

Inspection of Board Records

INSPECTION OF RECORDS

Residents* of the Commonwealth desiring to examine records that are not exempt from public disclosure may do so during regular working hours. Regular working hours shall be posted at the main entrance of the Central Office.

The principal office of the District is located at 65 W.A. Jenkins Road, Elizabethtown, KY 42701

The official custodian/designee to whom requests for access to records should be submitted is at 65 W.A. Jenkins Road, Elizabethtown, KY 42701 and email address is boardrecords@hardin.kyschools.us.

Fees for hard copies shall be 10 cents a page. Fees for other media (if applicable) shall be based on actual cost to the District.

The requesting party shall submit a written application that shall:

- be signed;
- include the applicant's name printed legibly;
- include mailing address (and email address if applicable); and
- include a statement of the manner in which the applicant is a resident of the Commonwealth of Kentucky.*

The applicant shall hand deliver, mail, send via facsimile, or send via email the written application to the custodian/designee at the above address describing the records the applicant wishes to access. Written requests comporting with the above or the written form set forth in regulation by the Kentucky Attorney General may be utilized by the requesting party.

Unless a longer period applies under state law or Executive Order, a response by or on behalf of the District is due within five (5) days (not including weekends or holidays) of receipt of the request. If records are in active use or storage or otherwise unavailable, the District response will explain in detail the cause for a delay beyond five (5) days and state the earliest date on which the records will be available. Requests may be denied if the records are exempt from disclosure under KRS 61.878 or if the request imposes an unreasonable burden or is intended to disrupt essential functions of the District as provided in KRS 61.872.

A resident of the Commonwealth may inspect public records during regular office hours. If s/he resides outside the county and precisely describes the responsive records, s/he may receive responsive, nonexempt records by mail upon the District's receipt of copying fees and costs of mailing.

Inspection of Board Records**INSPECTION OF RECORDS (CONTINUED)**

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.

*Resident is defined under KRS 61.870(10) as: an individual residing in the Commonwealth; a domestic business entity with a location in the Commonwealth; a foreign business entity registered with the Kentucky Secretary of State; an individual that is employed and works at a location or locations within the Commonwealth; an individual or business entity that owns real property within the Commonwealth; any individual or business entity that has been authorized to act on behalf of an individual or business entity described above; or a news-gathering organization as defined in KRS 189.635(8)(b)1.a. to e.

Evaluation of the Superintendent

PROCESS

1. At the beginning of each contract year, the Board reviews the plan and expectations with the Superintendent prior to implementing the evaluation plan.
2. The Board and Superintendent collaboratively determine the evaluation process, timelines, and forms including the type of performance rating system to be used – numerical (4-1), descriptive (Exemplary, Accomplished, Developing, Improvement Required), or both. The Board will get more effective evaluation data through thoughtful discussions in determining a descriptive performance rating, but using and averaging numbers is an option.
3. Using the following Superintendent Evaluation instrument, the Superintendent conducts a self-assessment and reflects on his/her own performance levels in terms of the standards, indicators, and **professional growth plan**~~local District~~ goals.
4. Each Board member uses the following Superintendent Evaluation instrument to reflect on Superintendent progress and performance levels on standards, indicators and **professional growth plan**~~District~~ goals. Board members should also consider areas of emphasis on previous evaluations.
5. Each Board member should rate all the performance standards to create a comprehensive evaluation of the job, keeping in mind that factors such as experience and organizational structure may determine the level of focus on each standard. Performance indicators are listed below every standard. These performance indicators suggest objective measures to consider. Do not rate each performance indicator separately; only rate the overall performance standard.
6. Written comments in support of your rating are recommended as they provide clarity and are helpful during the Board discussions of the evaluation.
7. Each Board member's forms should be returned to the Board Chair or designee for compiling.
8. The entire Board and Superintendent meet to discuss individual and/or compiled reflection/assessment results. This conversation shall be held in a closed session and may include identifying commonalities and differences as well as developing and agreement on performance expectations.
9. The Board and Superintendent determine expectations relating to performance standards and **professional growth plan**~~District~~ goals. Throughout the year the Superintendent collects and retains evidence of performance for areas of emphasis as well as standards and **professional growth plan**~~District~~ goals. S/he shares evidence with the Board throughout the year to demonstrate efforts toward increased competencies in these areas.
10. The Board considers and incorporates Superintendent evidences into the Superintendent annual performance evaluation and collectively, with one voice, determines the Superintendent performance level for each standard and goal.
11. The final evaluation (summative) of the Superintendent shall be discussed and adopted in an open meeting of the Board and reflected in the meeting minutes.

Evaluation of the Superintendent

PERFORMANCE RATING LEVELS

The following performance levels will be used to indicate the progress of a Superintendent toward the ~~fiveseven~~ standards and ~~professional growth plan~~~~Distriet~~ goals.

- (4) Exemplary:** Exceeds the standard
- (3) Accomplished:** Meets the standard
- (2) Developing:** Making progress toward meeting the standard
- (1) Improvement Required:** Progress toward meeting the standard/goal is unacceptable; standard/goal is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent.

Comments are recommended to support performance levels for each standard and ~~professional growth plan~~~~Distriet~~ goal and are necessary when performance is determined to be Improvement Required.

Evaluation of the Superintendent

EVALUATION INSTRUMENT

STANDARD 1: STRATEGIC LEADERSHIP

~~The Superintendent leads the development and implementation of District vision, mission, and goals while creating conditions to ensure that every student graduates high school with the knowledge and skills necessary to be successful in the 21st century.~~
~~PERFORMANCE INDICATORS:~~

~~(Do not rate individual indicators. These are listed only to help demonstrate the types of activities that may occur within this standard when assessing the Superintendent's performance.)~~

- ~~1.1 With direction from the Board, the Superintendent facilitates a community process to develop and implement a shared vision that focuses on improving student achievement.~~
- ~~1.2 Empowers all stakeholders to reach high levels of performance and achieve the District's vision.~~
- ~~1.3 Communicates high expectations for student achievement while promoting academic rigor that focuses on learning and excellence.~~
- ~~1.4 Develops, implements, promotes, and monitors continuous improvement processes.~~
- ~~1.5 Assists the Board in developing, implementing, and monitoring District goals.~~
- ~~1.6 Understands and demonstrates that District and school improvement goals are connected to student learning goals.~~

Summary:

The Superintendent works collaboratively with the Board of Education to create the conditions necessary for articulating the district's vision, mission, and goals. Through clear communication, strategic planning, and effective leadership, the Superintendent ensures alignment with state and local priorities, establishing the foundation for continuous improvement in student achievement and district success.

Practices (Indicators):

The Superintendent...

- Communicates the district's vision, mission, and goals clearly and consistently to all stakeholders, ensuring understanding and engagement across the community.
- Ensures that the district's identity—its vision, mission, values, and goals—drives decision-making and reflects the community's culture and aspirations.
- Facilitates the implementation and monitoring of district strategic priorities informed by data and aligned with the Kentucky Board of Education and local priorities.
- Aligns financial resources with strategic goals to advance student learning and district improvement.
- Advocates for local, state, and national priorities to secure funding and influence policy aligned with the district's vision and mission.

The Superintendent's performance for this standard:

- ☐ **(4) Exemplary:** Exceeds the standard
- ☐ **(3) Accomplished:** Meets the standard
- ☐ **(2) Developing:** Making progress toward meeting the standard
- ☐ **(1) Improvement Required:** Progress toward meeting the standard is unacceptable; standard is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent. Comments to support this performance level are required.

Comments & Evidence to support the Superintendent's performance for this standard:

Evaluation of the Superintendent

STANDARD 2: INSTRUCTIONAL LEADERSHIP

~~The Superintendent supports and builds a system to effectively use District resources and research-based best practices for curriculum, instruction, and assessment in reducing achievement gaps and continuously improving teaching, learning, and student achievement.~~

~~PERFORMANCE INDICATORS:~~

~~(Do not rate individual indicators. These are listed only to help demonstrate the types of activities that may occur within this standard when assessing the Superintendent's performance.)~~

~~2.1 Communicates student achievement expectations to staff and stakeholders.~~

~~2.2 Demonstrates the need to identify and remove barriers to student learning.~~

~~2.3 Proposes appropriate recommendations for programs and curricula in anticipating adjustments of occupational trends and school-to-career needs.~~

~~2.4 Develops, implements, promotes, and monitors continuous improvement processes with faculty and stakeholders to ensure alignment of curriculum, instruction and assessment.~~

~~2.5 Encourages the use of technology in educational programming.~~

~~2.6 Using a variety of techniques, work with principals and administrators to formulate plans to assess and analyze the effectiveness of instruction through student progress. These may include monitoring, evaluating and reporting student achievement and performance gaps; observing teaching methods and classroom management; and research, assessments, feedback, and reflection.~~

~~2.7 Understands data analysis, including how it applies to school and District student achievement goals, how to address curricular gaps and how to use data to prioritize decisions and drive change that will improve student learning.~~

~~2.8 Ensures school and District progress in the areas of: proficiency, growth, graduation rate, closing achievement gaps, transition readiness, opportunity, and access.~~

Summary:

The Superintendent develops and sustains a district culture that prioritizes student learning. By fostering high expectations, instructional equity, and coherence, the Superintendent ensures that all students receive the support they need to succeed, regardless of background. Instructional leadership engages educators, students, and families in the learning process, addresses the whole child's development, prepares them to meet the community's evolving needs, and adapts to the ever-changing landscape of technology to enhance instructional practices.

Practices (Indicators):

The Superintendent...

- Fosters a district-wide commitment to continuous improvement and educational excellence while ensuring equitable systems, structures, and resources that support whole-child development.
- Aligns curriculum vertically and horizontally to ensure consistency, equitable access, and smooth student transitions across grade levels, reinforcing the expectation that all students can learn.
- Designs instructional programs, including effective virtual education models, that reflect the community's needs and prepare students for success in local and global contexts.
- Promotes professional learning, cultivates principals as instructional leaders, and innovative practices, including technology integration, to engage educators, students, and families in continuous improvement.
- Advocates for policies and funding that enhance instructional programs, particularly those addressing equity and access to advanced learning opportunities.

Evaluation of the Superintendent**STANDARD 2: INSTRUCTIONAL LEADERSHIP (CONTINUED)**

The Superintendent's performance for this standard:

- ☐ **(4) Exemplary:** Exceeds the standard
- ☐ **(3) Accomplished:** Meets the standard
- ☐ **(2) Developing:** Making progress toward meeting the standard
- ☐ **(1) Improvement Required:** Progress toward meeting the standard is unacceptable; standard is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent. Comments to support this performance level are required.

