

Bourbon County Schools

Classified

Employee Handbook



2026-2027

PURPOSE AND LIMITS OF THIS MANUAL	2
District Administration	3
Vision Statement:	4
2023-2024 SCHOOL CALENDAR	5
August 8, 2023 First Day for Students	5
GRADING PERIODS (BCES, CRES, NMES, BCHS)	6
STATEMENT OF CONFIDENTIALITY	7
BOURBON COUNTY, KENTUCKY	8
BOURBON COUNTY SCHOOL DISTRICT	8
EDUCATION PROFESSIONAL STANDARDS BOARD	20
EDUCATION PROFESSIONAL STANDARDS	20
100 Airport Road, 3rd Floor	20
Frankfort, KY 40601	20
PROFESSIONAL CODE OF ETHICS	21
CODE OF ETHICS	21
TO	21
STUDENTS	21
PERSONNEL RELATED POLICIES	22
DRESS AND APPEARANCE	03.2326 34
BOURBON COUNTY SCHOOLS	76
ACKNOWLEDGEMENT	76

PURPOSE AND LIMITS OF THIS MANUAL

The purpose of this manual is to explain the benefits and policies that pertain to you as a school district employee. However, the summaries in this manual are not the contracts, policies, or plan documents under which the programs operate. For this reason, if there are any discrepancies between the summaries in this manual and the contracts, policies, or plan documents, the provisions in the contracts, policies, or plan documents will control.

You may examine, obtain written copies, or ask for an explanation of the contracts, policies, or plan documents by contacting:

**Finance Officer
or
Human Resources Director
3343 Lexington Road
Paris, Kentucky 40361**

Bourbon County Schools reserves the right to modify, change, or delete its policies, practices, or benefits and implement additional policies or procedures as it deems appropriate.

Bourbon County Schools will update this manual on an annual basis at the beginning of each school year.

District Administration

Name	Position	School or District
Larry Begley	Superintendent	Central Office
Scott Muntz	Assistant Superintendent Diversity/Inclusion, SBDM, Culture and Climate, Policies/Procedures, Recruitment, Public Relations, Adult Ed., District Health Services Contact, Nurses	Central Office
Laura Wilson	Director of Continuous Improvement Elementary Schools District CDIP/CSIP, Coordinator of Literacy Grant and 21 st Century Elementary Schools	Central Office

Beth Graves	Director of Pupil Personnel,, FRYSC, and District KSIS Contact	Central Office
Christian Ernest	Director of Special Education and Section 504 Coordinator and Mental Health Contact	Central Office
Justin Roe	Director of Buildings and Grounds and Transportation, Safe Schools Coordinator	Central Office
Jill Maynard	Math Specialist/District Assessment Coordinator/Federal Programs Director, Federal Programs, Professional Development	Central Office
Wes Tipton	Chief Information Officer/Technology, 21 st Century Coordinator	Central Office
Michael Swearingen	Director of Finance	Central Office
Travis Earlywine	Food Service Coordinator	Central Office
Melissa Hamilton	Director of Preschool/Head Start	Preschool and Head Start
Katie Sparks	Principal	BCES
Megan Sturgeon	Principal	CRES
Hannah Southall	Principal	NMES
Littleton Ward	Principal	BCMS
Morgan Adkins	Principal	BCHS

BOURBON COUNTY SCHOOL DISTRICT

Vision Statement:

Bourbon County is united to empower students to achieve success at the next level.

Mission Statement:

EDUCATE our students with knowledge.

EMPOWER our students with character.

EQUIP our students for life.

Core Beliefs:

EVERY student has worth and should be challenged to achieve their full potential.

ALL stakeholders are accountable for ensuring integrity, social responsibility, and work together with a common goal.

Recruit and nurture high quality staff members to be role models for our students.

Core Values:

ALL students should leave Bourbon County Schools ready for post-secondary or workforce.

ALL students should leave Bourbon County Schools as respectful, contributing members of society.

Developing love of learning by reaching the academic and social needs of ALL students.

Bourbon County Schools																				
2026 - 2027 School Calendar																				
July 2026							August 2026							September 2026						
M	Tu	W	Th	F	S		Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4								1			1	2	3	4	5
6	7	8	9	10	11		2	3	4	5	6	7	8	6	7	8	9	10	11	12
13	14	15	16	17	18		9	10	11	12	13	14	15	13	14	15	16	17	18	19
20	21	22	23	24	25		16	17	18	19	20	21	22	20	21	22	23	24	25	26
27	28	29	30	31			23	24	25	26	27	28	29	27	28	29	30			
							30	31					*10							*21

October 2026 <table><tr><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>*17</td></tr></table>							M	Tu	W	Th	F	S				1	2	3	5	6	7	8	9	10	12	13	14	15	16	17	19	20	21	22	23	24	26	27	28	29	30	31						*17							
M	Tu	W	Th	F	S																																																		
			1	2	3																																																		
5	6	7	8	9	10																																																		
12	13	14	15	16	17																																																		
19	20	21	22	23	24																																																		
26	27	28	29	30	31																																																		
					*17																																																		
November 2026 <table><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>*16</td></tr></table>							Su	M	Tu	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30												*16
Su	M	Tu	W	Th	F	S																																																	
1	2	3	4	5	6	7																																																	
8	9	10	11	12	13	14																																																	
15	16	17	18	19	20	21																																																	
22	23	24	25	26	27	28																																																	
29	30																																																						
						*16																																																	
December 2026 <table><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>*14</td></tr></table>							Su	M	Tu	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									*14
Su	M	Tu	W	Th	F	S																																																	
		1	2	3	4	5																																																	
6	7	8	9	10	11	12																																																	
13	14	15	16	17	18	19																																																	
20	21	22	23	24	25	26																																																	
27	28	29	30	31																																																			
						*14																																																	
January 2027 <table><tr><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>*18</td></tr></table>							M	Tu	W	Th	F	S					1	2	4	5	6	7	8	9	11	12	13	14	15	16	18	19	20	21	22	23	25	26	27	28	29	30						*18							
M	Tu	W	Th	F	S																																																		
				1	2																																																		
4	5	6	7	8	9																																																		
11	12	13	14	15	16																																																		
18	19	20	21	22	23																																																		
25	26	27	28	29	30																																																		
					*18																																																		
February 2027 <table><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>*19</td></tr></table>							Su	M	Tu	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28													*19
Su	M	Tu	W	Th	F	S																																																	
	1	2	3	4	5	6																																																	
7	8	9	10	11	12	13																																																	
14	15	16	17	18	19	20																																																	
21	22	23	24	25	26	27																																																	
28																																																							
						*19																																																	
March 2027 <table><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>*22</td></tr></table>							Su	M	Tu	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										*22
Su	M	Tu	W	Th	F	S																																																	
	1	2	3	4	5	6																																																	
7	8	9	10	11	12	13																																																	
14	15	16	17	18	19	20																																																	
21	22	23	24	25	26	27																																																	
28	29	30	31																																																				
						*22																																																	
April 2027 <table><tr><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>*17</td></tr></table>							M	Tu	W	Th	F	S				1	2	3	5	6	7	8	9	10	12	13	14	15	16	17	19	20	21	22	23	24	26	27	28	29	30							*17							
M	Tu	W	Th	F	S																																																		
			1	2	3																																																		
5	6	7	8	9	10																																																		
12	13	14	15	16	17																																																		
19	20	21	22	23	24																																																		
26	27	28	29	30																																																			
					*17																																																		
May 2027 <table><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td>*16</td></tr></table>							Su	M	Tu	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					*16
Su	M	Tu	W	Th	F	S																																																	
						1																																																	
2	3	4	5	6	7	8																																																	
9	10	11	12	13	14	15																																																	
16	17	18	19	20	21	22																																																	
23	24	25	26	27	28	29																																																	
30	31					*16																																																	
June 2027 <table><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							Su	M	Tu	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30										
Su	M	Tu	W	Th	F	S																																																	
		1	2	3	4	5																																																	
6	7	8	9	10	11	12																																																	
13	14	15	16	17	18	19																																																	
20	21	22	23	24	25	26																																																	
27	28	29	30																																																				
	Instructional Days (170)				Teacher Planning Days (5)																																																		
	Break Days				Opening & Closing Days (2)																																																		
	Holidays (4)				Professional Development Days (4)(Flexible)																																																		

GRADING PERIODS

Grading Period	Start Date	Midterm Date	Midterm Report To Parents	End of term Date
1st	August 18, 2026	September 17, 2026	September 25, 2026	October 23, 2026
2nd	October 26, 2026	November 30, 2026	December 7, 2026	January 13, 2027
3rd	January 14, 2027	February 12, 2027	February 22, 2027	March 18, 2027
4th	March 19, 2027	April 23, 2027	April 30, 2027	May 25, 2027

SCHOOL HOURS

- **BCES:** 7:45 a.m. – 2:45 p.m.
- **CRES & NMES:** 7:40 a.m. – 2:40 p.m.
- **Middle School:** 8:20 a.m. – 3:20 p.m.
- **High School:** 8:20 a.m. – 3:25 p.m.

