundred forty (140) days of a school year and who performs teaching duties for the equivalent of at least seventy (70) full school days during that school year, regardless of the schedule on which those duties were performed, shall be credited with one (1) year of experience. A teacher who is employed by a Board for at least one hundred forty (140) days during each of two (2) school years and who performs teaching duties for the equivalent of at least seventy (70) full school days during those years shall be credited with one (1) year of experience. No more than one (1) year of experience shall be credited for the performance of teaching duties during a single school year.

DETERMINATION OF RANK AND EXPERIENCE

The rank and experience of certified personnel shall be determined at time of hire. Upon initial employment, the Superintendent may grant Career Technical Education (CTE) Teachers up to ten (10) years of relevant work field experience 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. The Board shall direct the Superintendent to validate all experience of professional personnel employed in the District.

Changes in rank and experience shall be determined by September 15 of each year.

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

Salaries

CONTRACTED EMPLOYMENT

Compensation for employment contracted, shall be prorated on the base pay for 187 days.

Contracted employment positions shall be established in the position job description, funded in the District budget, and specified in the Board policy.

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 EMPLOYMENT

The Principal or supervisor shall submit an annual plan of extended employment to Human Resources for all personnel who work less than two hundred forty (240) days, but more than the minimum number of working days required by law. This plan should denote the dates when extended days will be worked.

All Family Resource/Youth Service Center Coordinators will submit an annual work plan to their Principal and Central Office supervisor.

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. To qualify for this exception, the Saturday or Sunday work must be related to the employee's primary job duties. Extended days cannot be worked on a regular work day.

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 for 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.

EXTRA SERVICES

Payments for those services shall be made on the same date and at the same time as are regular salaries. A one (1) percent increase will be applied to administrative and extra-service increments annually. Extra-service increments can be split only once with prior approval of Human Resources. Any payment made to an employee must be processed through regular payroll procedures.

NATIONAL BOARD CERTIFIED TEACHER (NBCT) SUPPLEMENT

As provided under law, teachers who attain certification from the National Board for Professional Teaching Standards on or before July 1, 2020, shall be given an annual salary supplement of two thousand dollars (\$2,000) for the life of the certificate. A teacher who attains certification after July 1, 2020, shall be given an annual salary supplement for the life of the certificate, in accordance with the amount appropriated for this purpose by the General Assembly. If an annual supplement amount appropriated by the General Assembly is less than two thousand dollars (\$2,000), the Board may provide an additional supplement up to the amount required for the total annual supplement to equal two thousand dollars (\$2,000).

Salaries

EXCEPTION

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

A compensation error/adjustment that needs to be corrected will 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.

PAYROLL DISTRIBUTION

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

TIME RECORDS

All employees working in an exempt position must maintain accurate attendance records. Those records should be maintained using VeriTime. When reporting to work, the employee must clock in ~~when they begin the duties of the position~~ **at their approved duty location for the day.**

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.

NOTICE OF SALARY

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

PAYROLL DEDUCTIONS

The Board shall approve all payroll deductions as specified by [KRS 161.158](#) and Board Policy 03.1211.

Salaries

REFERENCES:

[KRS 157.075](#); [KRS 157.320](#); [KRS 157.350](#); [KRS 157.360](#)
[KRS 157.390](#); [KRS 157.395](#); [KRS 157.397](#); [KRS 157.420](#)
[KRS 160.290](#); [KRS 160.291](#)
[KRS 161.1211](#); [KRS 161.134](#); [KRS 161.168](#); [KRS 161.760](#)
[KRS 337.070](#); [KRS 424.120](#); [016 KAR 001:040](#); [OAG 97-25](#)
[702 KAR 003:060](#); [702 KAR 003:070](#); [702 KAR 003:100](#); [702 KAR 003:310](#)
29 C.F.R. Section 541.303; 29 C.F.R. Section 541.602; 29 C.F.R. Section 541.710

RELATED POLICIES:

03.114; 03.1211; 03.4

Adopted/Amended: 6/18/2020
Order #: 10826

-CERTIFIED PERSONNEL-**Holidays and Annual Leave**

All certified employees shall be paid for four (4) holidays designated in the official school calendar. These are part of the school year required by state law.¹ Twelve (12) month employees shall be paid for holidays designated by the Board as falling within the work calendar. To be paid for a holiday, the employee must work or be on paid leave the day prior to the holiday.