Comments & Evidence to support the Superintendent's performance for this standard:

Evaluation of the Superintendent

STANDARD 3: CULTURAL LEADERSHIP

The Superintendent understands the history, tradition, and multicultural differences of the District. S/he empowers all stakeholders to assist in shaping District culture and climate as they support efforts to improve teaching and learning for all.

PERFORMANCE INDICATORS:

(Do not rate individual indicators. These are listed only to help demonstrate the types of activities that may occur within this standard when assessing the Superintendent's performance.)

3.1 Creates and supports a community of learners that empowers others to reach high levels of performance to achieve the school's vision.

3.2 Promotes understanding and celebrating of school/community cultures.

3.3 Promotes and expects a school-based climate of tolerance, acceptance and civility.

3.4 Advocates, nurtures and sustains school culture and instructional programming conducive to student learning.

3.5 Models and demonstrates multicultural and ethnic practices and is responsive to the needs of diverse populations.

3.6 Encourages instructional strategies that include cultural diversity and differences in learning styles.

Summary:

The Superintendent embraces the District's culture and traditions to create conditions for exemplary performance. By aligning the work of all stakeholders with the District's mission, the Superintendent promotes equity, trust, and shared accountability, ensuring that the District culture supports the success of every student. The Superintendent ensures that the community has opportunities to provide input on local measures, aligning instructional practices and district priorities with community needs.

Practices (Indicators):

The Superintendent...

- Communicates and exemplifies the District's core beliefs about teaching and learning, holding themselves to the highest standards as a visible model for stakeholders.
- Establishes a purpose with all stakeholders and equips all employees with the tools, resources, and clarity needed to positively influence student outcomes.
- Develops trust through collaboration and transparency, fostering a culture of shared accountability.
- Recognizes and celebrates District successes while addressing areas for growth, ensuring stakeholders feel valued and engaged in continuous improvement.
- Develops and maintains a regular cadence of communication to ensure consistent messaging about District priorities, finances, values, and achievements across all stakeholders.
- Creates opportunities for dialogue, shared decision-making, and conflict resolution with stakeholders through advisory councils, SBDM councils, forums, and community events.

The Superintendent's performance for this standard:

- ☐ **(4) Exemplary:** Exceeds the standard
- ☐ **(3) Accomplished:** Meets the standard
- ☐ **(2) Developing:** Making progress toward meeting the standard
- ☐ **(1) Improvement Required:** Progress toward meeting the standard is unacceptable; standard is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent. Comments to support this performance level are required.

Comments & Evidence to support the Superintendent's performance for this standard:

Evaluation of the Superintendent

STANDARD 4: HUMAN RESOURCE LEADERSHIP

~~The Superintendent leads the District in developing professional learning communities among a highly effective and diverse staff. S/he assists in the planning of professional development opportunities for all staff and develops and implements an effective staff performance evaluation system. If applicable, the Superintendent provides technical advice to the Board to administer and negotiate labor contracts.~~

~~PERFORMANCE INDICATORS:~~

~~(Do not rate individual indicators. These are listed only to help demonstrate the types of activities that may occur within this standard when assessing the Superintendent's performance.)~~

~~4.1 Demonstrates use of system and staff evaluation data for personnel policies, decision making, career growth and professional development.~~

~~4.2 Understands and demonstrates that professional development needs to be aligned to the analysis of test data.~~

~~4.3 Demonstrates understanding of continual improvement processes for teacher and principal effectiveness systems, and implements them.~~

~~4.4 Identifies and applies appropriate policies, criteria, and processes for the recruitment, selection, induction, compensation, support, evaluation, development, and retention of a high performing, diverse staff.~~

~~4.5 Mentors and coaches administrators throughout the District.~~

~~If applicable:~~

~~4.6 Develops bargaining strategies based upon collective bargaining laws and processes.~~

~~4.7 Identifies contract language issues and proposes modifications.~~

~~4.8 Participates in the collective bargaining processes as determined by the Board, establishing productive relationships with bargaining groups while effectively managing contracts.~~

Summary:

The Superintendent ensures the District is a professional learning community with effective systems for recruiting, developing, and retaining high-quality staff. Through distributed leadership and fair evaluation practices, the Superintendent establishes a supportive environment that prioritizes professional growth and accountability. The Superintendent also ensures compliance with all federal and state employment laws through ongoing review and monitoring of district processes.

Practices (Indicators):

The Superintendent...

- Oversees and monitors processes for hiring, inducting, and mentoring staff while fostering a positive work environment that supports retention and reflects staff feedback to improve the employee experience.
- Implements and monitors systems for fair and effective staff evaluations to improve performance.
- Plans for leadership succession to ensure continuity and alignment with district priorities while fostering a culture where succession planning cascades to all levels, including developing teacher leaders to support classroom and school-level stability.
- Ensures the District regularly reviews and updates its employment processes to ensure compliance with all federal and state laws related to employment practices.

Evaluation of the Superintendent**STANDARD 4: HUMAN RESOURCE LEADERSHIP (CONTINUED)**

The Superintendent's performance for this standard:

- ☐ **(4) Exemplary:** Exceeds the standard
- ☐ **(3) Accomplished:** Meets the standard
- ☐ **(2) Developing:** Making progress toward meeting the standard
- ☐ **(1) Improvement Required:** Progress toward meeting the standard is unacceptable; standard is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent. Comments to support this performance level are required.

Comments & Evidence to support the Superintendent's performance for this standard:

Evaluation of the Superintendent

STANDARD 5: OPERATIONALMANAGERIAL LEADERSHIP

The Superintendent uses data analysis in budgeting, staffing, and problem solving to make recommendations to the Board as they effectively and efficiently allocate resources and establish support systems for all District stakeholders.

PERFORMANCE INDICATORS:

(Do not rate individual indicators. These are listed only to help demonstrate the types of activities that may occur within this standard when assessing the Superintendent's performance.)

5.1 Demonstrates understanding and comprehends the importance of managing the District budget, including financial forecasting, planning, cash flow management, account auditing, and monitoring that results in the following:

- A balanced operational budget for school programs and activities.
- Utilization of District resources to attain the highest and most efficient use to improve student learning, while maintaining compliance with legal, ethical and policy standards.
- Effective communication of the District's budget and resource allocation to the Board and constituents.
- Meeting reporting deadlines as required by statute, regulatory agency, local policy or Board action.

5.2 Ensures sound management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

5.3 Secures and uses a variety of appropriate school and community resources to support learning.

5.4 Understands and monitors the District technology plan, making informed decisions about computer hardware and software, as well as related staff development and training needs.

5.5 Demonstrates knowledge of school facilities and develops a process that builds internal and public support for facility needs, including bond issues.

5.6 Establishes procedures and practices to assist all stakeholders in implementing and monitoring emergency plans for District safety and security practices for weather, threats, violence and trauma in collaboration with local, state, and federal agencies.

Summary:

The Superintendent ensures the District's operations and resources are efficiently organized to support instructional priorities and student safety. By aligning systems for budgeting, facilities, and communication, the Superintendent provides the operational stability required for the District's success. The Superintendent also ensures ongoing communication with the Board about the District's financial stability and resource alignment with strategic priorities.

Practices (Indicators):

The Superintendent...

- Develops, implements, and monitors comprehensive safety and emergency preparedness plans.
- Develops and oversees budgets that align resources with district goals and student needs.
- Ensures capital planning and facilities management reflect the priorities of student learning and safety.
- Establishes effective two-way communication systems that promote transparency, timely information sharing, and engagement with board members, employees, parents/guardians/families, and the community.
- Advocates for operational policies and funding to enhance district infrastructure and safety.

Evaluation of the Superintendent**STANDARD 5: ~~OPERATIONAL/MANAGERIAL~~ LEADERSHIP (CONTINUED)**

The Superintendent's performance for this standard:

- ☐ **(4) Exemplary:** Exceeds the standard
- ☐ **(3) Accomplished:** Meets the standard
- ☐ **(2) Developing:** Making progress toward meeting the standard
- ☐ **(1) Improvement Required:** Progress toward meeting the standard is unacceptable; standard is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent. Comments to support this performance level are required.

Comments & Evidence to support the Superintendent's performance for this standard:

Evaluation of the Superintendent

STANDARD 6: COLLABORATIVE LEADERSHIP

~~*The Superintendent maintains a positive relationship with Board members as they work together to establish community support for the District's goals through effective two-way communications with students, staff, parents, business representatives, government leaders, community members, and the media.*~~

PERFORMANCE INDICATORS:

~~(Do not rate individual indicators. These are listed only to help demonstrate the types of activities that may occur within this standard when assessing the Superintendent's performance.)~~

- ~~6.1 Understands and articulates the system of public school governance and differentiates between policy-making and administrative roles.~~
- ~~6.2 Develops effective Superintendent/Board interpersonal and working relationships.~~
- ~~6.3 Understands and interprets the role of federal, state and regional governments, policies, and politics and their relationships to local Districts and schools.~~
- ~~6.4 Effectively uses legal resources (e.g. local Board attorney) to protect the District from civil and criminal liabilities.~~
- ~~6.5 Collaboratively develops, implements and monitors processes to improve student learning and teaching.~~
- ~~6.6 Uses formal and informal techniques to gain perceptions of District from all stakeholders, internal and external.~~
- ~~6.7 Demonstrates effective communication skills (written, verbal and non-verbal), in formal and informal settings, large and small group and one-on-one environments.~~
- ~~6.8 Establishes effective school/community relations, school/business partnerships and a positive working relationship with the media; and promotes involvement of all stakeholders to fully participate in the process of education.~~

~~The Superintendent's performance for this standard:~~

- ~~☐ (4) Exemplary: Exceeds the standard~~
- ~~☐ (3) Accomplished: Meets the standard~~
- ~~☐ (2) Developing: Making progress toward meeting the standard~~
- ~~☐ (1) Improvement Required: Progress toward meeting the standard is unacceptable; standard is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent. Comments to support this performance level are required.~~

~~Comments & Evidence to support the Superintendent's performance for this standard:~~

Evaluation of the Superintendent

~~STANDARD 7: INFLUENTIAL LEADERSHIP~~

~~The Superintendent uses his/her position in the District and community to work with local, state and federal officials to influence policies affecting the political, social, economic, legal, cultural, and ethical governance of public education.~~