STATEMENT OF CONFIDENTIALITY

All employees of Bourbon County Schools shall maintain the confidentiality of any and all students of Bourbon County Schools.

CONFIDENTIALITY

Confidentiality means the protection of all personally identifiable data, information and records collected, used or maintained by the Bourbon County Schools.

PERSONALLY IDENTIFIABLE

Personally identifiable means data or information that includes any of the following:

1. Name of a child or youth;
2. Name of parent of a child or youth or other family member;
3. Address of a child or youth or family member;
4. A personal identifier, such as social security number, or student number

5. A list of personal characteristics or traits which would make identity of a child or youth easily traceable or discernible; or
6. Other information, which would make the identity of a child or youth easily traceable.

PROTECTION

Protection means denial of disclosure, access to, release, transfer, and other communication of personally identifiable information by any means, including oral, written or electronic means, to any party for unauthorized or improper use.

DISCLOSURE

Disclosure means permitting access to, the release, transfer, and other communication of educational records and any personally identifiable information contained in the records of a child or youth. This includes disclosure made orally, in writing, or by any other means, including electronic transfer of information through a telecommunications system.

DIRECTORY INFORMATION

Directory information means information contained in an educational record of a child or youth which generally would not be considered harmful or an invasion of privacy if disclosed.

Respect the confidentiality of information you receive about students with whom you work. Before giving anyone information about a student, ask yourself:

- When outside of school, don't point out or label children as "your" students,
- If someone asks about a specific student or group of students, suggest that he/she direct any questions to the classroom teacher, special education teacher, or program coordinator,
- Be careful not to distort, exaggerate, or confuse information, and never use student information as gossip or a joke,
- Always be positive, and focus any comments you make on students' strengths.

BOURBON COUNTY, KENTUCKY **BOURBON COUNTY SCHOOL DISTRICT**

PROFESSIONAL EXPECTATIONS

APPROVED: August_____, 2026

Board Member:

***Bradley Purcell-Chairman
Jonathan Ott- Vice Chairman
Miranda Wyles-Member
Shane Buckler -Member
Mandy Thornberry -Member***

An Equal Opportunity Employer M/F/D

***BOURBON COUNTY SCHOOL BOARD
PROFESSIONAL EXPECTATIONS RESOLUTION***

WHEREAS: The Bourbon County School Board believes the primary purpose of a public School District is to provide instructional services to children in a professional manner;

AND WHEREAS: The Board believes the School District's ability to achieve its primary purpose depends to a large extent upon its image as a professional institution;

AND WHEREAS: The Board believes the School District's image as a professional institution depends to a large extent upon the level of professional behavior exhibited by school employees in compliance with the Professional Code of Ethic's 704 KAR 20:680.

AND WHEREAS: The Board believes any instance of less than professional behavior on the part of any school employee has detrimental effect on the School District's ability to achieve its fundamental purpose;

AND WHEREAS: The Board believes any instance of professional behavior on the part of any school employee has a two-fold advantageous effect:

1. It contributes to the image of an institution seriously committed to a professional purpose, and thereby advances student achievement in general;
2. It is directed toward and focused upon individual students, and thereby contributes directly to the achievement of individual students;

THEREFORE, BE IT RESOLVED: The Bourbon County School Board identifies the building and maintenance of an image of highest professionalism as a top priority in the school district;

AND FURTHER RESOLVED: The Board's Superintendent of Schools is directed to mobilize school employees in developing methods to enhance the School District's image as a professional institution;

AND FURTHER RESOLVED: The effort to enhance the School District's image should involve members of the community as well as certified and classified employees;

AND FURTHER RESOLVED: Outcomes of this effort should include a written "Professional Expectations" to assist employees in recognizing expected standards of professional behavior;

AND FURTHER RESOLVED: The Professional Expectations should be presented for School Board action no later than June 30, 2020;

AND FURTHER RESOLVED: The superintendent should also suggest means of orienting school employees to School District expectations as reflected in the Professional Expectations.

AND FURTHER RESOLVED: The superintendent should also suggest means of recognizing and rewarding instances of exceptional professionalism, a means of discouraging unprofessional behavior, and measures to modify behavior that is deemed inappropriate under the Professional Expectations.

AND FURTHER RESOLVED: That this professional expectation resolution incorporates by reference the professional code of ethics set forth in 704 KAR 20:680.

PROFESSIONALISM DEFINED

Professionalism is a standard of work behavior that varies with the purpose of work being done. The behavior of a worker is defined as professional when it contributes to the purpose being addressed, and unprofessional when it impedes the purpose being addressed.

Employee behavior in the School District that contributes to the District's Vision and Mission and to the purpose of educating children is deemed professional; behavior that impedes the

education of children is deemed unprofessional; behavior irrelevant to the education of children is, at best, wasteful and, at worst, a distraction to the purpose of the School District.

PURPOSE OF THIS DOCUMENT

This document will enact the requirements of the School Board resolution excerpted above, which resolution directs that a Professional Expectations be developed and enforced in the Bourbon County School District.

The Board recognized that the education of children requires a proper learning environment, and that a proper learning environment is dependent upon two perceptions being present in the minds of children. First, children must perceive themselves to be secure against threats to their personal safety while in school. Secondly, children must perceive a serious academic purpose in their schooling.

For students to perceive a serious academic purpose in their schooling, the behavior of school employees must be such that it relates a single-minded commitment to the education of children. The learning environment is affected by the extent to which school employees are able to work together, the extent to which high expectations are communicated to both employees and students, and the extent to which a sense of common purpose exists among employees and students.

In order to provide a learning environment consistent with the purpose of educating children, all employees of the school system must assume the following responsibilities:

1. To maintain an attitude of respect toward all students and fellow employees, and to treat all students and fellow employees consistently and equally.
2. To follow and enforce rules and regulations of the school and school district.
3. To respect the right of all students and all parents to be treated as equal stakeholders in the educational process.
4. To deal with student records and other work-related information with proper confidentiality.
5. To keep students safe from physical harm, verbal abuse, and sexual harassment.
6. To make professional, work-related decisions based solely upon the purpose of educating all children to lead productive and fulfilled lives.
7. To expect and actively pursue respectful treatment toward themselves and their positions from parents, students, and employees.

Therefore, to address the purpose of educating children, the goal of all employees must be to customize their work behavior to fulfill the above responsibilities. The purpose of this document is to assist employees in attaining this goal and recognizing when their behavior falls short of the goal.

***Employees should adhere to the Professional Expectations in any educational setting.(Virtually or In Person)

PROFESSIONAL EXPECTATIONS BETWEEN STAFF MEMBERS OF THE

BOURBON COUNTY SCHOOL DISTRICT

THE EMPLOYEE'S RELATIONSHIP WITH STUDENTS:

Employees are adults, whereas students are children. Employees are employed to accomplish the purposes of the School District, whereas children are the purpose of the School District.

With the foregoing as a statement of purpose and principle, the following guidelines are established relating to an employee's proper relationship with students.

1. All employees, through proper attention to their job assignments, will inevitably become acquainted with students and knowledgeable of the personal lives of students. There will be occasions when employees suspect or know with certainty that personal problems are negatively affecting the capacity of certain students to make full use of services provided by the school district. These occasions must be dealt with, but only in a professional manner and only with the greatest caution. In no case should a teacher or other employee attempt to thrust him/herself into the personal life of a student. When employees are approached by students for assistance with personal problems, or when an employee simply suspects that such problems exist, the first instinct should always be to refer such students to an employee specifically employed to deal with such problems.

2. Employees should avoid relating to students in ways that serve the personal or professional needs of employees rather than the needs of students. Students should not be exposed to or involved in issues of disagreement between employees, whether the disagreement is between individuals or between levels of authority in the school district. Asking students to support one side or another in an issue of disagreement, whether this is done explicitly or simply through discussing or otherwise raising the issue in the presence of students, is disruptive to the learning environment, is evidence that other concerns have preempted employees' concern for the education of children, is indicative of a coercive rather than a reasonable approach to the settlement of disagreements, is a misuse of staff time being funded by the school district for specific purposes, and is therefore grossly unprofessional. Students should see employees devoting themselves, their time, and their creative energy only to serving the best interests of children.