ANNUAL LEAVE

All full-time twelve (12)-month certified employees will earn annual leave for years of service with the Hardin County Schools as follows:

Years of Service in Hardin Co.	No. Days per Month	No. of Days per Year
0 through 5	1.75	21
6 through 15	2.00	24
16 or more	2.25	27

Beginning July 1, 2022, annual leave shall be accrued at the rate of 1/12 of the eligible annual leave per month. An eligible employee may request vacation days in advance from the Superintendent/designee not to exceed what will be earned in a fiscal year.

Under [KRS 161.540](#) (1), employees eligible for annual leave would be allowed to accumulate a maximum of forty (40) days for which compensation may be made at retirement.

Employees may carry over no more than forty (40) annual leave days beyond June 30th of any calendar year. The Superintendent is authorized to approve an exception to the 40-days maximum carry over beyond June 30th. Annual leave may be used in whole or half-day increments.

In the year an employee retires, resigns, or employment is otherwise terminated, annual leave shall be prorated and accrue on a monthly basis at the rate of 1/12 of the eligible annual leave per month, not to exceed total leave time available.

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.

In the event that an employee transfers from a position that accrues annual leave to a position that does not accrue annual leave, any remaining unused annual leave days will be paid out at the time of transfer or resignation.

APPROVAL

The employee must obtain approval from his/her immediate supervisor before taking annual leave. The employee's immediate supervisor may deny the request for annual leave if s/he deems that the time for such leave would cause undue hardship or interfere with the daily operations of the District.

Approved holidays/closures shall not be counted in the annual leave provision of this policy.

PERSONNEL

LOCAL 03.122
(CONTINUED)

Holidays and Annual Leave

REFERENCES:

¹[KRS 158.070](#)
[KRS 160.291](#), [KRS 161.220](#); [KRS 161.540](#); [KRS 2.110](#), [KRS 2.190](#)
[OAG 76-484](#); [OAG 82-356](#)

Adopted/Amended: 12/16/2021
Order #: 10984

- CERTIFIED PERSONNEL -**Sick Leave****NUMBER OF DAYS**

Full-time certified employees shall be entitled to ten (10) days of sick leave with pay each school year regardless of the date of hire.

Persons employed for less than a full year contract shall receive a prorata part of the authorized sick leave days calculated to the nearest one-half (1/2) day.

Full-time certified staff employed for a contract year greater than the minimum number of working days required by law shall be entitled to one (1) day of sick leave with pay per month.

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

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.

Persons employed on a full-year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day.

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, or exposure to contagious diseases.

FAMILY ILLNESS/MOURNING

Sick leave can also be taken for illness 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 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.

SICK LEAVE DONATION PROGRAM

Under procedures developed by the Superintendent, certified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another 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.

Sick Leave**SICK LEAVE DONATION PROGRAM (CONTINUED)**

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.

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.

UNUSED SICK LEAVE

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

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

Certified 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 certified 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 to a member of the immediate family who was ill.¹ For ~~ten (10)~~ **six (6)** or more consecutive days, an employee shall present a physician's statement.

REFERENCES:

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

RELATED POLICIES:

03.1231, 03.12322, 03.1233, 03.124, 03.175 (Retirement Compensation)

Adopted/Amended: 6/17/2021

Order #: 10917

- CLASSIFIED PERSONNEL -**Hiring****SUPERINTENDENT'S RESPONSIBILITIES**

All appointments, promotions, and transfers of classified personnel for positions authorized by the Board shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes.

EFFECTIVE DATE

Personnel actions shall not be effective until the employee receives written notice of such action from the Superintendent.

When a classified vacancy occurs, the position shall be posted for ten (10) days. When a classified vacancy needs to be filled in less than ten (10) days to prevent disruption of instruction, the hiring authority may request an exception through the Superintendent.

QUALIFICATIONS

The Superintendent shall employ only individuals who possess qualifications established by law, regulation, and Board policy except in the case where no individual applies who meets established qualifications.

In filling positions, the District shall consider only those applicants who have not been terminated or nonrenewed for cause or removed from a position for cause as an employee of the District.

EDUCATIONAL REQUIREMENTS

No person shall be initially hired unless s/he holds at least a high school diploma or high school certificate of completion or High School Equivalency Diploma. Employees must provide this documentation within thirty (30) days of their hire date. Employees shall hold the qualifications for the position as established by the Commissioner of Education.³

All paraprofessionals shall satisfy educational requirements specified by federal law.⁴

CRIMINAL BACKGROUND CHECK AND TESTING

Applicants and employees shall undergo records checks and testing as required by applicable statutes and regulations.^{1&2} Bus drivers and applicants requiring a Commercial Driver's License (CDL) must undergo additional background and substance use checks per Board Policy 06.221.