~~PERFORMANCE INDICATORS:~~

~~(Do not rate individual indicators. These are listed only to help demonstrate the types of activities that may occur within this standard when assessing the Superintendent's performance.)~~

- ~~7.1 Understands and interprets the role of federal, state and regional governments; policies; and politics and their relationships to local Districts and schools.~~
- ~~7.2 Provides input on critical education issues at the local, state and federal levels.~~
- ~~7.3 Continually models a professional code of moral and ethical standards, and demonstrates personal integrity.~~
- ~~7.4 Explores and develops ways to find common ground in dealing with difficult and divisive issues.~~
- ~~7.5 Promotes the establishment of moral and ethical practices in every classroom, every school, and throughout the District.~~

~~The Superintendent's performance for this standard:~~

- ~~☐ (4) Exemplary: Exceeds the standard~~
- ~~☐ (3) Accomplished: Meets the standard~~
- ~~☐ (2) Developing: Making progress toward meeting the standard~~
- ~~☐ (1) Improvement Required: Progress toward meeting the standard is unacceptable; standard is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent. Comments to support this performance level are required.~~

~~Comments & Evidence to support the Superintendent's performance for this standard:~~

Evaluation of the Superintendent

DISTRICT GOALS

~~Part of the Superintendent's job is to guide the District toward successful completion of District goals collaboratively developed by the Board and Superintendent and to report progress toward goals on a regular, prescribed basis. Goals may also be developed as part of the Superintendent's performance expectations.~~

- ~~1. Attached are the forms to be completed by each Board member rating the Superintendent's performance in meeting the goals agreed to by the Superintendent and the Board at the beginning of the year. Each goal statement should be inserted into a separate page for completion.~~
- ~~2. Each Board member should rate the performance level for each goal.~~
- ~~3. Written comments in support of your rating are recommended as they provide clarity and are helpful during the Board discussions of the evaluation.~~
- ~~4. Each Board member's forms should be returned to the Board Chairperson or designated Board member for compiling.~~

Evaluation of the Superintendent**GOAL 1:**

~~The Superintendent's performance for this standard:~~

- ~~☐ (4) Exemplary: Exceeds the standard~~
- ~~☐ (3) Accomplished: Meets the standard~~
- ~~☐ (2) Developing: Making progress toward meeting the standard~~
- ~~☐ (1) Improvement Required: Progress toward meeting the goal is unacceptable; goal is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent. Comments to support this performance level are required.~~

~~Comments & Evidence to support the Superintendent's performance for this goal:~~

Evaluation of the Superintendent***GOAL 2:***

The Superintendent's performance for this standard:

☐ ~~(4) Exemplary: Exceeds the standard~~

☐ ~~(3) Accomplished: Meets the standard~~

~~☐ (2) Developing: Making progress toward meeting the standard~~

~~☐ (1) Improvement Required: Progress toward meeting the goal is unacceptable; goal is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent. Comments to support this performance level are required.~~

~~Comments & Evidence to support the Superintendent's performance for this goal:~~

~~ADMINISTRATION 02.14 AP.2~~

~~———— (Continued)~~

~~Evaluation of the Superintendent~~

~~GOAL 3:~~

~~The Superintendent's performance for this standard:~~

~~☐ (4) Exemplary: Exceeds the standard~~

~~☐ (3) Accomplished: Meets the standard~~

~~☐ (2) Developing: Making progress toward meeting the standard~~

~~☐ (1) Improvement Required: Progress toward meeting the goal is unacceptable; goal is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent. Comments to support this performance level are required.~~

~~Comments & Evidence to support the Superintendent's performance for this goal:~~

- CERTIFIED PERSONNEL -

Holiday/Annual Leave Procedures

School Year Employees - All full-time employees (those employed at least 187 days and less than 12 months) shall be eligible for the four (4) paid holidays designated in the official school calendar.

240-Day Employees are defined as employed on a 187-day contract with 53 extended days and receive no annual leave.

Twelve (12)-Month Employees - Twelve (12)-month certified are defined as employees who are employed on a year-round basis shall be eligible for four (4) paid holidays designated by the official school calendar. In addition, the Board and school offices shall be closed on days designated by the Board as falling within the work calendar.

HOLIDAYS

The following days shall be designated as holidays in the official school calendar: Christmas Day, New Year's Day, Thanksgiving Day, and Martin Luther King Jr. Day~~Labor Day~~.

OFFICES/SCHOOLS CLOSED

The following days shall be days that schools are not in session and that offices shall be closed: Memorial Day, ~~Martin Luther King Day~~, July 4, Labor Day, the day after Thanksgiving, FDEA Day, two (2) days during KEA, and two (2) days designated by the Superintendent to precede or to follow Christmas Day and New Year's Day.

ANNUAL LEAVE

Annual leave days shall be effective for twelve (12)-month employees' accounts on July 1. Employees are allowed to accumulate a maximum of forty (40) days for which compensation may be made at retirement. Employees may carry over no more than 40 annual leave days beyond June 30 of any calendar year. 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. Annual leave shall be prorated for employees hired after July 1.

All annual leave must be approved by the employee's immediate supervisor prior to the time requested. Approval shall be on the approved annual leave/personal leave request form.

All forms used in the accountability process will become a part of the payroll records and it is the responsibility of each staff person to see that his/her record is complete and accurate.

Employees may not take leave without pay until all personal/annual leave days have been utilized. All leaves must be approved by the employee's immediate supervisor and the Human Resources department.

Workers' Compensation Employee Acknowledgement

Employee Name: _____

Date of Injury/Illness: _____

Department/School: _____

1. MEDICAL TREATMENT & REPORTING

- I acknowledge that I have reported a work-related injury sustained during the course of my employment.
- I understand that I am able to seek medical attention from an authorized workers' compensation physician (if applicable under state law) except in cases of immediate emergency.
- I agree to provide the Human Resources department with a medical status report (Work Status Note) following every medical appointment related to this injury.

2. MEDICAL TREATMENT & REPORTING

- The District maintains a transitional "Return to Work" policy. If my physician releases me to work with physical restrictions, I understand the District will make every reasonable effort to provide modified or light-duty work that accommodates those restrictions.
- I understand that if a light-duty position matching my medical restrictions is offered to me and I refuse it, my workers' compensation temporary disability wage benefits may be terminated by the insurance carrier.

3. MEDICAL TREATMENT & REPORTING

In order to maintain full salary, employees may voluntarily elect to use sick leave to which they are entitled.

- To coordinate benefits in connection with my election to use sick leave, I agree to pay to the District a sum equal to workers' compensation income benefits received for the same period that I use sick leave.
- I understand that I may make such payment by endorsing the workers' compensation benefits check to the District or by paying the District by personal check or cash.
- My sick leave balance shall then be reinstated to the extent of such payment.
- **Tax and W-2 Reporting:** I understand that when workers' compensation checks are endorsed to the District, I will pay taxes on the entire amount of compensation received from the District, and I will receive a W-2 with this information at the end of the tax year.

Please indicate your choice below (Check ONE):

- ☐ YES, I voluntarily elect to use my accrued sick leave to maintain my full salary, and I agree to the coordination of benefits and tax reporting terms outlined above.
- ☐ NO, I do not wish to use my accrued sick leave. I understand I will only receive the standard workers' compensation income benefits (typically a non-taxable percentage of regular wages) provided directly by the insurance carrier.

Workers' Compensation Employee Acknowledgement**4. COMMUNICATION REQUIREMENTS**

- While I am completely or partially off work, I agree to maintain regular contact with my supervisor or the Human Resources department at least once per week to report on my recovery status.
- I agree to immediately notify Human Resources if my information (phone number, address) changes.

5. WORKERS' COMPENSATION FRAUD NOTICE

Important Notice: Any person who knowingly and with intent to defraud any insurance company files a statement of claim containing any materially false information, or conceals information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

SIGNATURES

By signing below, I acknowledge that I have received information regarding my rights and responsibilities under Workers' Compensation, have made my election regarding sick leave benefits, and understand the tax implications of my choice as outlined above.

Employee Signature

Date

HR/District Representative Signature

Date

Drug-Free Workplace Notice

All employees shall receive the following notice as a partial implementation of Policies 03.13251/03.23251 and Federal Regulation 54 CFR 4946.

NOTICE TO ALL EMPLOYEES

YOU ARE HEREBY NOTIFIED that it is a violation of Policies 03.13251 and 03.23251 of this school District for any employee to unlawfully manufacture, distribute, dispense, be under the influence of, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

“Workplace” is defined as the site for the performance of work done for the district. That includes any place where work on a school district program, project or activity is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment with this District that you will comply with the above policies of the school District and will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace no later than five (5) days after such conviction.

An employee who violates the terms of the school District’s drug-free workplace policies may be nonrenewed or his/her employment may be suspended or terminated. As an alternative the Superintendent may choose that an employee who violates the terms of the school District’s drug-free workplace policies shall satisfactorily participate in a drug-abuse assistance or rehabilitation program approved by the Board. If the employee fails to satisfactorily participate in such program, the employee shall be nonrenewed or his/her employment may be suspended or terminated.

PURPOSE

The school system in a positive effort to provide a healthy and safe working environment for all its employees and students, is instituting a reasonable suspicion drug and alcohol testing program. It is the position of the school system that the use of alcohol or illegal drugs including the abuse of prescription drugs is prohibited in school work areas or by the school work force, and that the school system has an obligation to administer reasonable suspicion drug and alcohol tests to ensure that all employees are free of these substances while on duty so that they may perform their tasks safely and efficiently. Emphasis will be placed on rehabilitation of employees who currently use illegal drugs or abuse alcohol or prescription drugs so that they may live up to their work responsibilities and the standards set by this policy. The purpose of this policy is to clarify for employees the conditions under which testing may be required and to delineate the consequences related to positive test results as well as failure to cooperate with the testing process.