3. Employees must maintain a proper professional demeanor in their relationships with students. When employees shed their professional demeanor and place themselves on a common plane with students, they are likely to be drawn into competitive or confrontational situations with students, resulting in outcomes that do not enhance education. Other possible results of a failure to maintain a professional demeanor include the danger of courtship behavior entering the relationship between employees and students, employees not recognizing the impropriety of enlisting students in pursuit of their own personal or professional needs, and employees discriminating against less favored students and having difficulty in disciplining more favored students.

4. All employees shall adhere to confidentiality at all times. Employees must refrain from discussing a student in the presence of other students, or even in the presence of other

employees when the discussion does not concern a particular educational or instructional need. Employees must neither condone nor engage in critical or negative discussions of their fellow employees in the presence of students, nor should such discussions of a fellow employee, a student, or a former student be engaged in with the general public. Violating these standards encourages inappropriate behavior from students, since the result is often a loss of trust in and respect for employees on the part of students. No discussion about students or staff should go outside the educational setting.

5. Employees must refrain from careless, needless, unthinking remarks directed toward a student or group of students. Examples include remarks that fail to recognize gender equity and remarks that disparage a student's non-traditional point of view on a particular subject. "Teasing or scarstic" remarks for the purpose of establishing a relaxed relationship or atmosphere must also be avoided, for the destructive potential of such remarks far outweighs whatever benefit an employee might intend. In essence, children should not be faced with embarrassing or humiliating comments from school employees.

6. Employees must put the students' success as the top priority. Recognizing that students learn through a variety of methods and possess various learning styles, teachers must present material to ensure successful mastery by all students. Teachers must continually strive to improve instructional effectiveness.

7. Supervision of students is necessarily a continuous responsibility of all employees. When supervising students, whether as a specifically assigned duty or simply the ongoing responsibility applicable to all employees, close attention should be paid at all times so as to quickly defuse disruptive behavior before it affects a larger number of students. KRS 161.180 states that "each teacher and administrator in the public schools shall in accordance with the rules, regulations, and bylaws of the board of education made and adopted pursuant to KRS 160.290 for the conduct of pupils, hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school sponsored trips."

8. Sexual conduct of any kind, including verbal or physical, is prohibited between employees and students. KRS 161.120, Subsection 1A, states that the certificate of a certified employee who has sexual contact with a student will be revoked; sexual contact is defined in KRS 510.010, Subsection 7. Staff members must not discuss sexual matters with students except in the course of personal guidance services provided by a trained counselor or through curricular content specifically intended to address such matters. Sexually suggestive or provocative comments must not occur between employees and students. Comments that have sexual implications regarding a student's personal appearance or dress must not occur. Comments from an employee regarding a sexual relationship between two students must not occur. Employees, except trained guidance counselors, should avoid being placed in one-on-one situations with students where the student has broached an intimate or private personal matter. Any one of the above precautions, if ignored, could result in charges of sexual harassment against an employee.

9. While no attempt is made here to define a legal standard for conduct of an employee while not on the job, an employee's professional instinct should result in out-of-school

relationships that approximate in-school relationships between employees and students. Common sense dictates that students should not be expected to apply differing standards to their relationships with employees from one day to the next or one hour to the next. Employees should refrain from forming personal friendships with students. Recognizing the inherent impressionability of students, employees should always behave in a manner that will earn respect of the students. Adults should not attempt to be on the same level as the students; rather, they should think to be a positive role model.

10. Employees should exercise great care in the use of social media. The School District respects the rights of employees to use social media and networking sites, but it is important that employees' personal use of these sites not damage the reputation of the Bourbon County School District, its employees, its students or their families. Social media and networking sites must not be accessed through the Bourbon County District network, with exceptions made for maintaining school or teacher created online communities designed to enhance classroom instruction and student learning. Employees should have an understanding that what is private in the digital world is easily searchable, shareable, and often has the possibility of becoming public, even without their knowledge or consent. The district strongly encourages all employees to carefully review the privacy settings on any social media and networking sites they use and exercise care and good judgment when posting content and information on such sites. Employee personal use of social media sites is limited to duty free breaks and lunch. In all situations employees should be very guarded with the use of social media especially as it may relate to their students. The posting of negative content by a district employee should never directly or indirectly identify district employees, students and their families, or specific situations regarding the workplace. Before posting pictures of students make sure the Publication Consent Form is on file with permission to publizize students pictures.

THE EMPLOYEE'S RELATIONSHIP WITH FELLOW EMPLOYEES, INCLUDING PEERS, SUBORDINATES, AND SUPERVISORS:

In terms of the professional demeanor expected of school employees, the relationship between employees with no supervisor-subordinate linkage should be the same in almost every respect as the relationship between an employee and his/her supervisor or his/her subordinate. Special allegiance and courtesy is owed in all cases from one employee to another and in both directions on the continuum of school district authority. Employees must realize that a criticism leveled toward any one of us is a criticism shared to some degree by all of us, for we all share in the professional image of our School District

Any criticism voiced outside the relationship between two employees shall be made only with the expectation that educational services to children will be improved or safe-guarded if the behavior being criticized is changed. Criticisms carried outside the relationship for any other reason are either destructive or irrelevant to the purpose of the school system.

If criticisms voiced outside the relationship between two employees are made only for the purpose of improving or safe-guarding services to children, it follows that such criticisms should be voiced to the person most likely to bring about a change, almost always the immediate supervisor of the employee being criticized. In rare cases, the criticism might legitimately be

carried directly to the Superintendent of Schools. There is no professional reason to voice the criticism to any other person.

Although the School District neither expects nor wishes to influence the relationships between employees outside of work hours, it must be understood that all contacts between employees in the work setting must be on a professional level. School is not the place for personal interactions to occur between employees, whether those interactions are friendly or unfriendly. Employees should meticulously avoid the appearance of impropriety in their work behavior and work relationships.

THE EMPLOYEE'S ROLE IN DETERMINING, ENFORCING, AND FOLLOWING THE POLICIES, PROCEDURES, RULES AND REGULATIONS THAT GOVERN SCHOOL AND SCHOOL DISTRICT OPERATIONS:

As part of each employee's employment agreement with the School District (the employee's agreement to provide services and the School District's agreement to pay for such services) there exists a clear if unspoken consent to provide services in a manner prescribed by the School District. The manner prescribed by the School District is contained in the policies, procedures, rules and regulations that govern School District operations. In other words, when an employee agrees to be employed by the School District, the employee is saying that he/she agrees to follow the policies, procedures, rules and regulations of the School District.

All employees have opportunities to have a voice in determining policies, procedures, rules and regulations. These opportunities occur frequently during the development stage of the policies, procedures, rules and regulations, since all schools are increasingly involved in participatory-management practices. In addition, all employees are encouraged to meet with their immediate supervisors at any time to voice opinions regarding the necessity, effectiveness, and enforcement or compliance difficulties of any policy, procedure, rule or regulation.

Once adopted, policies, procedures, rules and regulations governing school operations become part and parcel of an employee's work assignment. Indeed, policies, procedures, rules and regulations are an important component of this Professional Expectations, for they define to a large extent the behavior expected of all employees. This is true not only of policies, procedures, rules and regulations that apply to employees but policies, procedures, rules and regulations that apply to students, for one behavior expected of all employees is to enforce the policies, procedures, rules and regulations applying to students. Policies, procedures, rules and regulations, taken totally, are an expression of the aspirations and expectations of the School District.

Therefore, as a part of each employee's professional obligation and responsibility, it is expected that all existing policies, procedures, rules and regulations of the school and School District will be followed and enforced in a fair and consistent manner. To do otherwise is unprofessional behavior. It is permitted and encouraged that employees voice their opinions regarding existing policies, procedures, rules and regulations, and that they pursue changes in policies, procedures, rules and regulations with which they disagree, and that they feel a professional responsibility to assist in the development of policies, procedures, rules and regulations, but deliberate attempts to

circumvent or ignore existing policies, procedures, rules and regulations constitute unprofessional behavior.

THE EMPLOYEE'S RELATIONSHIP WITH FAMILY MEMBERS AND RELATIVES WHO ARE EMPLOYED OR OTHERWISE HAVE A PERSONAL INTEREST IN THE SCHOOL SYSTEM:

The general rule applying to an employee's behavior toward his/her relatives in the School District is for deliberate neglect. In other words, not only must an employee be cautious of exerting undue influence where relatives are concerned, he/she should exert *no influence at all* where relatives are concerned.