Each application form provided by the employer to an applicant for a classified position shall conspicuously state the following:

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

Hiring

CRIMINAL BACKGROUND CHECK AND TESTING (CONTINUED)

Initial employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in [KRS 17.165](#) or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Employment shall also be contingent on receipt of a letter from the Cabinet provided by the individual documenting that the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet.

“Administrative finding of child abuse or neglect” means a substantiated finding of child abuse or neglect issued by the Cabinet for Health and Family Services that is:

1. Not appealed through an administrative hearing conducted in accordance with KRS Chapter 13B;
2. Upheld at an administrative hearing conducted in accordance with KRS Chapter 13B and not appealed to a Circuit Court; or
3. Upheld by a Circuit Court in an appeal of the results of an administrative hearing conducted in accordance with KRS Chapter 13B.¹

Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

Link to DPP-156 Central Registry Check and more information on the required CA/N check:

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

Criminal records checks on persons employed in Head Start programs shall be conducted in conformity with 45 C.F.R. § 1302.90.

REPORT TO SUPERINTENDENT

Each employee shall promptly inform their immediate supervisor if the employee is charged with any misdemeanor or felony and shall keep the supervisor informed of the status of the criminal charge(s) until dismissal or conviction, including any negotiated pleas. The supervisor shall inform the Superintendent or Superintendent's designee of the charge(s) and the status changes of the charge(s).

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

JOB REGISTER

The Superintendent or the Superintendent's designee shall maintain in the Central Office through an online application system, a job register listing all current job openings in the District. The register shall describe the duties and qualifications for each opening, and District employment policies shall be attached to the register. The job register shall be open to public inspection during Central Office business hours.

JOB VACANCY POSTING

When a vacancy occurs in an approved position, the Principal or supervisor will notify Human Resources to open the position for posting through the online application system. Letters of resignation should be forwarded to Human Resources before a position is opened for posting.

Hiring

VACANCIES POSTED

Under procedures developed by the Superintendent, a listing of all District job openings shall be posted through the online application system, in the Central Office and in each school building on a timely basis and shall refer interested persons to the Central Office job register for additional information. Postings of vacancies may be made with other agencies, as appropriate.

REVIEW OF APPLICATIONS

Under procedures developed by the Superintendent, each application shall be reviewed and each applicant so notified. Applications shall be retained for three (3) years and shall remain active for one (1) year.

EMPLOYMENT DECISIONS

Employees shall not comment on employment decisions except to name the successful candidate. The Principal shall also notify all candidates who were interviewed but not selected for a position.

RECOMMENDATION TO HIRE

The Principal shall recommend the applicant through the online application system, to Human Resources. No employee shall report to work until the hiring process is completed in Human Resources.

RELATIONSHIPS

The Superintendent shall not employ a relative of a member of the Board.

A relative may be employed as a substitute for a certified or classified employee if the relative is not:

1. A regular full-time or part-time employee of the District;
2. Accruing continuing contract status or any other right to continuous employment;
3. Receiving fringe benefits other than those provided other substitutes; or
4. Receiving preference in employment or assignment over other substitutes.¹

A relative of the Superintendent shall not be employed except as provided by [KRS 160.380](#).¹

CONTRACT

All regular full-time and part-time classified personnel, excluding substitutes, shall enter into annual written contracts with the District.

EMERGENCY HIRING

During emergency situations, job openings may be filled without listing in the job register or posting in District buildings.

JOB DESCRIPTION

All employees shall receive a copy of their job description and responsibilities.

Hiring**INTENT OF EMPLOYMENT**

Under procedures developed by the Superintendent, employees may be requested to indicate their availability for employment for the next school year.

REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT

Each year, all full-time and part-time classified employees, including substitutes, shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

EMPLOYEES SEEKING A JOB CHANGE

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

REFERENCES:

¹[KRS 160.380](#)

²[702 KAR 005:080](#)

³[KRS 161.011](#)

⁴P.L. 114-95, (Every Student Succeeds Act of 2015)

20 U.S.C. § 7926; 42 U.S.C. § 9843a(g)

34 C.F.R. § 200.58; 45 C.F.R. § 1302.90

49 C.F.R. § 382.701; 49 C.F.R. § 382.703

KRS Chapter 13B

[KRS 17.160](#); [KRS 17.165](#); [KRS 156.070](#); [KRS 160.345](#); [KRS 160.390](#)

[KRS 335B.020](#); [KRS 405.435](#)

[OAG 18-017](#); [OAG 91-10](#); [OAG 91-149](#); [OAG 91-206](#)

[OAG 92-1](#); [OAG 92-59](#); [OAG 92-78](#); [OAG 92-131](#); [OAG 97-6](#)

Kentucky Local District Classification Plan

[013 KAR 003:030](#); [702 KAR 003:320](#)

[Records Retention Schedule, Public School District](#)

RELATED POLICIES:

01.11; 02.4244; 03.232; 03.5; 06.221

Adopted/Amended: 6/18/2020

Order #: 10826

- 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 six-month training requirement for National Guard and Reserve service will not qualify an employee for the experience credit.

TRANSFER OF EXPERIENCE CREDIT FROM AN ACCREDITED SCHOOL DISTRICT

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 be paid on the classified salary schedule at the step for which they have verified years of prior experience from an accredited school district.

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 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 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 **at their approved duty location for the day**. 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 extra-service 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 gain employment with the District in a classified position shall be paid at the step on the classified salary schedule for which they have documented years of experience.

REFERENCES:

[KRS 78.615](#); [KRS 160.291](#); [KRS 161.011](#)
[KRS 337.070](#); [KRS 337.285](#); [KRS 424.120](#)
[702 KAR 003:320](#); [803 KAR 001:060](#); [803 KAR 001:070](#)

Fair Labor Standards Act

Garcia v. San Antonio Metropolitan Transit Authority, 105 S. Ct. 1005 (1985)

RELATED POLICY:

03.2211

Adopted/Amended: 3/28/2022

Order #: 11006

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

All classified personnel who qualify shall be eligible for four (4) paid holidays designated in the official school calendar. These are part of the school year required by state law.¹

Twelve (12)-month employees shall be paid for holidays as designated by the Board as falling within the work calendar. To be paid for a holiday, the employee must work or be on paid leave the day prior to the holiday.

EXCEPTION

The Superintendent may require, for security or other reasons, certain classified personnel to work on holidays.

ANNUAL LEAVE

All full-time twelve (12)-month classified employees will earn annual leave for years of service in the Hardin County Schools as follows:

NON-ADMINISTRATIVE LEAVE

Years of Service in Hardin Co.	No. of Days per Month	No. of Days per Year
0 through 5	1.00	12
6 through 15	1.25	15
16 or more	1.50	18

ADMINISTRATIVE LEAVE

Years of Service in Hardin Co.	No. of Days per Month	No. of Days per Year
0 through 5	1.75	21
6 through 15	2.00	24
16 or more	2.25	27

Beginning July 1, 2022, annual leave shall be accrued at the rate of 1/12 of the eligible annual leave per month. An eligible employee may request vacation days in advance from the Superintendent/designee not to exceed what will be earned in a fiscal year.

In the event that an employee transfers from a position that accrues annual leave to a position that does not accrue annual leave, any remaining unused annual leave days will be paid out at the time of transfer or resignation.

Holidays and Annual Leave**ANNUAL LEAVE (CONTINUED)**

Under [KRS 161.540](#) (1), employees eligible for annual leave would be allowed to accumulate a maximum of forty (40) days for which compensation may be made at retirement. Employees may carry over no more than forty (40) annual leave days from one fiscal year to the next. The Superintendent is authorized to approve an exception to the 40-days maximum carry over beyond June 30. Annual leave may be used only in whole- or half-day increments.

In the year an employee retires, resigns, or employment is otherwise terminated, annual leave shall be prorated and accrue on a monthly basis at the rate of 1/12 of the eligible annual leave per month, not to exceed total leave time available.

APPROVAL

The employee must obtain approval from his/her immediate supervisor before taking annual leave. The employee's immediate supervisor may deny the request for annual leave if s/he deems that the time for such leave would cause undue hardship or interfere with the daily operations of the District.

Approved holidays/closures shall not be counted in the annual leave provision of this policy.

REFERENCES:

¹[KRS 158.070](#)
[KRS 160.291](#)
[KRS 161.154](#)
[KRS 2.110](#)
[KRS 2.190](#)
[OAG 76-484](#)

Adopted/Amended: 12/16/2021
Order #: 10984

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

All full-time 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 one-half ($\frac{1}{2}$) 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.