~~REASONABLE SUSPICION DRUG AND ALCOHOL TESTING
PROCEDURES~~

~~IN CASES WHERE THERE IS REASONABLE SUSPICION TO BELIEVE THAT THE EMPLOYEE HAS USED A CONTROLLED SUBSTANCE AND/OR ALCOHOL OR IS MISUSING A PRESCRIPTION DRUG, A CONFERENCE WILL BE HELD WITH THE EMPLOYEE. DURING THIS CONFERENCE, THE SUPERVISOR/DESIGNEE WILL INFORM THE EMPLOYEE OF THE NATURE OF THE REASONABLE SUSPICION AND GIVE THE EMPLOYEE AN OPPORTUNITY TO RESPOND. THE EMPLOYEE MAY CONSULT WITH A REPRESENTATIVE IN PERSON OR BY PHONE PRIOR TO THE CONFERENCE. A REPRESENTATIVE OF THE EMPLOYEE'S CHOICE MAY BE PRESENT AT THE CONFERENCE; HOWEVER, THE CONFERENCE WILL NOT BE POSTPONED IN LIEU OF THE REPRESENTATIVE'S AVAILABILITY. ANOTHER SUPERVISOR/ADMINISTRATOR SHOULD ALSO BE PRESENT AT THE CONFERENCE. IN CASES WHERE THE RESULTS OF THE CONFERENCE INDICATE THE NEED FOR THE COLLECTION OF A SPECIMEN, TIME IS OF THE ESSENCE AND DELAY CANNOT BE ACCOMMODATED. BASED ON THE RESULTS OF THE CONFERENCE AND WITH THE CONCURRENCE OF THE SUPERINTENDENT OR HIS/HER DESIGNATED REPRESENTATIVE, A SUPERVISOR/ADMINISTRATOR MAY TAKE THE EMPLOYEE TO THE TESTING SITE. THE EMPLOYEE'S REPRESENTATIVE AND ANOTHER SUPERVISOR/ADMINISTRATOR MAY ACCOMPANY THEM TO THE TESTING SITE.~~

~~THE EMPLOYEE SHALL NOT BE ALLOWED TO DRIVE A VEHICLE TO THE TEST SITE AND THE SUPERVISOR SHALL REMAIN WITH THE EMPLOYEE UNTIL TESTING IS COMPLETED. THE SUPERVISOR SHALL INSURE THAT THE CONSENT FORM WHICH STATES THE PURPOSE OF THE TEST AND AUTHORIZES THE RELEASE OF THE TEST RESULTS TO THE SUPERINTENDENT IS PRESENTED TO THE EMPLOYEE FOR HIS/HER SIGNATURE. THE EMPLOYEE SHALL BE TOLD THAT IT IS THE WRITTEN POLICY OF THE SCHOOL SYSTEM THAT REFUSAL TO COMPLETE THE DRUG/ALCOHOL TEST BE GROUNDS FOR DISCIPLINE UP TO AND INCLUDING TERMINATION.~~

~~SINCE THE DRUG AND ALCOHOL TEST RESULTS MAY NOT BE AVAILABLE IMMEDIATELY, MEDICAL STAFF AT THE TESTING SITE MUST BE RELIED UPON FOR ADVICE CONCERNING THE ABILITY OF THE EMPLOYEE TO RETURN TO WORK. IF THE MEDICAL STAFF INDICATES THAT IT IS LIKELY THE EMPLOYEE IS UNDER THE INFLUENCE OF DRUGS OR ALCOHOL AND SHOULD NOT RETURN TO WORK, THE SUPERVISOR SHOULD CAREFULLY CONSIDER WHAT HIS/HER ACTIONS SHOULD BE. THE GENERAL GUIDELINES FOR THIS SHOULD BE REASONABLENESS UNDER THE CIRCUMSTANCES. UNDER SOME CIRCUMSTANCES, A REASONABLE COURSE OF ACTION MAY BE TO REMOVE THE EMPLOYEE FROM DUTY AND PLACE HIM/HER IN FORCED-LEAVE AND AUTHORIZE THE MEDICAL STAFF TO CALL A LOCAL AMBULANCE TO TRANSPORT THE EMPLOYEE TO A HOSPITAL, OR IT MIGHT BE TO HAVE THE EMPLOYEE CALL A FAMILY MEMBER TO COME PICK HIM/HER UP AND TAKE HIM/HER HOME, OR IT COULD MEAN THAT THE SUPERVISOR SHOULD TRANSPORT THE EMPLOYEE HOME. UNDER NO CIRCUMSTANCES SHOULD AN EMPLOYEE BE ALLOWED TO DRIVE HIMSELF/HERSELF HOME IF A DOCTOR INDICATES THAT HE/SHE IS LIKELY UNDER THE INFLUENCE OF DRUGS OR ALCOHOL. IF AN EMPLOYEE REFUSES TO BE TAKEN HOME AND INDICATES THAT HE/SHE INTENDS TO DRIVE HIMSELF/HERSELF HOME, THE MOST REASONABLE COURSE OF ACTION WOULD BE TO CALL THE POLICE AND REPORT THE SITUATION TO THEM. THIS SHOULD BE DONE IN ORDER TO PROTECT THE PUBLIC, OTHER EMPLOYEES, AND RELIEVE THE SCHOOL SYSTEM AND SUPERVISOR FROM LIABILITY. THE EMPLOYEE WILL BE PLACED ON PAID ADMINISTRATIVE LEAVE UNTIL THE RESULTS OF THE DRUG OR ALCOHOL TEST ARE AVAILABLE. IF NO RESULTS HAVE BEEN REPORTED WITHIN 48 HOURS, THE APPOINTING AUTHORITY OR DESIGNATED SUPERVISOR SHOULD CONTACT THE MEDICAL FIRM RESPONSIBLE FOR THE COLLECTION OF THE SAMPLE TO ASCERTAIN THE RESULTS OF THE DRUG AND/OR ALCOHOL TEST.~~

~~IF A SUPERVISOR OR OTHER EMPLOYEE WISHES TO REQUIRE DRUG/ALCOHOL SCREENING UNDER THIS PROVISION OF THE POLICY, PRIOR APPROVAL BY THE SUPERINTENDENT OR HIS/HER DESIGNATED REPRESENTATIVE IS REQUIRED.~~

~~REASONABLE SUSPICION DRUG AND ALCOHOL TESTING
REHABILITATION~~

~~REHABILITATION IS THE RESPONSIBILITY OF THE EMPLOYEE. THE SCHOOL SYSTEM WILL NOT BE RESPONSIBLE FOR PAYMENT OF ANY CHARGES RELATED TO TREATMENT/REHABILITATION. DURING THE TREATMENT AND RECOVERY PERIOD, AN EMPLOYEE MAY USE ACCRUED VACATION, SICK AND/OR PERSONAL LEAVE OR, IF NONE IS AVAILABLE, LEAVE WITHOUT PAY MAY BE GRANTED. NO EMPLOYEE WHO HAS TESTED POSITIVE FOR DRUG AND/OR ALCOHOL WILL BE ALLOWED TO RETURN TO WORK UNTIL AFTER THE AGENCY CONDUCTING THE TREATMENT HAS CERTIFIED THAT HE/SHE HAS UNDERTAKEN A TREATMENT PLAN AND IS ABLE TO RETURN TO WORK. TO BE ELIGIBLE FOR CONTINUED EMPLOYMENT, REGULAR REPORTS MUST BE SUBMITTED TO THE SUPERINTENDENT BY THE AGENCY CONDUCTING THE TREATMENT, AND THE EMPLOYEE MUST SUBMIT TO TESTING PRIOR TO RETURNING TO WORK AND AT UNSCHEDULED INTERVALS THEREAFTER FOR ONE YEAR. THE EMPLOYEE WILL BE RESPONSIBLE FOR THE COST OF ALL TESTING AFTER THE INITIAL POSITIVE TEST. AN EMPLOYEE WHO REJECTS TREATMENT OR WHO LEAVES THE TREATMENT PROGRAM PRIOR TO BEING PROPERLY DISCHARGED WILL BE TERMINATED.~~

~~CONFIDENTIALITY~~

~~THE CONFIDENTIALITY OF ALL INFORMATION AND TEST RESULTS OBTAINED THROUGH THE IMPLEMENTATION OF THIS POLICY WILL BE MAINTAINED AS REQUIRED BY APPLICABLE LAWS, WITH ONLY THOSE PERSONS HAVING A NEED TO KNOW BEING INFORMED OF THE RESULTS. UPON REQUEST, THE EMPLOYEE WILL BE PROVIDED A LIST OF ALL PERSONS WHO WERE GIVEN THE TEST RESULTS IN THEIR INDIVIDUAL CASE.~~

~~ANY REPORT OF AN UNCONFIRMED TEST SHALL BE DESTROYED AFTER FINAL DISPOSITION OF THE MATTER.~~

~~ANY EMPLOYEE WHO IS THE SUBJECT OF A DRUG TEST CONDUCTED UNDER THIS POLICY WILL, UPON WRITTEN REQUEST HAVE ACCESS TO ANY MEDICAL RECORDS RELATING TO HIS/HER TEST.~~

~~EFFECTIVE DATE NOTICE TO EMPLOYEES STATE LAWS~~

~~THE POLICIES SET FORTH HEREIN ARE EFFECTIVE IMMEDIATELY UPON NOTICE TO EMPLOYEES. EVERY EMPLOYEE WILL BE FURNISHED A COPY OF THIS POLICY AS PART OF HIS/HER EMPLOYEE HANDBOOK. THESE POLICIES WILL BE IMPLEMENTED IN A MANNER THAT WILL COMPLY WITH ALL APPLICABLE FEDERAL AND STATE LAWS AND WILL BE MODIFIED AND REDISTRIBUTED UPON APPLICABLE CHANGES IN THE LAW.~~

~~DISCHARGE OF DUTIES~~

~~NOTHING HEREIN SHALL BE CONSTRUED TO CHANGE OR MODIFY AN EMPLOYEE'S DUTY TO PROPERLY DISCHARGE THE RESPONSIBILITIES OF HIS/HER POSITION.~~

~~ALCOHOL, DRUG AND CONTROLLED SUBSTANCE TESTING CONSENT FORM~~

~~I, _____, HEREBY CONSENT TO THE TAKING OF BLOOD, BREATH AND/OR URINE SPECIMEN AND FURTHER CONSENT TO THE SUBMISSION OF SUCH SPECIMEN TO A DISTRICT-APPROVED LABORATORY FOR THE PURPOSE OF DETERMINING THE PRESENCE OF ALCOHOL OR CONTROLLED SUBSTANCES IN MY BODY. I FURTHER AUTHORIZE SUCH LABORATORY TO RELEASE THE TEST RESULTS TO THE SUPERINTENDENT.~~

~~I AM CURRENTLY USING OR HAVE RECENTLY USED, WITHIN THE PAST THIRTY (30) DAYS, THE FOLLOWING PRESCRIPTION OR OVER THE COUNTER MEDICATIONS:~~

~~_____

_____~~

~~THIS CONSENT IS GIVEN PURSUANT TO ALL STATE AND FEDERAL PRIVACY STATUTES AND CONSTITUTIONAL AND COMMON LAW PRIVACY PROVISIONS AND IS A WAIVER OF RIGHT TO NONDISCLOSURE OF SUCH TESTS, RECORDS AND RESULTS, ONLY TO THE EXTENT OF THE DISCLOSURE AUTHORIZED IN THE PROGRAM.~~