It is only thus, through deliberate neglect, that persons with no relatives employed in the School District will be assured fair and equal treatment in the School District.

The rule for deliberate neglect shall apply even if circumstances are such that an employee would normally, in a professional manner, exert influence on behalf of a fellow employee, a parent, or non-parent constituent of the School District. In the case of relatives, no influence may be exerted *regardless* of circumstances. If the cause of an employee, parent, or non-parent constituent is just, it must be assumed that there will be no shortage of non-relative employees to support the cause. If such is not the case, if staff, parents, and other constituents of the School District must depend only upon family members to champion a just cause, then persons with no relatives in the School District will be hopelessly disadvantaged in receiving equal treatment.

This rule applies to all relatives' family members except students who are children of employees. However, employees must scrupulously avoid using their positions to gain preferential treatment for their student-children in the school system. It is not suggested that employees should fail to exert the right of all parents to be interested and involved in the education of their children, but that preferential treatment must neither be requested nor given as a result of a parent's employment in the School District. Indeed, *all* employees must be cautious in this regard. Opportunities to favor student-children of fellow employees, relatives, or close friends will inevitably arise, and the temptation to do so must be vigorously resisted. An employee should always refuse to intervene or negotiate on behalf of any student whose parents are relatives or close friends.

THE EMPLOYEE'S ROLE AS CUSTODIAN OF INFORMATION AND OTHER SCHOOL RESOURCES ACQUIRED THROUGH THE EMPLOYEE'S POSITION IN THE SCHOOL SYSTEM:

Employees of the Bourbon County School District have many occasions to acquire information concerning students and fellow employees. Almost all such information must be held in strict confidence. Whether the employee feels such information is true or false, use of such information with intent to gossip or for malicious purposes is highly unprofessional behavior. Kentucky statutes clearly state that student and employee records are protected by the federal Family Educational Rights and Privacy Act. In the case of students, these records include: results of any academic tests or examinations, psychological examinations or measures of aptitude, or any other information which may be used to personally characterize an individual.

In the case of employees, disclosure of any information regarding marital status, medical histories, health conditions, reputation, performance evaluations, and family problems constitutes an unwarranted invasion of personal privacy.

Formal student and employee records have clearly defined codes dealing with who may view such records and when and where this may be legally done. A system of checks and balances regarding viewing and disclosure of student records must be in place at each building level, and each employee should be well-versed in these procedures. The system must ensure confidentiality when transferring documents within the school or within the School District.

As with formal school records, informal information concerning specific students or employees should not be shared except for clearly professional purposes. Employees must be careful not to divulge any information that could be harmful to an individual in any way. Gossip about the personal lives of students or other employees has no place in the school system, is destructive to the school system's purpose of educating children, and is therefore deemed unprofessional.

Information concerning illegal acts, suspected abuse or harassment, potential suicide or harm to others, must be reported to the proper authorities.

Use of school material, equipment, or other school resources for any purpose not directly related to school programs is prohibited unless in policy or approved board. Use of resources from one school to enhance programs at other schools should be done only with the specific approval of the principals at both schools.

METHODS OF DISTRIBUTING, DISCUSSING, AND REFINING THE CONCEPTS AND IDEAS CONTAINED IN THE PROFESSIONAL EXPECTATIONS:

It is expected that the Professional Expectations will be an evolving document. The first attempt to define School District expectations regarding staff behavior was made in May 2018, by a task force comprised of teachers, classified employees, administrators, and a School Board member.

As time passes, the Professional Expectations must remain a much-referenced document on the front burner of School District attention. It must be enforced. It must be continuously refined as experiences with successful and unsuccessful implementation occur. It must be reviewed and improved annually by employees and School Board in light of accumulated implementation experiences

In May of each year a Professional Expectations Task Force will be appointed by the Superintendent of Schools. The Task Force will remain on call after their review to advise the Superintendent of Schools regarding implementation questions during the following school year, until the next Task Force is appointed in May of that year. (Members of the Task Force can remain in their role multiple years.)

2024-25 Professional Expectations Task Force members include: Larry Begley (superintendent) Lana Fryman (school board member), Christian Ernest (district administrator), Scott Muntz (district administrator), Katie Sparks (principal), Littleton Ward (principal) Melissa Hamilton

(Principal) Kassandra Benitez (migrant educator), Dana Jones (teacher), Michelle Koch (teacher) Chuck Kiser (classified) and Lisa Doyle (classified). The Superintendent of Schools or Designee chairs the Task Force. The 2024-25 Task Force will remain available to serve the Superintendent of Schools until May of 2025.

School principals shall use at least one faculty meeting within 30 days at the beginning of each school year to distribute, discuss, and answer questions regarding the Professional Expectations. Particular sections of the Professional Expectations will be discussed at faculty meetings during the year as the need is perceived. Similar or joint meetings will be convened at each building for classified employees employed at that building. Similar meetings will be held each year at the district-wide level for transportation employees, maintenance employees, and central office employees.

The School District personnel office will be responsible to document that all required meetings are held each year.

ENFORCEMENT OF THE PROFESSIONAL EXPECTATIONS:

It is assumed that all employees of the School District feel committed to educating children, and therefore are motivated to behave in a manner that best suits that purpose. It is also assumed, however, that employees might at times be confused by, subtleties contained in the Professional Expectations. Based upon these assumptions, it is likely that most violations of the Professional Expectations will be of a minor and unintentional nature and dealt with through private, oral reminders and precautionary comments by supervisors of employees.

It is important that supervisors do not ignore their duty in regard to minor violations, since even minor breaches of professionalism represent opportunities to improve. It is expected that small corrections accumulated and sustained through years of implementation will substantially improve the learning environment in our school system.

Therefore, the School District, Director of Human Resources will provide a system to supervisory personnel in order to document minor violations of the Professional Expectations. The system of documentation will not include names of employees, but will include a description of the relevant event, a note interpreting the relevant section of the Professional Expectations, and a summarization of the supervisor's advice to an employee. Primary usefulness of this documentation will be to guide the yearly task-force review of the Professional Expectations and to determine whether or not violations are being consistently dealt with throughout the School District.

Major violations of the Professional Expectations are those which have a direct and significant effect upon the learning environment, upon individual students, or upon the professional image of the School District. Examples of major violations would include, but not be limited to, sexual conduct of any kind between an employee and student, an angry exchange between employees in the presence of students, malicious gossip (whether true or false) carried by an employee in regard to a student or fellow employee, deliberate and/or persistent and/or extreme remarks of a demeaning nature from an employee toward a student or students, repeated minor violations by

an employee in spite of repeated reminders from the employee's supervisor, and significant and/or deliberate and/or malicious breaches of confidentiality.

The immediate supervisor of an employee will investigate alleged major violations of the Professional Expectations. *All* allegations must be investigated and reported to the School district, Director of Human Resources in writing. Only allegations that are thought by the immediate supervisor to be true will include the name of the involved employees, in which case the written report will be placed in the employee's personnel file and the Superintendent of Schools will determine whether enforcement proceedings are in order. If it is found that enforcement proceedings are in order, necessary hearings will be convened by the Superintendent of Schools.

When supervisors are the source of possible breaches of the Professional Expectations, reporting should be handled in the following manner: If the supervisor in question is a principal, the report will be made orally to

the director of human resources (Scott Muntz) and if the supervisor in question is a districtwide supervisor or a central office administrator, the report should be made orally to the superintendent of schools. In the case of a minor violation, either the director of human resources or the superintendent will discuss the report and issue advice if necessary to the supervisor without revealing the name of the employee making the report. In the case of a major violation of the Professional Expectations by a supervisor, the director of human resources or the superintendent will conduct an investigation and prepare a written report and the superintendent will determine whether enforcement proceedings are in order. If found that enforcement proceedings are in order, necessary hearings will be convened by the Superintendent of Schools.

Disciplinary measures available to supervisory personnel, at their discretion, may include singly or in combination, as set forth by statute and the school districts policies and procedures to enforce the Professional Expectations are as follows but not limited to:

A requirement that the employee apologize, orally or in writing, privately or in the presence of the Superintendent of Schools, to a student, parent, or a fellow employee.
An oral reprimand from the immediate supervisor. No documentation will not be placed in the personnel file.
A private reprimand from the Superintendent of Schools to the employee. Private reprimands from the Superintendent of Schools are in writing and placed in the employee's permanent School District personnel file.
A public reprimand from the Superintendent of Schools to the employee. Public reprimands from the Superintendent of Schools are in writing and presented to the School Board in open session.

Corrective Action Plan will be developed to address the issue in collaboration with the supervisor and employee.
A suspension of the employee with pay.
A suspension of the employee without pay.
Non-renewal of the employee's contract
Termination of the employee's contract.