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)~~ **six (6)** or more consecutive days, an employee shall present a physician's statement.

REFERENCES:

[KRS 161.155](#)

[OAG 79-148](#)

[OAG 93-39](#)

Family & Medical Leave Act of 1993

RELATED POLICIES:

03.2231, 03.2232, 03.22322, 03.2233

03.273 (Retirement Compensation)

Adopted/Amended: 6/17/2021

Order #: 10917

- 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.

SAFE SCHOOLS TRAINING

All classified employees must complete mandated safe schools training as required by the District. **Up to** six (6) hours of this training ~~will~~ **may** be allowed for professional development credit for **designated** 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

Adopted/Amended: 6/17/2021

Order #: 10917

Authority to Encumber and Expend Funds**FINANCIAL STATEMENT**

The daily administration of the budget shall be the responsibility of the Superintendent. The Superintendent shall provide the Board with a monthly financial statement. This shall include a report of receipts and disbursements by major budget category, the cash balance on hand, and the amount of invested funds at the end of the immediate preceding month.

EXPENDITURE OF FUNDS

Expenditures from any District fund shall be made in accordance with the budgets approved by the Board. All purchases shall require the prior approval of the Superintendent or the Superintendent's designee who is responsible for the expenditure of Board/program funds. The Board requires periodic monitoring of large purchases and expenses in the maintenance, operational, and food service areas.

Gift cards and prepaid cards must follow the guidelines for [702 KAR 003:310](#) for all Board funds. These are disallowed expenditures **unless approved by the Superintendent or Superintendent's designee.**

AUTHORITY TO OBLIGATE

Administrators designated by the Superintendent may initiate a purchase order, subject to the limits of their designated budgeted funds and approval by their supervisor.

The Board shall not be responsible for expenditures not properly authorized and not made according to the purchasing procedures developed by the Superintendent.

REVIEW OF CREDIT CARD TRANSACTIONS

The Superintendent shall establish a process consistent with Board policy to regulate use of credit cards and credit card accounts. This process will include procedures for recovery of District funds for any unauthorized purchases.

Application for all District/school credit cards/purchasing cards shall be approved by the Superintendent/designee.

Employees shall report immediately any District/school credit card that is lost. Personal purchases on District/school credit cards are prohibited. Unauthorized charges made by employees to District/school credit cards may result in disciplinary action.

BOARD APPROVAL REQUIRED

Prior Board approval shall be required in order for the District to participate in any cash management, bond issuance, tax revenue anticipation note, or other program involving commitment of District funds. The Board shall designate the fiscal agent and bond counsel.

REFERENCES:

[KRS 160.340](#); [KRS 160.370](#); [KRS 160.390](#); [KRS 160.470](#)
[KRS 160.530](#); [KRS 160.550](#)
[702 KAR 003:050](#); [702 KAR 003:120](#)
[702 KAR 003:246](#); [702 KAR 003:300](#)
School Council Allocation

RELATED POLICIES:

02.4242; 04.311; 04.3111

Adopted/Amended: 6/16/2016
Order #: 10575

School Attendance Areas

ASSIGNED DISTRICT

All pupils shall be assigned by geographic attendance districts. Specific areas served by each attendance district will be marked on a map in the central administration office. The Board may revise attendance districts from time to time to attain maximum utilization of school facilities.¹ Once an area has been redistricted, a student affected by the redistricting may apply for an exception outside the month of December or entry-level grade, according to this policy.

No student may be assigned to or required to attend a charter school by the District.

CLASS ENROLLMENT MAXIMUMS

Should classes in a particular school exceed the allowable size limit specified by law or regulation, the administration is permitted to move students from their respective attendance area to balance student/teacher assignments.

REQUESTS FOR TRANSFER

Parents may request that their child(ren) attend a school outside the assigned attendance area.

In compliance with and as set forth by federal requirements, the District shall allow students to transfer to another District school if:

1. The assigned school is designated by the state as being “persistently dangerous”; or
2. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school.²

IF FAMILIES MOVE

If a family moves from one attendance district to another within the school system, the pupil may be permitted to finish the school year in the school in which s/he was last enrolled based on the following criteria: (1) Principal approval, (2) adequate space, and (3) no cost to the Board nor service provided by the Board. The pupil will enroll the following year in the school in the attendance district of his/her legal residence unless accepted as ~~an out-of-district~~ **a nonresident pupil** by the Principal under ~~provision 1.A of procedure 09.11 AP.1~~ **the Nonresident Pupil policy**. If a student moves during the testing window for state assessments, the student shall remain at that school until the end of the year provided the parent transports.