~~THE EXECUTION OF THIS CONSENT FORM SHALL NOT BE DEEMED AN ADMISSION BY ME CONCERNING DRUG OR ALCOHOL USE.~~

~~_____~~

~~EMPLOYEE'S SIGNATURE~~

~~_____~~

~~DATE~~

~~_____~~

~~EMPLOYEE'S NAME (PRINT)~~

PERSONNEL _____

03.13251-AP.1
(CONTINUED)

REASONABLE SUSPICION DRUG AND ALCOHOL TESTING
M E M O R A N D U M

DATE: _____

TO: _____

SUPERINTENDENT

FROM: _____

SUBJECT: _____ ALCOHOL AND/OR CONTROLLED SUBSTANCES TEST REQUEST
PURSUANT TO HARDIN COUNTY ADMINISTRATIVE REGULATION 03.13251, I RECOMMEND THAT YOU
APPROVE THE ADMINISTRATION OF A TEST FOR CONTROLLED SUBSTANCES FOR
_____, WHO WORKS AT _____. MY RECOMMENDATION IS BASED ON A
REASONABLE SUSPICION THAT THE EMPLOYEE'S PERFORMANCE ON THE JOB IS IMPAIRED BY THE USE OF
DRUGS AND/OR ALCOHOL OR THE MISUSE OF PRESCRIPTION DRUGS. SPECIFICALLY, THE BASIS FOR MY
SUSPICION IS AS FOLLOWS:

I HAVE ADVISED THE EMPLOYEE BY COPY OF THIS MEMORANDUM OF THE REASONS FOR MY SUSPICION. I
ALSO HAVE ADVISED THE EMPLOYEE THAT REFUSAL TO TAKE THE TEST ON YOUR ORDER WILL RESULT IN
DISMISSAL.

BASED ON THE REASONS SUPPLIED, I ORDER THE ABOVE NAMED EMPLOYEE TO BE TESTED FOR ALCOHOL
AND/OR CONTROLLED SUBSTANCES USE.

SUPERINTENDENT/DESIGNEE

DATE

I HAVE RECEIVED A COPY OF THIS MEMORANDUM.

EMPLOYEE'S SIGNATURE

DATE

CERTIFIED PERSONNEL

Drug Testing Procedures

These procedures are intended to implement Hardin County Board of Education Policies 03.13251 and 03.23251 pertaining to Drug Free/Alcohol Free Schools. Because it is impossible to anticipate every situation that may arise under these policies and procedures, the Director of Human Resources/designee should be contacted to resolve any specific situation which is not addressed herein. This contact should be made before action is initiated, if at all possible.

Note: Bus drivers are tested under a separate policy in accordance with federal guidelines.

I. REASONABLE SUSPICION TESTING**A. Rules for Reasonable Suspicion Testing**

1. The Board may utilize breath, urine or blood to detect the presence of alcohol, drugs, or metabolites of those substances in an employee's body.
2. Employees may be required to submit to a drug or alcohol screening test under the following circumstances:
 - (a) Where an administrator has a reasonable suspicion that the employee is or has been under the influence of drugs or alcohol.

The factors to be considered in determining whether to request that an employee submit to a drug or alcohol screening test include, but are not limited to the following:

- excessive absenteeism or tardiness;
- unexplained significant deterioration in job performance;
- significant change in personality (repeated abusive behavior, insolence, insubordination);
- reliable reports from other employees;
- unexplained absences from normal work sites;
- unusual behavior which cannot be readily explained;
- changes in appearance and demeanor;
- reddened eyes or dilated pupils;
- odor of alcohol or drugs;
- slurred speech; or
- difficulty in motor coordination.

Drug Testing Procedures

A. Rules for Reasonable Suspicion Testing (continued)

- 3. Failure or refusal by an employee to sign any required document or to take a drug or alcohol screening test when requested to do so may be grounds for termination of employment.**
- 4. In the event an employee has a "positive" drug or alcohol test, the employee will be notified of the test results, and will be subject to discipline, up to and including termination and discharge.**
- 5. In regard to testing for alcohol, an employee whose confirmed breath alcohol level is determined to be .08 percent or greater will be considered to have committed an intolerable policy violation and will be subject to termination of employment. An employee whose confirmed breath alcohol level is less than .08 percent may, depending on the circumstances, be subjected to disciplinary action for alcohol abuse.**
All employees whose confirmed breath alcohol level is .08 percent or greater are subject to Section IB, "Transportation of Impaired Employees" of this procedure.

B. Transportation of Impaired Employees

When a reasonable suspicion drug or alcohol test is requested, a Board representative shall provide transportation for the individual to be tested to and from the collection site. When the collection is completed, arrangements should be made to have the employee transported home or to another location without requiring the employee to operate a motor vehicle. The employee shall not return to work until notified by a Board representative to do so. If such an impaired employee refuses to accept transportation provided by the Board and insists upon driving, the employee should be strongly discouraged from doing so, but not forcibly restrained. In those instances where the employee chooses to transport himself/herself, law enforcement will be notified.

II. COLLECTION AND SAMPLE TESTING

A. Collection Process

Collection of the test specimen will be conducted by an independent third-party administrator. The individual who supervises specimen collections (referred to herein as a "collection site person") shall be trained in maintaining a proper chain of custody, in proper conduct during a specimen collection, and in identifying specimen irregularities.

Drug Testing Procedures

II. COLLECTION AND SAMPLE TESTING (continued)

Any employee required to provide a test sample will be expected to complete any necessary forms required by the collection site or the Board, including those authorizing the disclosure of test results to Board representatives. Failure or refusal to do so will result in disciplinary action, up to and including termination of employment.

B. Laboratory Handling

Once the specimen has been given, it will be tested by the independent third-party administrator.

III. DISCLOSURE OF TEST RESULTS

B. By the Employer

1. Negative Results If the test result is negative, a Board representative will notify the employee of his/her results.
2. Positive Results If a urine drug or alcohol test result is reported to the Board to be positive, a Board representative will notify the employee of his/her results and the employee will be subject to discipline up to and including termination of employment.
3. Adulterated or Unreadable Specimens If the Board is informed that a specimen cannot be properly analyzed because of contamination or adulteration caused by or related to the employee's actions, he/she may be discharged for failure to cooperate. If the adulterated sample was not caused by or related to the conduct of the tested individual, a second drug or alcohol screen test shall be scheduled and completed as soon as possible.

IV. REHABILITATION

If the employee is not terminated after a positive result, the employee will participate in a rehabilitation program before returning to work. Rehabilitation is the responsibility of the employee. The school system will not be responsible for payment of any charges related to treatment/rehabilitation.

During the treatment and recovery period, an employee may use accrued vacation, sick and/or personal leave or, if none is available, leave without pay may be granted.

No employee who has tested positive for drug and/or alcohol will be allowed to return to work until after the agency conducting the treatment has certified that he/she has undertaken a treatment plan and is able to return to work. To be eligible for continued employment, regular reports must be submitted to the Superintendent by the agency conducting the treatment, and the employee must submit to testing prior to returning to work and at unscheduled intervals thereafter for one year. The employee will be responsible for the cost of all testing after the initial positive test.

An employee who rejects treatment or who leaves the treatment program prior to being properly discharged will be terminated.

Drug Testing Procedures**V. CONFIDENTIALITY**

All information involving drug and alcohol testing of an employee or applicant shall be treated as confidential medical information. All such information will be accessible only to the third party administrator and those Board officials and designated medical or professional persons as have been approved on a valid need to know basis. It will not be provided to any other party without the written consent of the employee except pursuant to administrative or legal procedure or process. Any employee who willfully discloses such information in violation of Board policy will be subject to discipline.

~~(Vacant)~~

CERTIFIED PERSONNEL

Alcohol, Drug, and Controlled Substance Testing Consent Forms

I, _____, hereby consent to the taking of blood, breath and/or urine specimen and further consent to the submission of such specimen to a District-approved laboratory for the purpose of determining the presence of alcohol or controlled substances in my body. I further authorize such laboratory to release the test results to the Superintendent or designee.

I am currently using or have recently used, within the past thirty (30) days, the following prescription or over-the-counter medications:

This consent is given pursuant to all State and Federal privacy statutes and constitutional and common law privacy provisions and is a waiver of right to nondisclosure of such tests, records and results, only to the extent of the disclosure authorized in the program.

The execution of this consent form shall not be deemed an admission by me concerning drug or alcohol use.

Employee's Signature Date

Employee's Name (print)

CERTIFIED PERSONNEL

Reasonable Suspicion Drug, and Alcohol Testing FormsMEMORANDUMDATE:TO: SuperintendentFROM:SUBJECT: Alcohol and/or Controlled Substances Test Request

Pursuant to Hardin County Administrative Regulation 03.13251, I recommend that you approve the administration of a test for controlled substances for _____, who works at _____. My recommendation is based on a reasonable suspicion that the employee's performance on the job is impaired by the use of drugs and/or alcohol or the misuse of prescription drugs. Specifically, the basis for my suspicion is as follows:

I have advised the employee by copy of this memorandum of the reasons for my suspicion. I also have advised the employee that refusal to take the test on your order will result in dismissal.

Based on the reasons supplied, I order the above-named employee to be tested for alcohol and/or controlled substances use.

Superintendent/Designee Date

I have received a copy of this memorandum.

Employee's Signature Date

(Vacant)

Holiday/Annual Leave Procedures

School Year Employees - All full-time employees (those employed at least 181 days or more) shall be eligible for four (4) paid holidays designated by the official school calendar.

Twelve (12)-month non administrative classified employees and the Family Resource Youth Services Center Coordinators, who are employed on a year-round basis, shall be eligible for four (4) holidays designated by the official school calendar. In addition, the Board and school offices will be closed on days designated by the Board as falling within the work calendar.

Twelve (12)-month administrative classified employees (Directors) who are employed on a year-round basis shall be paid for 240 days (187-day contract with 53 extended days) shall be eligible for four (4) holidays designated by the official school calendar. In addition, the Board and school offices will be closed on days designated by the Board as falling within the work calendar.

HOLIDAYS

The following days shall be designated as holidays in the official school calendar: Christmas Day, New Year's Day, Thanksgiving Day, and ~~Martin Luther King Jr. Day~~~~Labor Day~~.