***See KRS 161.750/KRS 161.790 and Policy 03.17

EDUCATION PROFESSIONAL STANDARDS BOARD

Please direct questions to:

EDUCATION PROFESSIONAL STANDARDS
100 Airport Road, 3rd Floor
Frankfort, KY 40601

Telephone: (502) 564-4606

Fax: (502) 573-1610

Toll Free: (888) 598-7667

E-mail: dcert@ked.state.ky.us

PROFESSIONAL CODE OF ETHICS FOR KENTUCKY SCHOOL PERSONNEL

CODE OF ETHICS 704 KAR 20:680

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:

TO STUDENTS	TO PARENTS	TO EDUCATION PROFESSION
*Shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best practice known to the educator *Shall respect the constitutional rights of all students *Shall take reasonable measures to protect the health, safety, and emotional well-being of students.	*Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student. *Shall endeavor to understand community cultures and diverse home environments of students.	*Shall exemplify behaviors which maintain the dignity and integrity of the profession. *Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.

*Shall not use professional relationships or authority with students for personal advantage. *Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purpose or is required by law. *Shall not knowingly make false or malicious statements about students or colleagues. *Shall refrain from subjecting students to embarrassment or disparagement. *Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.	*Shall not knowingly distort or misrepresent facts concerning educational issues. *Shall distinguish between personal views and the views of the employing educational agency. *Shall not interfere in the exercise of political and citizenship rights and responsibilities of others. *Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities. *Shall not accept gratuities, gifts or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.	*Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law. *Shall not use coercive means or give special treatment in order to influence professional decisions. *Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and *Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.
--	--	---

PERSONNEL RELATED POLICIES

GRADING PERIODS

Grading Period	Start Date	Midterm Date	Midterm Report To Parents	End of term Date
1st	August 18, 2026	September 17, 2026	September 25, 2026	October 23, 2026
2nd	October 26, 2026	November 30, 2026	December 7, 2026	January 13, 2027
3rd	January 14, 2027	February 12, 2027	February 22, 2027	March 18, 2027
4th	March 19, 2027	April 23, 2027	April 30, 2027	May 25, 2027

SCHOOL HOURS

- **BCES:** 7:45 a.m. – 2:45 p.m.
- **CRES & NMES:** 7:40 a.m. – 2:40 p.m.
- **Middle School:** 8:20 a.m. – 3:20 p.m.
- **High School:** 8:20 a.m. – 3:25 p.m.

REPORTING PROCEDURES – POLICY 08.2324

A District employee or volunteer who receives a report alleging that another District employee or volunteer has engaged in unauthorized electronic communication must immediately notify the appropriate authority:

1. If the subject of the report is a staff member, notify the Principal.
2. If the subject is the Principal, notify the Superintendent.
3. If the subject is the Superintendent, notify the Commissioner of Education and the Chair of the local Board.

CURRICULUM AND INSTRUCTION 08.2323

(CONTINUED)

Access to Electronic Media

(Acceptable/Responsible Use Policy)

COMMUNITY USE

On recommendation of the Superintendent/designee, the Board shall determine when and which District technology resources (including internet access, computer equipment, software, and information access systems) may be available to the community.

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

DIGITAL CITIZENSHIP AND RESPONSIBLE USE

All District technology users shall demonstrate safe, savvy, and social digital citizenship skills by practicing respectful, responsible, and ethical use of technology. The District will ensure comprehensive instruction on digital citizenship, focusing on the nine (9) elements of digital citizenship: Digital Access; Digital Commerce; Digital Communication & Collaboration; Digital

Fluency; Digital Etiquette; Digital Law; Digital Rights and Responsibilities; Digital Health and Welfare; and Digital Security & Privacy, as well as cyberbullying awareness and response strategies, are provided. All digital citizenship instruction shall align with the Kentucky Academic Standards for Technology and be reviewed regularly to reflect current best practices and emerging technologies. The District shall support efforts to instill digital citizenship skills in students to foster a responsible, safe, and empowered digital learning environment. District-provided technology resources shall be used in a manner that upholds the integrity, security, and privacy of district systems and supports educational goals regardless of the time, place, and means of utilization.

DISREGARD OF RULES

Individuals who opt-out of required responsible use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

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

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

CURRICULUM AND INSTRUCTION

08.2323

(CONTINUED)

Access to Electronic Media

(Acceptable/Responsible Use Policy)

RESPONDING TO CONCERNS

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

EMERGING TECHNOLOGIES

The District shall establish and maintain procedures that address the safe, secure and responsible uses of emerging technologies, including, but not limited to, artificial intelligence (AI) and AI-enhanced or generative AI features. These procedures shall be reviewed and updated regularly to ensure alignment with current technological advancements, fostering a proactive approach while emphasizing safeguards for student safety, data privacy, and ethical practices.

Such procedures will support innovative strategies while addressing potential risks and maintaining the confidence of district stakeholders. Additionally, procedures will address the responsible use of these emerging technologies, including appropriate and inappropriate uses of AI (e.g., for inspiration vs. cheating, plagiarism).

AUDIT OF USE

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

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing social media (unless authorized by a teacher for instructional purposes) and sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets the requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors. For instructional purposes, age/grade-level appropriateness and meets traceable/inspectable guidelines set forth in this and related policies;
2. Utilizing the latest available filtering technology to ensure that social media is not made available to students, unless authorized by a teacher for instructional purposes;
3. Maintaining and securing a usage log; and
4. Monitoring online activities of both minors and adults using District-owned or managed systems, regardless of the time, place, and means of utilization.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

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

Assignment

03.231

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

The Superintendent shall assign personnel only in positions for which they are qualified.

The Superintendent shall not assign the relative of a school Principal to the school where the Principal is assigned.¹

The Superintendent shall not assign a classified employee to an alternative education program as defined in [KRS 160.380](#) as part of any disciplinary action pursuant to [KRS 161.011](#) or as part of a corrective action plan established pursuant to the District's evaluation plan.

Guidelines of the Kentucky Department of Labor shall be observed in establishing work schedules and times for classified personnel.

Bullying/Hazing

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

Actions Not Tolerated

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.¹ This policy extends to any/all student language or behavior, on school premises, on school-sponsored transportation (per policies 06.34 and 09.2261), or at school-sponsored events including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

Bullying Defined

Per [KRS 158.148](#), “bullying” is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event: or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Hazing Defined

Per [KRS 508.180](#), “hazing” is defined as a direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization, including but not limited to actions which coerce or force a minor or a student to:

- a. Violate federal or state criminal law;
- b. Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of serious physical injury;
- c. Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
- d. Endure brutality of a sexual nature; or
- e. Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student.

Bullying/Hazing**Hazing Defined (continued)**

Per [KRS 508.180](#), “organization” is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary education institution at any time during the previous five (5) years.

Reports

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

Other Claims

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

STUDENTS 09.22

Child Abuse

REPORT REQUIRED

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected¹, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make an oral or written report, including but not limited to electronic submission, to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney in accordance with KRS 620.030.2

After making that report, the employee shall then immediately notify the Principal of the suspected abuse. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee.

Upon notification, the Principal or the Superintendent/designee shall facilitate the cooperation of the school with the investigation of the report. Any person who knowingly causes intimidation, retaliation, or obstruction in the investigation of the report shall be guilty of a Class A misdemeanor.

Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse. Therefore, the District shall not first investigate a claim before an employee makes a

report to the proper authorities. However, in certain situations, reports involving claims made under state and federal laws, such as Title IX, shall require the District, after making the required report, to conduct an independent investigation of the allegations in order to determine appropriate personnel action.

When an allegation of abusive conduct, as defined in KRS 160.380, is made against a District employee to another District employee, the District employee in receipt of the allegation, whether communicated in writing, electronically, or orally, shall report the allegation to the Principal and in accordance with KRS 620.030. The Principal shall document the allegation in writing and notify the Superintendent/designee. An investigation of the allegation shall be conducted by the District until it is completed and shall not end prior to completion due to the employee transferring positions within the District or leaving the District, unless directed by the Cabinet for Health and Family Services or law enforcement officials to cease the investigation.

DOCUMENTATION

Any person making a report in accordance with KRS 620.030 shall obtain written documentation of the completed report including the date, time, person report made to, organization receiving report and description of report content.