REFERENCES:

¹[KRS 159.070](#); [OAG 80-394](#)

²P. L. 114-95, (Every Student Succeeds Act of 2015; 20 U.S.C. § 6301 et seq.

[KRS 160.1592](#)

McKinney-Vento Act, 42 U.S.C. 11431 et seq.; 20 U.S.C. § 7912(a))

RELATED POLICIES:

03.127; 03.226

Adopted/Amended: 6/21/2018

Order #: 10640

School-Related Student Trips

COMPETITIVE AND ATHLETIC EVENTS

The Principal shall have the authority to approve the use of school buses for transportation to competitive events.

CRITERIA FOR APPROVAL OF FIELD TRIPS AND FEES

In order for students to be counted present during school-related trips during the school day, the activity must be co-curricular or instructional.

Board approval shall be required for all trips and associated fees that use commercial carrier.

The Board authorizes the Superintendent to approve field trips and associated fees for trips that cannot be completed during the instructional day.

The Board authorizes the Principal to approve field trips and the associated fees during the instructional day given the following requirements are met:

- 1) Curricular Trips-those student trips directly related to the classroom curriculum
 - a. Field trip must be educationally justifiable (not recreational in nature);
 - b. All students desiring to participate are permitted to do so; and
 - c. No student shall be denied the opportunity to participate because of finances.
 - d. The school shall secure the funding necessary to cover the trip cost for any student who qualifies for fee waiver.
- 2) Athletics/Extracurricular
 - a. For high schools, all athletic-related contests or extracurricular competitions must have the prior approval of the Principal at each school.
 - b. For middle and elementary schools, all athletic-related contests or extracurricular competition must have the prior approval of the Principal.
 - c. These field trip requests must meet the guidelines established by the Kentucky High School Athletic Association (KHSAA).
 - d. No school instructional time may be lost without prior approval from the Superintendent.

GUIDELINES

Consideration for approving all overnight/in and out-of-state trips will use the following guidelines:

- 1) Trips should be scheduled to cause minimal disruption to the regular school day. Whenever possible, trips should occur when school is not in session.
- 2) Consideration in scheduling must have as a first priority the safety of students. For example, extended trips north should occur whenever possible, at a time when ice and snow is not a factor.
- 3) Prior to the trip, plans must be in place to ensure that missed classroom instruction will be made up.

School-Related Student Trips**GUIDELINES (CONTINUED)**

- 4) Approval for subsequent trips will be based on educational value factors and/or problems encountered on previous trips.
- 5) All trips requiring Superintendent approval, overnight or out of state, must be submitted in writing thirty (30) days prior to the trip. All trips using a commercial carrier (requiring Board approval) must be submitted in writing sixty (60) days prior to the trip. No reservations or deposits will be made prior to Board/Superintendent approval. Use of certified common carrier services shall be authorized by the Board on a case by case basis and the reasons to justify such use shall be cited in Board minutes.
- 6) The following written information must be attached to the request:
 - a. A short narrative describing the trip and reasons for the trip;
 - b. The educational objectives for the trip;
 - c. An itinerary listing of the schedule noting visitation sites and motels/hotels; and,
 - d. A list of all students, chaperones, parents and teachers going on the trip.
- 7) School nutrition, medication, and transportation policies must be followed.

When time constraints make it impossible to adhere to timelines, e.g., advancing in competitions, the Superintendent may approve the trip following the above guidelines.

MEALS

Any group of students participating in school-related activities away from school during normal meal times shall have meals provided by the school's school nutrition department. Exceptions can be made if ALL meals for ALL students are purchased by the school, parent group, or are in another manner donated to the students.

FEES

Groups shall pay bus drivers at rates determined by the Superintendent or the Superintendent's designee and approved by the Board. Mileage rates for field trips shall be determined by the Superintendent or the Superintendent's designee, and groups shall reimburse the Board at that rate.

If funding is not available, students may be charged an amount to cover travel expenses.

INTERSCHOLASTIC/ATHLETIC COMPETITIONS (REIMBURSEMENT GUIDELINES)

To encourage and facilitate student excellence in inter-school competition, some entry fees, meals, lodging, and necessary/actual expenses for transportation will be paid for students who have qualified to represent the school in higher level competition if the following criteria are met:

1. The activity is not itself revenue producing.
2. The student is representing the school at higher level competition, such as national or state competitions, that are not the initial level of competition.
3. Other sources of financial support will be utilized first whenever possible.