These days are paid days for 12-month classified employees. Any employee required to work on these days shall be paid at a rate of two times the regular rate for all hours beyond forty (40) as provided by the Fair Labor Standards Act for overtime work.

OFFICES/SCHOOLS CLOSED

The following days shall be days that schools are not in session and that offices shall be closed. Memorial Day, ~~Martin Luther King Day~~, July 4, ~~Labor Day~~, the day after Thanksgiving, FDEA Day, two (2) days during KEA, and two (2) days designated by the Superintendent to precede or to follow Christmas Day and New Year's Day.

These days are paid days for 12-month classified employees and Family Resource Youth Services Center Coordinators. Any employee required to work on these days shall be paid at a rate of 1 ½ times the regular rate for all hours beyond forty (40) as provided by the Fair Labor Standards Act for overtime work.

ANNUAL LEAVE

Annual leave can only be taken after it is earned by twelve (12)-month employees. Employees are 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 forty (40) days maximum carry over beyond June 30th. Annual leave may be used only in whole or half-day increments.

PROCEDURE

All annual leave must be approved by the employee's immediate supervisor prior to the time requested.

All forms used in the accountability process will become a part of the payroll records, and it is the responsibility of each staff person to see that his/her record is complete and accurate.

Employees may not take leave without pay until all personal/annual leave days have been utilized. All leaves must be approved by the employee's immediate supervisor and the Human Resources Department.

Holiday/Annual Leave Procedures

EXCEPTION

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

Workers' Compensation Employee Acknowledgement

For form related to coordination of workers' compensation and sick leave benefits, please refer to 03.1241 AP.21.

Drug-Free Workplace Notice

All employees shall receive the following notice as a partial implementation of Policies 03.13251/03.23251 and Federal Regulation 54 CFR 4946.

NOTICE TO ALL EMPLOYEES

YOU ARE HEREBY NOTIFIED that it is a violation of Policies 03.13251 and 03.23251 of this school District for any employee to unlawfully manufacture, distribute, dispense, be under the influence of, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

“Workplace” is defined as the site for the performance of work done for the district. That includes any place where work on a school district program, project or activity is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment with this District that you will comply with the above policies of the school District and will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace no later than five (5) days after such conviction.

An employee who violates the terms of the school District’s drug-free workplace policies may be nonrenewed or his/her employment may be suspended or terminated. As an alternative the Superintendent may choose that an employee who violates the terms of the school District’s drug-free workplace policies shall satisfactorily participate in a drug-abuse assistance or rehabilitation program approved by the Board. If the employee fails to satisfactorily participate in such program, the employee shall be nonrenewed or his/her employment may be suspended or terminated.

~~REASONABLE SUSPICION DRUG AND ALCOHOL TESTING~~~~PURPOSE~~

~~THE SCHOOL SYSTEM IN A POSITIVE EFFORT TO PROVIDE A HEALTHY AND SAFE WORKING ENVIRONMENT FOR ALL ITS EMPLOYEES AND STUDENTS, IS INSTITUTING A REASONABLE SUSPICION DRUG AND ALCOHOL TESTING PROGRAM. IT IS THE POSITION OF THE SCHOOL SYSTEM THAT THE USE OF ALCOHOL OR ILLEGAL DRUGS INCLUDING THE ABUSE OF PRESCRIPTION DRUGS IS PROHIBITED IN SCHOOL WORK AREAS OR BY THE SCHOOL WORK FORCE, AND THAT THE SCHOOL SYSTEM HAS AN OBLIGATION TO ADMINISTER REASONABLE SUSPICION DRUG AND ALCOHOL TESTS TO ENSURE THAT ALL EMPLOYEES ARE FREE OF THESE SUBSTANCES WHILE ON DUTY SO THAT THEY MAY PERFORM THEIR TASKS SAFELY AND EFFICIENTLY. EMPHASIS WILL BE PLACED ON REHABILITATION OF EMPLOYEES WHO CURRENTLY USE ILLEGAL DRUGS OR ABUSE ALCOHOL OR PRESCRIPTION DRUGS SO THAT THEY MAY LIVE UP TO THEIR WORK RESPONSIBILITIES AND THE STANDARDS SET BY THIS POLICY. THE PURPOSE OF THIS POLICY IS TO CLARIFY FOR EMPLOYEES THE CONDITIONS UNDER WHICH TESTING MAY BE REQUIRED AND TO DELINEATE THE CONSEQUENCES RELATED TO POSITIVE TEST RESULTS AS WELL AS FAILURE TO COOPERATE WITH THE TESTING PROCESS.~~

~~PROCEDURES~~

~~IN CASES WHERE THERE IS REASONABLE SUSPICION TO BELIEVE THAT THE EMPLOYEE HAS USED A CONTROLLED SUBSTANCE AND/OR ALCOHOL OR IS MISUSING A PRESCRIPTION DRUG, A CONFERENCE WILL BE HELD WITH THE EMPLOYEE. DURING THIS CONFERENCE, THE SUPERVISOR/DESIGNEE WILL INFORM THE EMPLOYEE OF THE NATURE OF THE REASONABLE SUSPICION AND GIVE THE EMPLOYEE AN OPPORTUNITY TO RESPOND. THE EMPLOYEE MAY CONSULT WITH A REPRESENTATIVE IN PERSON OR BY PHONE PRIOR TO THE CONFERENCE. A REPRESENTATIVE OF THE EMPLOYEE'S CHOICE MAY BE PRESENT AT THE CONFERENCE; HOWEVER, THE CONFERENCE WILL NOT BE POSTPONED IN LIEU OF THE REPRESENTATIVE'S AVAILABILITY. ANOTHER SUPERVISOR/ADMINISTRATOR SHOULD ALSO BE PRESENT AT THE CONFERENCE. IN CASES WHERE THE RESULTS OF THE CONFERENCE INDICATE THE NEED FOR THE COLLECTION OF A SPECIMEN, TIME IS OF THE ESSENCE AND DELAY CANNOT BE ACCOMMODATED. BASED ON THE RESULTS OF THE CONFERENCE AND WITH THE CONCURRENCE OF THE SUPERINTENDENT OR HIS/HER DESIGNATED REPRESENTATIVE, A SUPERVISOR/ADMINISTRATOR MAY TAKE THE EMPLOYEE TO THE TESTING SITE. THE EMPLOYEE'S REPRESENTATIVE AND ANOTHER SUPERVISOR/ADMINISTRATOR MAY ACCOMPANY THEM TO THE TESTING SITE.~~

~~THE EMPLOYEE SHALL NOT BE ALLOWED TO DRIVE A VEHICLE TO THE TEST SITE AND THE SUPERVISOR SHALL REMAIN WITH THE EMPLOYEE UNTIL TESTING IS COMPLETED. THE SUPERVISOR SHALL INSURE THAT THE CONSENT FORM WHICH STATES THE PURPOSE OF THE TEST AND AUTHORIZES THE RELEASE OF THE TEST RESULTS TO THE SUPERINTENDENT IS PRESENTED TO THE EMPLOYEE FOR HIS/HER SIGNATURE. THE EMPLOYEE SHALL BE TOLD THAT IT IS THE WRITTEN POLICY OF THE SCHOOL SYSTEM THAT REFUSAL TO COMPLETE THE DRUG/ALCOHOL TEST WILL RESULT IN HIS/HER DISMISSAL.~~

~~REASONABLE SUSPICION DRUG AND ALCOHOL TESTING
PROCEDURES (CONTINUED)~~

~~SINCE THE DRUG AND ALCOHOL TEST RESULTS MAY NOT BE AVAILABLE IMMEDIATELY, MEDICAL STAFF AT THE TESTING SITE MUST BE RELIED UPON FOR ADVICE CONCERNING THE ABILITY OF THE EMPLOYEE TO RETURN TO WORK. IF THE MEDICAL STAFF INDICATES THAT IT IS LIKELY THE EMPLOYEE IS UNDER THE INFLUENCE OF DRUGS OR ALCOHOL AND SHOULD NOT RETURN TO WORK, THE SUPERVISOR SHOULD CAREFULLY CONSIDER WHAT HIS/HER ACTIONS SHOULD BE. THE GENERAL GUIDELINES FOR THIS SHOULD BE REASONABLENESS UNDER THE CIRCUMSTANCES. UNDER SOME CIRCUMSTANCES, A REASONABLE COURSE OF ACTION MAY BE TO REMOVE THE EMPLOYEE FROM DUTY AND PLACE HIM/HER IN FORCED LEAVE AND AUTHORIZE THE MEDICAL STAFF TO CALL A LOCAL AMBULANCE TO TRANSPORT THE EMPLOYEE TO A HOSPITAL, OR IT MIGHT BE TO HAVE THE EMPLOYEE CALL A FAMILY MEMBER TO COME PICK HIM/HER UP AND TAKE HIM/HER HOME, OR IT COULD MEAN THAT THE SUPERVISOR SHOULD TRANSPORT THE EMPLOYEE HOME. UNDER NO CIRCUMSTANCES SHOULD AN EMPLOYEE BE ALLOWED TO DRIVE HIMSELF/HERSELF HOME IF A DOCTOR INDICATES THAT HE/SHE IS LIKELY UNDER THE INFLUENCE OF DRUGS OR ALCOHOL. IF AN EMPLOYEE REFUSES TO BE TAKEN HOME AND INDICATES THAT HE/SHE INTENDS TO DRIVE HIMSELF/HERSELF HOME, THE MOST REASONABLE COURSE OF ACTION WOULD BE TO CALL THE POLICE AND REPORT THE SITUATION TO THEM. THIS SHOULD BE DONE IN ORDER TO PROTECT THE PUBLIC, OTHER EMPLOYEES, AND RELIEVE THE SCHOOL SYSTEM AND SUPERVISOR FROM LIABILITY. THE EMPLOYEE WILL BE PLACED ON PAID ADMINISTRATIVE LEAVE UNTIL THE RESULTS OF THE DRUG OR ALCOHOL TEST ARE AVAILABLE. IF NO RESULTS HAVE BEEN REPORTED WITHIN 48 HOURS, THE APPOINTING AUTHORITY OR DESIGNATED SUPERVISOR SHOULD CONTACT THE MEDICAL FIRM RESPONSIBLE FOR THE COLLECTION OF THE SAMPLE TO ASCERTAIN THE RESULTS OF THE DRUG AND/OR ALCOHOL TEST.~~

~~IF A SUPERVISOR OR OTHER EMPLOYEE WISHES TO REQUIRE DRUG/ALCOHOL SCREENING UNDER THIS PROVISION OF THE POLICY, PRIOR APPROVAL BY THE SUPERINTENDENT OR HIS/HER DESIGNATED REPRESENTATIVE IS REQUIRED.~~