INTERVIEWS

If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Health and Family Services representative as to whether to contact a parent³ and shall provide the Cabinet access to a child subject to an investigation or assessment without parental consent.⁴

STUDENTS 09.227

(CONTINUED)

Child Abuse

AGENCY CUSTODY

If, as a result of dependency, neglect, or abuse, a child has been placed in the custody of the Cabinet, the Principal, or any Assistant Principal of the school in which the child is enrolled, and the District's Director of Pupil Personnel shall be notified of the names of persons authorized to contact the child at school, in accordance with school visitation or communication policy, or remove the child from school grounds.

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

- a) By written notice via email or fax on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. Verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and

b) By email, fax, or hand delivery of a copy of the court order within ten (10) calendar days following the Cabinet's receipt of the court order of a change of custody or change in contact or removal authority.

OTHER

Each school shall prominently display the statewide child abuse hotline number administered by the Cabinet for Health and Family Services, the National Human Trafficking Reporting Hotline number administered by the United States Department for Health and Human Services, and the Safe Haven Baby Boxes Crisis Line number administered by the Safe Haven Baby Boxes national organization or any equivalent successor entity.

Communications 03.26

PROCEDURES

The Superintendent shall develop specific communication procedures to include, but not be limited to, the opportunity for problems to be addressed and resolved at each level of the chain of command from the point of origin, time limitations for the filing and the appeal of a complaint and procedures for the orderly review and appeal of each individual complaint.

Complaints are individual in nature and must be brought by the individual complainant.

The Board shall take action only on those complaints that fall within the authority of the Board.

GENERAL

The Board will hear problems only after unsuccessful resolution by the employee's supervisors.

PERSONNEL ISSUES

Complaints to be heard by the Board must be submitted in writing to the Superintendent at least ten (10) days prior to the regular Board meeting. The Board will not hear any complaint concerning personnel actions taken by the Superintendent/designee, unless the issue is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.

Before accepting a grievance complaint, the Board shall seek the advice of the Board Attorney as to whether the appeal falls within the requirements of this policy. Any personnel complaint not falling within the requirements shall be appealed only to the level of the Superintendent.

The Board shall not hear complaints concerning simple disagreement or dissatisfaction with a personnel action.

EXCEPTION

Harassment/Discrimination allegations shall be governed by Policy 03.262.

Compensation and Benefits 03.22

RECOMMENDATION

The Superintendent shall recommend for Board approval annual salary schedules and employee benefits for all classified personnel. Salary notification shall be provided to each classified employee on or before the beginning of each school year.

ADDITIONAL POSITIONS

A combination of two (2) or more employment positions with the District shall not entitle an employee to benefits any greater in number or value than those available for one (1) full-time employment position. For example, an employee hired into two (2) part-time positions, two (2) full-time positions, or one (1) part-time and one (1) full-time position shall not receive sick leave, vacation days, personal days, or other job benefits, aside from the additional pay associated with the positions, in excess of those available for one (1) full-time position.

COBRA

At the time of initial employment an employee shall be given the first COBRA notification. Second notification and continuation of benefits shall be contingent upon the employee's notifying the District of a qualifying event.

Conflict of Interests 03.2721

PECUNIARY INTEREST PROHIBITED

No administrator or other employee of the District shall have any pecuniary interest, either directly or indirectly, in an amount exceeding twenty five dollars (\$25.00) per year, at the time of or after appointment, in supplying any goods, services, property or merchandise for which school funds are expended.

Demotion 03.2313

Personal services which are additional to those required by contract are not prohibited by this provision. The demotion of classified personnel shall be made by the Superintendent, who at the first meeting following the action, shall notify the Board of same. Such notification shall be recorded in Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent

Discipline, Suspension and Dismissal of Classified Employees 03.27

DISCIPLINARY OPTIONS

Classified employees may be subject to the following actions, to include, but not limited to:

1. Verbal warning or reprimand by Superintendent/designee
2. Written warning or private reprimand by Superintendent/designee
3. Probation imposed by Superintendent/designee
4. Reassignment (temporary or permanent) by Superintendent
5. Public reprimand by Superintendent
6. Suspension without pay by Superintendent
7. Nonrenewal by Superintendent
8. Dismissal (termination of contract) by Superintendent

ACTIONS WHICH MAY REQUIRE HEARING PROCEDURES

Only the Superintendent may issue a public reprimand, suspend without pay or terminate a classified employee. Subject to the employee's exercise of applicable hearing rights, these personnel actions shall be effective on the employee's receipt of written notice from the Superintendent. Subject to the completion of any pending administrative hearing procedure on the action, the Superintendent shall notify the Board at the first meeting following a public reprimand, suspension without pay, or termination and such notification shall be recorded in the Board minutes.

TEMPORARY SUSPENSION WITH PAY PENDING INVESTIGATION

An employee may be relieved from duty for the remainder of the work day (without loss of pay for the affected portion of the day) by the immediate supervisor, pending a review of the facts or allegations, when such time is needed to protect health or welfare of students or staff or to prevent disruption of the educational process.

An employee shall be suspended with pay only when the Superintendent determines there is a justifiable need to protect the health, safety, or welfare of students and staff or to prevent significant disruption of the workplace and/or educational process. The period of suspension with pay shall not exceed the time needed to conduct an investigation and to determine whether the employee is to return to active service or face disciplinary action. However, suspension with pay shall not exceed ten (10) working days. If circumstances arise that require an investigation or other proceedings that may extend beyond ten (10) days, the Superintendent may lengthen the period of suspension, not to exceed an additional fifteen (15) working days.

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

CAUSES FOR ACTION

Any classified employee may be subject to appropriate disciplinary or job action for one (1) or more of the following reasons:

1. Dishonesty, neglect of duty, incompetence, inefficiency or insubordination.
2. Reporting to work under the influence of or use or possession of alcohol or controlled substances while on duty, or the illegal use or possession of controlled substances at any time.
3. Unsatisfactory evaluation of any factor on the employee's performance evaluation report.
4. Repeated unexcused absence, tardiness, absence without notification or abuse of sick leave.
5. Violation of or refusal to obey local policies or state regulations adopted by the Kentucky Board of Education or by the Board.
6. Refusal to comply with safety directives.
7. Falsifying information supplied to the District including information on application forms, absence reports, or any other information.
8. Violation of local policy, state, or federal statutes or regulations that apply to assigned duties.
9. Failure to notify the Superintendent if the classified 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.
10. Being convicted of or entering an "Alford" plea or plea of nolo contendere to a felony or any crime (including misdemeanors) involving moral turpitude or illegal transactions with minors or students.
11. Immorality, misconduct, or conduct unbecoming a school employee.

12. Loss of licensure or certification required for the position; failure to provide cooperation or consents necessary to serve or continue serving in positions requiring licensure; or being disqualified from serving in a licensed position based on information obtained by the District from the Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol electronic “Clearinghouse” or otherwise.
13. Failure to maintain the confidentiality of information about students or staff obtained in the course of employment, unless disclosure serves a legitimate job-related purpose or is required by law.
14. Engaging in any sexually related behavior with a student with or without consent, including, but not limited to, behavior such as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape, threats of physical harm; and sexual assault.
15. Physical or mental disability, consistent with applicable laws protecting employees with disabilities.¹

DUE PROCESS PROVISIONS (SUSPENSION WITHOUT PAY/TERMINATION)

The Superintendent shall develop/adopt procedures to provide adequate due process, covering matters that may result in public reprimand, suspension without pay or termination of classified employees. The procedures shall address, but are not limited to notice, opportunity to be heard, right to counsel, conducting a hearing (if requested), and the rendition of a decision or action.

Employees shall be provided written notification of the charges that may result in a public reprimand, suspension without pay or termination. The notification shall include a statement of the right to a hearing and a form, the signing and filing of which with the Superintendent shall constitute a demand for a hearing and a denial of the charges. If an employee wishes to request a hearing, the employee shall present the appropriate form to the Superintendent within ten (10) calendar days of the receipt of the written notification of the charges. If the employee does not file the demand for a hearing within the ten (10) day period, final personnel action may be taken or completed without a hearing or further proceedings.

OTHER DISCIPLINARY ACTIONS

When disciplinary actions other than public reprimand, suspension without pay or termination, are at issue, employees may submit a written response, which shall be placed in their file along with any documentation of the disciplinary action.

Disrupting the Educational Process 03.2325

Any employee who, while under the authority of the Superintendent, participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events and activities, may be subject to disciplinary action, including termination of contract.

For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct that threatens the health, safety, or welfare of others;

2. Conduct that may damage public or private property, including property of students or staff;
3. Illegal activity;
4. Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
5. Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 03.262, which addresses harassment/discrimination allegations.

DRESS AND APPEARANCE

03.2326

All personnel shall dress appropriately and professionally according to their assigned positions and related job descriptions. The Superintendent shall develop guidelines for appropriate dress and present the policy to the Board for approval.