School-Related Student Trips**INTERSCHOLASTIC/ATHLETIC COMPETITIONS (REIMBURSEMENT GUIDELINES) [CONT.]**

4. The event and support request is approved thirty (30) days in advance by the Principal and Superintendent.
5. All claims for reimbursement will be submitted on proper forms and substantiated by receipts. (The District cannot reimburse booster clubs or students/parents directly and cannot reimburse the school for expenditures paid by booster clubs or students/parents.)

DRIVERS/VEHICLES

Buses and all other District-owned vehicles shall be driven by an adult employee duly qualified and licensed to operate the vehicle. The Transportation Coordinator shall select drivers for buses. All drivers must submit an official driving record to the Director of Transportation and be approved prior to driving.

Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall be in compliance with requirements specified in applicable statutes and administrative regulations.

SUPERVISION

A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. For athletic trips, a nonfaculty coach or a nonfaculty assistant may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old.² There must be at least one (1) adult chaperone for every fifteen (15) students on the trip for students in grades six through twelve (6-12) and one (1) adult chaperone for every ten (10) students in grades pre-kindergarten through six (PreK-6). On overnight trips, there must be at least one (1) adult chaperone for every ten (10) students.

Principals are responsible to ensure proper supervision on all ~~athletic trips~~ **extra-curricular trips**. Head coaches, ~~and assistant coaches~~, **sponsors, and chaperones** are expected to travel with, supervise, remain with (i.e. stay in same hotel), and be responsible for the actions of all ~~students~~ **athletes** at all times. Only during emergency situations, with prior Principal approval, may a coach **or sponsor** ride separate from the ~~team~~ **students**. All other ~~coaches~~ **chaperones** shall remain with the ~~team~~ **students**.

MEDICATION

Administration of medication to students during field trips shall comply with applicable law, regulation and medication administration training developed by the Kentucky Department of Education.

When students will be ~~travelling~~ **traveling** outside the state, the Superintendent's designee shall do the following:

1. Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be travelling; and
2. Assign staff to accompany students on the field trip to address student medication needs.

School-Related Student Trips**PARENTS' APPROVAL**

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

REFERENCES:¹[KRS 156.153](#)²[KRS 161.185](#)³[702 KAR 005:060](#)[KRS 158.110](#), [KRS 158.838](#); [KRS 160.340](#), [KRS 189.125](#); [KRS 189.540](#)[702 KAR 001:160](#); [702 KAR 003:220](#), [702 KAR 005:030](#), [702 KAR 005:080](#), [702 KAR 005:130](#)[702 KAR 007:125](#)**RELATED POLICIES:**

03.1321; 03.2321; 04.31211

09.15; 09.122; 09.221; 09.2241

Adopted/Amended: 6/18/2020

Order #: 10826

Use of Alcohol, Drugs, and Other Prohibited Substances

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

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

DEFINITIONS

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under [KRS 218A.010](#).

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

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

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

PENALTY

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams, marching band/color guard, and/or other school-sponsored activities.

REPORTING

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or -sanctioned event. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

Use of Alcohol, Drugs, and Other Prohibited Substances**PREVENTION PROGRAM**

The Superintendent shall establish a comprehensive and ongoing drug-free/alcohol-free prevention program for all students that shall include notice to students and parents of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs, and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and
5. Penalties that may be imposed upon students for violations of this policy.

DRUG-TESTING**STATEMENT OF PURPOSE**

Today, drug abuse has grown to major proportions in our society. The high school setting is not exempt from this phenomenon. It is vital that educators and parents continually explore ways to institute programs that encourage a drug-free lifestyle for students/children. It is to that end that this program is created to provide the appropriate action plan to address and nurture a drug-free environment.

WHO WILL BE AFFECTED

All students who will be driving or parking on school property or who choose to participate on any Hardin County high school athletic team, marching band/color guard, cheerleading squad or serve as a team manager, each of which is a voluntary extracurricular activity, must abide by this policy. This includes players at the varsity or subvarsity level.

EDUCATION

At least once each semester, this policy shall be reviewed with high school athletes, artists (from this point forward in this policy, artists shall include marching band/color guard), and students who will be driving or parking on school property.