~~REHABILITATION~~

~~REHABILITATION IS THE RESPONSIBILITY OF THE EMPLOYEE. THE SCHOOL SYSTEM WILL NOT BE RESPONSIBLE FOR PAYMENT OF ANY CHARGES RELATED TO TREATMENT/REHABILITATION.~~

~~DURING THE TREATMENT AND RECOVERY PERIOD, AN EMPLOYEE MAY USE ACCRUED VACATION, SICK AND/OR PERSONAL LEAVE OR, IF NONE IS AVAILABLE, LEAVE WITHOUT PAY.~~

~~NO EMPLOYEE WHO HAS TESTED POSITIVE FOR DRUG AND/OR ALCOHOL WILL BE ALLOWED TO RETURN TO WORK UNTIL AFTER THE AGENCY CONDUCTING THE TREATMENT HAS CERTIFIED THAT HE/SHE HAS UNDERTAKEN A TREATMENT PLAN AND IS ABLE TO RETURN TO WORK. TO BE ELIGIBLE FOR CONTINUED EMPLOYMENT, REGULAR REPORTS MUST BE SUBMITTED TO THE SUPERINTENDENT BY THE AGENCY CONDUCTING THE TREATMENT, AND THE EMPLOYEE MUST SUBMIT TO TESTING PRIOR TO RETURNING TO WORK AND AT UNSCHEDULED INTERVALS THEREAFTER FOR ONE YEAR. THE EMPLOYEE WILL BE RESPONSIBLE FOR THE COST OF ALL TESTING AFTER THE INITIAL POSITIVE TEST.~~

~~AN EMPLOYEE WHO REJECTS TREATMENT OR WHO LEAVES THE TREATMENT PROGRAM PRIOR TO BEING PROPERLY DISCHARGED WILL BE TERMINATED.~~

~~REASONABLE SUSPICION DRUG AND ALCOHOL TESTING~~

~~CONFIDENTIALITY~~

~~THE CONFIDENTIALITY OF ALL INFORMATION AND TEST RESULTS OBTAINED THROUGH THE IMPLEMENTATION OF THIS POLICY WILL BE MAINTAINED AS REQUIRED BY APPLICABLE LAWS, WITH ONLY THOSE PERSONS HAVING A NEED TO KNOW BEING INFORMED OF THE RESULTS. UPON REQUEST, THE EMPLOYEE WILL BE PROVIDED A LIST OF ALL PERSONS WHO WERE GIVEN THE TEST RESULTS IN THEIR INDIVIDUAL CASE.~~

~~ANY REPORT OF AN UNCONFIRMED TEST SHALL BE DESTROYED AFTER FINAL DISPOSITION OF THE MATTER.~~

~~ANY EMPLOYEE WHO IS THE SUBJECT OF A DRUG TEST CONDUCTED UNDER THIS POLICY WILL, UPON WRITTEN REQUEST HAVE ACCESS TO ANY MEDICAL RECORDS RELATING TO HIS/HER TEST.~~

~~EFFECTIVE DATE NOTICE TO EMPLOYEES STATE LAWS~~

~~THE POLICIES SET FORTH HEREIN ARE EFFECTIVE IMMEDIATELY UPON NOTICE TO EMPLOYEES. EVERY EMPLOYEE WILL BE FURNISHED A COPY OF THIS POLICY AS PART OF HIS/HER EMPLOYEE HANDBOOK.~~

~~THESE POLICIES WILL BE IMPLEMENTED IN A MANNER THAT WILL COMPLY WITH ALL APPLICABLE FEDERAL AND STATE LAWS AND WILL BE MODIFIED AND REDISTRIBUTED UPON APPLICABLE CHANGES IN THE LAW.~~

~~DISCHARGE OF DUTIES~~

~~NOTHING HEREIN SHALL BE CONSTRUED TO CHANGE OR MODIFY AN EMPLOYEE'S DUTY TO PROPERLY DISCHARGE THE RESPONSIBILITIES OF HIS/HER POSITION.~~

~~PERSONNEL~~

~~03.23251-AP.1
(CONTINUED)~~

~~ALCOHOL, DRUG AND CONTROLLED SUBSTANCE TESTING CONSENT FORM~~

~~I, _____, HEREBY CONSENT TO THE TAKING OF BLOOD, BREATH AND/OR URINE SPECIMEN AND FURTHER CONSENT TO THE SUBMISSION OF SUCH SPECIMEN TO A DISTRICT-APPROVED LABORATORY FOR THE PURPOSE OF DETERMINING THE PRESENCE OF ALCOHOL OR CONTROLLED SUBSTANCES IN MY BODY. I FURTHER AUTHORIZE SUCH LABORATORY TO RELEASE THE TEST RESULTS TO THE SUPERINTENDENT.~~

~~I AM CURRENTLY USING OR HAVE RECENTLY USED, WITHIN THE PAST THIRTY (30) DAYS, THE FOLLOWING PRESCRIPTION OR OVER THE COUNTER MEDICATIONS:~~

~~_____

_____~~

~~THIS CONSENT IS GIVEN PURSUANT TO ALL STATE AND FEDERAL PRIVACY STATUTES AND CONSTITUTIONAL AND COMMON LAW PRIVACY PROVISIONS AND IS A WAIVER OF RIGHT TO NONDISCLOSURE OF SUCH TESTS, RECORDS AND RESULTS, ONLY TO THE EXTENT OF THE DISCLOSURE AUTHORIZED IN THE PROGRAM.~~

~~THE EXECUTION OF THIS CONSENT FORM SHALL NOT BE DEEMED AN ADMISSION BY ME CONCERNING DRUG OR ALCOHOL USE.~~

~~_____
_____~~ ~~EMPLOYEE'S SIGNATURE~~

~~_____
_____~~ ~~DATE~~

~~_____
_____~~ ~~EMPLOYEE'S NAME (PRINT)~~

~~03.23251 AP.1~~
~~(CONTINUED)~~

DATE:

TO: _____

FRO

~~SUPERINTENDENT~~

~~SUBJECT:~~

SUBJECT: _____ ALCOHOL AND/OR CONTROLLED SUBSTANCES TEST REQUEST
PURSUANT TO HARDIN COUNTY ADMINISTRATIVE REGULATION 03.13251, I RECOMMEND THAT YOU
APPROVE THE ADMINISTRATION OF A TEST FOR CONTROLLED SUBSTANCES FOR
_____, WHO WORKS AT _____. MY RECOMMENDATION IS BASED ON A
REASONABLE SUSPICION THAT THE EMPLOYEE'S PERFORMANCE ON THE JOB IS IMPAIRED BY THE USE OF
DRUGS AND/OR ALCOHOL OR THE MISUSE OF PRESCRIPTION DRUGS. SPECIFICALLY, THE BASIS FOR MY
SUSPICION IS AS FOLLOWS:

~~I HAVE ADVISED THE EMPLOYEE BY COPY OF THIS MEMORANDUM OF THE REASONS FOR MY SUSPICION. I ALSO HAVE ADVISED THE EMPLOYEE THAT REFUSAL TO TAKE THE TEST ON YOUR ORDER WILL RESULT IN DISMISSAL.~~

~~BASED ON THE REASONS SUPPLIED, I ORDER THE ABOVE NAMED EMPLOYEE TO BE TESTED FOR ALCOHOL AND/OR CONTROLLED SUBSTANCES USE.~~

~~SUPERINTENDENT/DESIGNEE~~

DATE _____

~~I HAVE RECEIVED A COPY OF THIS MEMORANDUM.~~

EMPLOYEE'S SIGNATURE

DATE _____

Drug Testing Procedures

For Drug Testing Procedures, please refer to 03.13251 AP.11.

~~—CLASSIFIED PERSONNEL—~~

Drug Testing Form and Memorandas

For form related to alcohol, drug, and controlled substance testing, and for the memorandum regarding reasonable suspicion drug testing: please refer to~~See~~ Procedure 03.13251 AP.2 ~~for drug testing forms for all personnel.~~

School and Community Nutrition Program

PROGRAM FUNDS

Because the District receives federal, state, and local funds to finance the school and community nutrition program, it is imperative that funds be properly safeguarded, that accurate records be kept, and that reports be made as required. In order to achieve this, the following procedures will be implemented:

1. All funds received as payment for meals (school nutrition program breakfast and/or lunch) and federal and state reimbursements shall be used only for food, labor, equipment, and supplies for the operation/improvement of the school nutrition program.
2. School nutrition program funds may not be used for:
 - a. The purchase of land.
 - b. The purchase or construction of buildings.
3. All schools shall make the required reports as required by the USDA and the Kentucky Department of Education.
4. A copy of all reports, financial records, and applications for free- and/or reduced-price meals shall be kept through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.

It is recommended by KDE that if the school/District is operating under the Community Eligibility Provision, copies of Household Income Forms (HIF) be kept following the retention schedule above.
5. All meals receiving federal reimbursement are priced as a complete unit.
6. The school nutrition program is operated on a nonprofit basis. Actual cash balances shall be maintained in accordance with state/federal regulation, as appropriate.

CHARGES IN SCHOOL CAFETERIA PROCEDURE

The Hardin County Schools operate a non-profit nutrition program using all of the revenue in accordance with state and federal guidelines.

The purpose of this procedure is to ensure that there will be no physical segregation of, nor any other discrimination against, any student because of his/her inability to pay for school meals.

Meals served will be available to ALL students with determination of method to pay made by the federal eligibility income standards in one of the following three (3) categories:

- a. Full-paid meal(s)
- b. Reduced-priced meal(s)
- c. Free meal(s)

SUGGESTED STEPS TO ENSURE FAIR COLLECTION

NUMBER OF CHARGES

Allow up to six (6) lunch charges for all students with unlimited alternative lunch meals provided. Alternative breakfast meals are not provided.

No charging permitted for adults.

ANNOUNCEMENT

All parents/guardians shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents/guardians shall be advised of the available payment systems and meal prices. Such information concerning the charge procedures should be made available by placing the information in the school's handbook or webpage.

RECORD

Record of student meal transactions should be kept by each cafeteria through their point of service technology.