During the course of the school year, Principals may designate special days when some departure from the dress code may be allowed. Principals/designees shall announce these days.

Staff will follow additional dress and appearance guidelines mandated by the Bourbon County Board of Education, State or Federal Government.

Principals shall enforce the dress codes in their schools. Employees whose appearance does not conform to these rules will be asked to change clothing to meet this code.

CLASSIFIED EMPLOYEES

The following regulations are applicable to all central office classified staff, para-educators, cooks, custodians, bus drivers, maintenance workers, and other classified personnel:

1. A clean, neat, professional appearance is required for all employees.
2. All employees shall wear shoes.
3. No hats, caps, headscarves, bandanas, hoods, or other head coverings may be worn in the building during the school day.
4. Undergarments shall not be visible.
5. Sexually suggestive clothing, as interpreted by school administration, is not permitted.
6. No employee may wear as an external garment any of the following:
 - a. Seethrough, transparent, or nude looks without appropriate undergarments;
 - b. Garments which expose the bare midriff/excessive cleavage, even when bending over;
 - c. Any visible display, including tattoos, that promotes or in any way relates to alcohol, tobacco, drugs, obscenity or other disruptive themes; or
 - d. Clothing with revealing holes or rips in the material.
7. Shorts shall not be permitted during school hours.

8. Jeans and sweatsuits are not to be worn by employees in the classroom/office setting.
9. T-shirts and sweatshirts with an education theme or school initiative are permitted.
10. Leggings and other tight-fitting pants must be worn with a top measuring mid-thigh in front and in back.
11. Skirts and dresses shall be no more than a couple inches above the knee unless worn with leggings.
12. Clothing designed to fit at the waist shall be worn at normal waist level (no sagging).
13. Sunglasses shall not be worn inside the building without a medical excuse.
14. Jewelry must not be hazardous to the wearer or others around them.
15. No item or manner of dress deemed by school authorities to be gang related shall be worn.
16. As an exception for custodial staff, maintenance workers, and bus drivers casual shorts, jeans, t-shirts, sweatshirts, sweatsuits, and hats are permitted. Casual shorts shall be no more than a couple inches above the knee. Maintenance may wear the optional uniform if provided by the District.

Cooks and food service staff will adhere to the above dress code except for number 3 and including the following:

- Cafeteria staff shall wear pants or jeans. Shorts are not permitted
- Cafeteria staff shall wear shirts with either short or long sleeves. Sleeveless shirts are not permitted.
- Cafeteria staff shall wear shoes with non-skid soles. Sandals, thongs, mesh shoes are not permitted.
- Hairnets, hats, scarves or similar hair coverings that effectively restrain head and facial hair shall be worn at all times while employees are working in food preparation areas.
- Fingernails shall be short, clean, and unpolished. Artificial nails or stick-ons are not permitted unless gloves are worn during food preparation and serving.
- Excessive and/or unsecured jewelry shall not be worn.
- Oven-mitts and sleeves are provided and shall be worn when handling hot pans and dishes.
- Cut-resistant gloves are provided and shall be worn when using the slicer.
- Goggles are provided and shall be worn when handling chemicals.

PERSONNEL 03.23251

Classified Personnel

DrugFree/AlcoholFree Schools

Drugs, Alcohol and Other Prohibited Substances

District employees shall not manufacture, distribute, dispense, be under the influence of, purchase, possess, use or attempt to purchase or obtain, sell or transfer any of the following in the workplace or in the performance of duties:

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 lookalike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

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

Definitions

Controlled substance shall mean any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by the Kentucky Cabinet for Health and Human Services under regulations pursuant to [KRS 218A.020](#).

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 Drugs

Employees who personally use or who are designated to administer to a student a drug authorized by and administered in accordance with a prescription from a health professional shall not be considered in violation of this policy.

Workplace Defined

Workplace shall mean the site for the performance of work done for the District including any place where work on a District program, project or activity is performed, including, but not limited to, a school building or other school premises and any schoolowned vehicle or any other schoolapproved vehicle used to transport students to and from school or school activities. "Workplace" shall also include schoolsponsored or schoolapproved activities, events or functions which are held off school property and in which students are under District jurisdiction including, but not limited to, field trips and athletic events.

Suspension/Termination/NonRenewal

Any employee who violates the terms of this policy may be suspended, nonrenewed or terminated. In addition, violations may result in notification of appropriate legal officials. PERSONNEL 03.23251

(Continued)

DrugFree/AlcoholFree Schools

Alternative

As an alternative, the Superintendent may choose that an employee who violates the terms of the District's drugfree/alcoholfree workplace policies shall satisfactorily participate in a Boardapproved drug/alcohol abuse assistance or rehabilitation program. If the employee fails to satisfactorily participate in such a program, the employee may be suspended, nonrenewed or terminated.

Reporting

Any school employee who knows or has reasonable cause to believe that a person has violated [KRS 158.155](#) shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District's law enforcement agency and either the local law enforcement agency or the Kentucky State Police.

Notification by Employee

Any employee convicted of a workplace violation of criminal drug statutes shall, within five (5) working days, provide notification of the conviction to the Superintendent.

Prevention Program

The Superintendent shall establish a comprehensive and on-going drugfree/alcoholfree prevention program for all employees which shall include notice of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The District's policies and related procedures on drugfree/alcoholfree 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/employee assistance programs; and
5. Penalties that may be imposed upon employees for violations of this policy.

Duties 03.233

All employees are expected to use sound judgment in the performance of their duties and take reasonable measures to protect the health, safety, and well-being of others, as well as District property.

JOB DESCRIPTION

Prior to the authorization of any personnel position in the District budget, the Superintendent, collaborating with other District authorities with personnel assignment responsibilities, shall develop, for Board approval, job descriptions which establish all essential functions of each position. The description shall encompass job responsibilities, completion of records and reports, and achievement of goals identified to enhance student achievement and help the school and/or District meet goals established by statute and/or Board policy.

INVESTIGATIONS

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

ACCOMMODATION

Reasonable accommodation shall be provided each qualifying employee with a disability or limitations related to pregnancy, childbirth, or related medical conditions to comply with the requirements of law and regulation.¹

Employee Reports of Criminal Activity

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

[KRS 158.155](#)

Any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of [KRS 527.070](#) shall immediately cause a report to be made to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the

employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:

- a. Intentional physical injury, or intentional attempt to cause physical injury, as defined in [KRS 500.080](#), to any school employee;
- b. Intentional assault resulting in serious physical injury, as defined in [KRS 500.080](#);
- c. A sexual offense;
- d. Kidnapping;
- e. Assault with the use of a weapon;
- f. Possession of a firearm or deadly weapon in violation of the law;
- g. The use, possession, or sale of a controlled substance in violation of the law; or
- h. Intentional or wanton damage to property causing a pecuniary loss of five hundred dollars (\$500) or more.

Any school employee who receives information from a student or other person of conduct which is required to be reported shall report the conduct to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police, unless the school employee has cause to believe a student's disability interfered with his or her ability to conform to the Student Code of Conduct.

A District that has created their own law enforcement agency shall designate a local law enforcement agency not created by the District to receive reporting information from the District's law enforcement agency. The District's law enforcement agency shall file a weekly report for the preceding week identifying all reports received under [KRS 158.155](#).

[KRS 158.156](#)

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

STUDENTS

09.2211

(Continued)

Employee Reports of Criminal Activity

[KRS 158.156](#) (continued)

The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.

[KRS 160.380](#)

When an allegation of abusive conduct, as defined in [KRS 160.380](#), is made against a District employee to another District employee, the District employee in receipt of the allegation, whether communicated in writing, electronically, or orally, shall report the allegation to the Principal and in accordance with [KRS 620.030](#). The Principal shall document the allegation in writing and notify the Superintendent/designee. An investigation of the allegation shall be conducted by the District until it is completed and shall not end prior to completion due to the employee transferring positions within the District or leaving the District, unless directed by the Cabinet for Health and Family Services or law enforcement officials to cease the investigation.

[KRS 209A.100](#)

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

[KRS 209A.110](#)

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with who s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

[KRS 620.030](#)

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

Evaluation 03.28

Each classified employee shall be evaluated at least once each year for the first four (4) years and every third year thereafter except where required annually by program design or where a

supervisor determines a need. This evaluation shall be performed by the Principal or the immediate supervisor and shall be based upon a formal procedure approved by the Superintendent for that specific position or class of positions. Classified employees shall be evaluated independently including observations, conferences, reporting, and planning for professional growth. The administrator performing the evaluation shall share and discuss the evaluation report with the employee. The employee shall have the right to comment in writing on the evaluation report. The employee's written comments shall be attached to the evaluation report, and the report shall be filed with the Superintendent.