TESTING PROGRAM

In order to accomplish the purpose of this policy, each student participant on each high school team, marching band/color guard, or who will be driving or parking on school property shall be required to participate in a program of substance abuse testing. Testing shall be accomplished by the analysis of urine specimens obtained from the student participants. Collection and testing procedures shall be established, maintained and administered to ensure (a) randomness of selection procedures, (b) proper student identification, (c) that each specimen is identified with the appropriate student participant, (d) maintenance of the unadulterated integrity of the specimen, and (e) the integrity of the collection and test process as well as the confidentiality of test results.

Use of Alcohol, Drugs, and Other Prohibited Substances**SUBSTANCES TESTED**

Student participants' urine specimens shall be tested for the following:

- (a) amphetamines, (b) marijuana (THC), (c) cocaine and its derivatives, (d) opiates,
- (e) phencyclidine (PCP), (f) benzodiazepine, (g) barbiturates, (h) methadone,
- (i) methaqualone, (j) propoxyphene, and (k) such other abused, illegal, or banned substances.

SANCTIONS/VIOLATIONS

Any student chosen for random drug-testing, who signs out of school on the day their number is drawn **or who tampers with their specimen**, shall have forty-eight (48) hours to report to the designated testing facility to be tested. If the student does not report to be tested, they will be assumed in violation of the policy and sanctions shall take effect. The Principal may make exceptions based on valid excuses given by the student.

SANCTIONS FOR STUDENTS WHO WILL BE DRIVING OR PARKING ON SCHOOL PROPERTY

Refusal to participate shall result in a one (1) calendar year suspension of driving/parking on school property privileges to school.

First Violation - shall result in a twelve (12) school week suspension of driving/parking on school property privileges to school. The student driver and his parents/guardians shall be notified, and the Principal shall convene a meeting with the student and his/her parents/guardians. At the expense of the parents/guardians, the parents/guardians shall seek an evaluation of the student's drug use from a qualified chemical dependency counselor acceptable to the District. Reinstatement will require a clean drug screen performed at the school.

Second Violation - shall result in loss of driving/parking privileges to school for the remainder of the student's high school career. If a student is caught driving/parking on school property while driving privileges have been suspended, further sanctions could occur.

SANCTIONS FOR STUDENT ATHLETES/ARTISTS

First Violation – If a sample tests positive, the athlete and his parents or guardians shall be notified, and the Principal shall convene a meeting with the student and his parents or guardians, at which time the student has one of the following options:

(1) At the expense of the parents/guardians, the parents/guardians shall seek an evaluation of the student's drug use from a qualified chemical dependency counselor acceptable to the District. Additionally, at the expense of the parents/guardians, weekly urinalysis will be conducted during this time. At the expense of the Board, drug testing will be conducted every sixty (60) days thereafter as long as the student is a member of a sports team, cheerleading squad or serves as a team manager for the current school year. The student is also automatically suspended for ten (10) days from participating in any athletic event/contest; however, the student may be allowed to practice. Athletes/artists who are student drivers will be subject to the first violation for student drivers (loss of driving privileges for twelve (12) weeks).

(2) If a student who tests positive fails to abide by Option 1 then the violator will suffer suspension from all athletics/contests, including practices, for the remainder of the current season and the next athletic season for all sports/contests (sports teams, cheerleading squads, marching band/color guard, or team managers).

Use of Alcohol, Drugs, and Other Prohibited Substances**SANCTIONS FOR STUDENT ATHLETES/ARTISTS (CONTINUED)**

Second Violation – A subsequent offense results in automatic imposition of suspension from all athletics/contests (including practices) for all sports for a twelve (12) month period.

Third Violation – The student participant shall be excluded from participation in any athletic team, marching band/color guard for the remainder of the student's interscholastic eligibility.

AMENDMENT OF POLICY

This policy may be amended at any time by the Hardin County Board of Education.

REFERENCES:

[KRS 158.150](#); [KRS 158.154](#); [KRS 158.155](#)

[KRS 160.290](#); [KRS 161.180](#)

[KRS 217.900](#); [KRS 218A.020](#); [KRS 218A.1430](#); [KRS 218A.1447](#)

[OAG 82-633](#); [OAG 93-32](#)

Clark County Board of Education vs. Jones, KY. App., 625 S. W. 2d 586 (1981).

Board of Ed. of Tecumseh Public School District, Independent School Dist. No. 92 of Pottawatomie Cty. v. Earls, ___ U.S. ___, 242 F.3d 1264 (2002).

RELATED POLICY:

09.2241

Adopted/Amended: 6/18/2020

Order #: 10826