COLLECTION OF CHARGES

Reminder to student(s) and/or parent/guardian(s) may be made by any or all of the following methods:

- STEP I School personnel may speak to the student(s) and remind student(s) of unpaid charge(s).
- STEP II Cashier may give student(s) a printed slip as a reminder of unpaid charge(s).
- STEP III Letters may be sent home to remind parent/guardian(s) of unpaid charges.
- STEP IV Parent/guardian(s) may be sent emails of unpaid charge(s).
- STEP V Parent/guardian(s) may monitor their child's account online.
- STEP VI A personal phone call may be made to parent/guardian(s) to remind them of unpaid charges.

If parents/guardians have not contacted the Cafeteria Manager or submitted the amount indicated within ten (10) working days from the date of the final notice, the debt will be considered delinquent.

Food Service funds may be used to collect delinquent meal charges.

Student charges shall remain on accounts until paid. At the end of each school year, students (PreK-11th Grade) with charge balances will be sent home a delinquent notification letter requesting that the household contact the SFS office to make payment arrangements within ten (10) working days. If no contact is made or the household does not comply with the agreed-upon payment plan, the account may be turned over to the district attorney and/or the Superintendent.

Graduating seniors must ensure that all meal charges are paid one (1) week prior to the end of school in order to ensure participation in graduation activities.

All refunds must be requested within six (6) months of graduation or withdrawal from the District. Unclaimed funds will then be donated to the Student Meal Support Fund.

During an annual review of inactive students, remaining fund balances in the student's food service account will be applied to the Student Meal Support Fund at a school as determined by District officials.

STUDENT MEAL SUPPORT FUND DONATIONS

The District has established a Student Meal Support Fund to distribute funds to students with negative account balances, provided there is availability in the fund.

1. Donations are accepted by cash, check (in memo section write Student Meal Support Fund), or online through the district online platform.

2. If donors want to specify that the gift funds be for certain individuals or schools, payment must come to Central Office in the form of cash or check.

Emergency Medical Treatment**REPORTING INJURIES**

It shall be the responsibility of all teachers or other employees in a supervisory capacity to report all injuries on the school grounds to the Principal or someone designated by the Principal. It shall be their responsibility to make the decision to contact the parent, or parents, or to make an emergency doctor visit if the injury requires it.

ACCIDENT FORMS

Accidents which are judged to require either parent notification or a doctor's attention or both shall be reported on the school accident form. In case of a serious accident the Superintendent or a member of the Central Office staff shall be notified as soon as possible. Records of these cases, including written statements by persons who witnessed the accident, should be retained indefinitely

Emergency Medical Treatment**STUDENT ACCIDENT ~~AND ILLNESS~~ REPORT FORM**

School _____

Name _____ Age _____ Grade _____

Parent/Guardian _____

Address _____

Street _____

City _____

DATE OF ACCIDENT _____

TIME OF ACCIDENT _____

Place of accident:

☐
☐
☐
☐
☐

Classroom
Gym
Hall/Locker
Cafeteria
Other _____

☐
☐
☐
☐

Stairs
Playground/Football, Baseball Field
Restroom
Bus

Nature of injury:

☐
☐
☐
☐

Head/Face/Nose/Eye
Leg/Knee
Foot/Ankle
Other _____

☐
☐
☐

Arm/Shoulder/Wrist
Hand/Finger
Back

List brief description of how accident happened:

Witness(es) to Accident: _____

Print Name of Person Filing Report*(Person filing this report should be the individual in supervision of student when accident occurred OR principal designee)***Signature of Person Filing Report***(person filing this report)***For Office Use Only**School Insurance Offered to Parent/Guardian-☐ YES

NO

ACTION TAKEN

☐
☐

CALLED PARENT
ADMINISTERED FIRST AID

☐
☐

REFERRED TO DOCTOR
OTHER _____

Remarks: _____

Guidelines for Administration of Medication to Students

GENERAL GUIDELINES

- The first dose of any new medication shall be given at home. Medication that must be given at school should be brought to school by the parent/guardian whenever possible. Medication that is received at school ~~sent to school with the student~~ should be ~~transported~~ in the original container with the prescription label containing information listed below. ~~placed in a sealed envelope with the student's name on the outside and given to designated school personnel immediately upon arrival.~~ The medication should be counted, to include ~~and~~ the number of pills received (if applicable). All medication received should be noted on the Medication Administration Record.
- A nurse or school personnel trained by a registered nurse, physician, pharmacist, and/or dentist shall dispense medications.
- No medication can be dispensed without a written request/authorization signed by the parent or legal guardian and health care provider.
- The Authorization form must include:
 - Name of student
 - Name, address, and telephone number of physician
 - Name of medication
 - Dosage and route of administration
 - Time of day for dosage
 - Reason medication must be administered
 - Specify possible reactions or side effects of the medication
 - Parents'/guardians' telephone number at home, work; and an emergency contact number
 - Release from liability
- The prescription label shall include the following:
 - Student name
 - Date dispensed
 - Name of medication
 - Dosage
 - Strength
 - Date of expiration
 - Directions for use including frequency, duration, and route of administration
 - Prescriber's name
 - Pharmacy name, address, and phone number
- Altered prescription labels shall not be accepted.

Guidelines for Administration of Medication to Students**GENERAL GUIDELINES (CONTINUED)**

- Any change in dosage of and/or time of administration must be received in the form of a written order from the physician or a new prescription bottle from the pharmacy.
- Authorization shall be filed with students' cumulative health record.
- Authorization to administer medication shall be valid only for the current school year or until a treatment changes.
- In the event a treatment changes, a new authorization form must be obtained.
- A separate authorization form must be filled out for each medication.
- Except for emergency medications (including, but not limited to FDA approved seizure rescue medications and injectable epinephrine devices) and medications approved for students to carry for self-medication purposes, all medications shall be stored in a locked cabinet/drawer. Medicines requiring refrigeration shall be kept in a separate refrigerator in a supervised area or locked container that can be stored with food in a supervised area.
- Any use of opioid antagonist shall comply with KRS 217.186.
- All medications must be provided by the parent/legal guardian in the original container, which shall include recommended dosage and directions for administration.
- No medication shall be given beyond the expiration date.
- All medications dispensed by school personnel or nurse shall be immediately documented on a Student Daily Medication Record Form. Record must contain signature(s) of person(s) administering the medication, dosage administered and time administered and kept on file in student's cumulative folder. Documentation shall be complete, reflecting beginning and ending dates and notations of missed doses and absences. Medication recording sheets shall be filed in the student's cumulative folder when completed or when the medication is changed/discontinued.

MEDICATION REFUSAL

If a child refuses to take medication or is uncooperative during medication administration, documentation shall be made, the parent/guardian and school nurse (if appropriate) shall be contacted and medication administration may be omitted. If necessary, a conference may be scheduled with the parent to resolve the conflict.

Guidelines for Administration of Medication to Students**MEDICATION ERROR**

An error may occur when school personnel giving medication to students such as the following:

- Gives the wrong medication
- Gives medication to the wrong student
- Gives the medication a the wrong time
- Uses the wrong method of administration
- Gives the wrong amount of medication

When a medication administration error occurs, follow these guidelines:

- Keep student in office or designated area. If the student has already returned to class, have them accompanied back to office/designated area.
- Observe student's status and document
- Identify the incorrect dose or type of medication taken by the student
- Notify the Principal, supervising school nurse (if medication was given by a non-licensed personnel) and parent of the student and/or health provider, who shall notify the student's parent/guardian
- If unable to contact the health care provider, contact the Poison Control Center for instructions 1-800-222-1222
 - Give the name and dose of the medication taken in error
 - Give the age and approximate weight of the student
 - Give the name(s) dose(s) and time of last dose of other medication being taken by the student
- Follow instructions from Poison Control if at all possible. If unable to complete their directions, explain to Poison Control to determine if the student shall be transport for emergency medical care.
- Document actions taken
- Keep Master file of documentation determined by the Principal or designee

FIELD TRIPS (OVERNIGHT AND DAY) AND MEDICATION ADMINISTRATION

If a student is attending a field trip away from school during his/her scheduled medication time, the nurse or trained school personnel shall dispense the medication prior to the trip in a zip lock bag with the student's name, name of medication, dosage, time to be give, and route to be administered. The nurse or trained school personnel shall initial the student's daily medication log and specify PREPARED for field trip.

Guidelines for Administration of Medication to Students**FIELD TRIPS (OVERNIGHT AND DAY) AND MEDICATION ADMINISTRATION (CONTINUED)**

The employee responsible for administering the medication on the trip shall:

1. Pick up the medication from the school nurse or trained school personnel the day of the field trip before departure.
2. Keep the medication with him/her until time to dispense.
3. Upon returning from the field trip, initial daily medication record log and specify ADMINISTERED medication for field trip.

If the employee does not administer the medication for some reason, she/he is responsible for notifying school personnel and parent/guardian.

If there is an error in administration, follow error in medication guidelines previously outlined

CONTROLLED/SCHEDULED MEDICATIONS

“Controlled/scheduled medications” are medications that are potentially addictive and are regulated under the Controlled/Scheduled Substance Act of 1970. The following are the procedures related to the administration and storage of controlled/scheduled medications:

- Kept under double lock and key
- Kept separate from other medications
- Signed out each time a dose is administered
- Trained staff shall count and record the number of remaining pills on the student’s medication record each time a dose is administered.

REFERENCES:

KRS 158.834; KRS 158.836; 158.838

KRS 217.86

Kentucky Board of Nursing Advisory Opinion Statement #16 Roles of Nurses in the Administration of Medication Via Various Routes (2023)

Kentucky Department of Education Medication Administration Training Manual for Non-Licensed School Personnel (2025)

Controlled/Scheduled Substance Act of 1970

Student Expulsions

STUDENT DISCIPLINE HEARING COMMITTEE

A Student Discipline Review Committee (Committee) will be conducted by a three member committee which the Superintendent/designee will serve as Hearing Officer. Other members of the Committee would be Principals/Administrators. If applicable, the bus driver shall be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operator's transportation of the student or to misconduct by the student's parent or guardian. The Committee shall review information, evidence, and any discipline referral(s) under the ~~Code of~~ Student Code of Acceptable Behavior and Discipline and afford students/parents the same rights and privileges as they have in a hearing before the Board of Education.

AUTHORITY OF THE COMMITTEE

The Committee is entitled to make decisions and determinations for any discipline or placement other than expulsion. The decision of the Committee shall be effective when rendered.

The decision of the Committee shall be final unless an appeal is made for a hearing before the Board of Education. During the pendency of any appeal before the Board of Education, any decision of the Committee shall remain in effect until such decision has been accepted, modified, or overturned by the Board of Education.

The Committee does not have the authority to expel. It can only make a recommendation to the Superintendent/Board of Education as to expulsion.