Expense Reimbursement 03.225

The Board shall reimburse school personnel for necessary and appropriate school-related travel when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent and the School Council when appropriate. Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds. Travel expenses for guests of employees shall not be reimbursed.

The expense reimbursement process shall require documentation of the funding source/category used to pay expenses for all approved trips.

REIMBURSEMENT FORMS

Travel vouchers shall be submitted within one (1) week of the travel. No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by itemized receipts. Receipts shall be required for all expenditures over \$2.00, except for meals claimed as per diem.

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

The Board will be responsible only for expenses consistent with the guidelines used by the Commonwealth of Kentucky State Government Employees.

Allowable expenses are:

MILEAGE

Actual mileage between official work stations within the school system and actual mileage for trips outside the school system that have been approved by the Superintendent or designee and the Council in SBDM schools will be reimbursed at the same rate approved by the Commonwealth of Kentucky for its employees.

GASOLINE

Actual cost of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in school-related travel. Purchase must be substantiated by a receipt showing total gallons and total charges consistent with the guidelines used by the Commonwealth of Kentucky for State Government Employees.

TOLLS AND FEES

All tolls and parking fees incurred in school-related travel consistent with the guidelines used by the Commonwealth of Kentucky for State Government Employees. (Tolls are not to be charged for District vehicles being operated in state in an official capacity.)

CAR RENTAL

Car rental charges when approved by the Superintendent and the Council in SBDM schools consistent with the guidelines used by the Commonwealth of Kentucky for State Government Employees. Charges must be substantiated with a receipt.

COMMON CARRIERS

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.) consistent with the guidelines used by the Commonwealth of Kentucky for State Government Employees. Sight-seeing and pleasure tours are not reimbursable.

OUT-OF-STATE TRAVEL

Reimbursement for out-of-state travel by privately owned vehicles shall be consistent with the guidelines used by the Commonwealth of Kentucky for State Government Employees.

FOOD/MEALS

Amounts may be claimed for meals on out-of-District travel involving overnight stays consistent with the guidelines used by the Commonwealth of Kentucky for State Government Employees.

LODGING

Actual monies spent for lodging on approved out-of-District trips involving overnight stay consistent with the Commonwealth of Kentucky for State Government Employees.

EMERGENCY REPAIRS TO VEHICLES

Reimbursement will be made for emergency repairs or road service to Board-owned vehicles if incapacitated while out of District consistent with the guidelines used by the Commonwealth of Kentucky for State Government Employees. Driver may not obligate the Board for vehicle major repairs without the permission of the Director of Transportation or Superintendent.

Extended Disability Leave 03.2234

This policy shall be applied in a manner consistent with policy 03.212 and the Americans with Disabilities Act (ADA), when those provisions are applicable.

UNPAID LEAVE

Unpaid disability leave may be granted by the Board, upon written request, for the remainder of the contract year. Thereafter, leave may be extended by the Board in one (1) year periods.

FMLA

In compliance with the Family and Medical Leave Act of 1993, leave shall be granted in accordance with Board Policy 03.22322.

VERIFICATION

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

NOTIFICATION OF RETURN

Employees on extended disability leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.223. Failure to do so will render the position vacant.

PLACEMENT UPON RETURN

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

INVOLUNTARY DISABILITY LEAVE

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

Family and Medical Leave

03.22322

REASONS

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

1. For the birth and care of an employee's newborn child or for placement of a child with the employee for adoption or foster care;
2. To care for the employee's spouse, child, or parent who has a serious health condition, as defined by federal law;
3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform the employee's job;
4. To address a qualifying exigency (need) defined by federal regulation arising out of the covered active duty or call to active duty involving deployment to a foreign country of the employee's spouse, son, daughter, or parent who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and
5. To care for a covered service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

NOTICES AND DEADLINES

- Employees who may be eligible for or who request leave for any of the above reasons shall be provided an FMLA notice of eligibility and rights and responsibilities. Requests for family and medical leave entitlement should be made in writing but verbal requests may be made to the immediate supervisor or other designated administrator who shall then document the request. The District may require that a request for leave be supported by a certification for health care or military-related situations as permitted by federal law, but such requirements must be set out in the required notice.

Deadline for Notice to be Provided: Absent extenuating circumstances, within five (5) business days of District receipt of a request or the District being made aware of a potentially qualifying reason.

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

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

ELIGIBILITY

Employees are eligible for up to twelve (12) workweeks of family and medical leave each school year, if they have been employed by the District for twelve (12) months, have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave, and otherwise qualify for family and medical leave. When family and medical military caregiver leave is taken based on a serious illness or injury of a covered service member, an eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve-month period. This provision also applies to covered service members/veterans that have been on active duty within the past five (5) years as defined by federal regulation.

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

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

RESTRICTIONS

To the extent that an employee is entitled to any paid leave, such leave shall be taken and it shall run concurrently with family and medical leave, except that the employee may request to reserve ten (10) days of sick leave. (This requirement shall not apply to employees taking workers' compensation leave.) However, when an employee's workrelated injury/medical state qualifies as a serious health condition, worker's compensation leave shall run concurrently with the twelve (12) workweek entitlement.

Paid leave used by the employee as required under this policy shall count, as applicable, against the twelve (12) or twenty-six (26) FMLA workweek entitlement.

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

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

workweeks. In cases of personal illness or illness of a child, each spouse is entitled to twelve (12) workweeks of family and medical leave.

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

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

INTERMITTENT LEAVE/REDUCED HOURS

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

CONTINUATION OF BENEFITS

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

RETURN TO WORK

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

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

NOTICE

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

Quarantine Leave

03.22323

BOARD SHALL PROVIDE

Each eligible full or part-time employee in the District shall receive at least ten (10) days paid leave per school year for quarantine due to exposure to a reportable infectious or contagious disease under [902 KAR 002:020](#) or any other infectious or contagious disease designated as reportable to a local health department or the Department for Public Health by a valid order or administrative regulation of the local health department serving the school District or the Department for Public Health.

This leave shall be in addition to any other leave provided by statute or Board policy.

ELIGIBILITY

In order to be eligible for leave under this section, the employee shall:

- (a) Be ordered to quarantine by a licensed treating physician, physician assistant, or advanced practice registered nurse, the Department for Public Health, or a local health department due to exposure to a reportable infectious or contagious disease under [902 KAR 002:020](#) or any other infectious or contagious disease designated as reportable to a local health department or the Department for Public Health by a valid order or administrative regulation of the local health department serving the school District or the Department for Public Health; and
- (b) Have exhausted all accumulated sick leave provided to the employee pursuant to [KRS 161.155](#) and Board policies, or be ineligible to utilize accumulated sick leave provided to the employee pursuant to [KRS 161.155](#) and Board policies.

The District shall require the employee to provide written documentation from the entity ordering the employee to quarantine due to exposure to a reportable infectious or contagious disease under [902 KAR 002:020](#) or any other infectious or contagious disease designated as reportable to a local health department or the Department for Public Health by a valid order or administrative regulation of the local health department serving the school district or the Department for Public Health.

The District, at its discretion, may determine quarantine leave is unnecessary if an employee can fulfill his or her job duties remotely during the quarantine period.

Leave granted pursuant to this section shall be on a day-by-day basis, as needed, and shall not accumulate or carry over year-to-year, and shall not be transferrable to any other classification of paid leave established by [KRS 161.155](#), [KRS 161.154](#), or Board policy.

Harassment/Discrimination

03.262

DEFINITION

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

PROHIBITION

Harassment/Discrimination is prohibited. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

DISCIPLINARY ACTION

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

GUIDELINES

Employees who believe they or any other employee, student, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

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

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to include the submission of a written report of all findings of an investigation to be completed within three (3) working days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator;
2. Establishment of measures to provide confidentiality in the complaint process;
3. A process to identify and employ, within five (5) working days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination;
4. A process where the requirements of this policy are communicated to all staff, which may include, but not be limited to, the following:
 - written notice provided in publications such as handbooks, staff memoranda, and/or pamphlets;
 - postings in the same location as are documents that must be posted according to state/federal law; and/or
 - such other measures as determined by the Superintendent/designee.

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

5. Annual training explaining prohibited behaviors.

PROHIBITED CONDUCT

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

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing an employee to believe that he or she must submit to unwelcome sexual conduct in order to maintain employment or that a personnel decision will be based on whether or not the employee submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;

6. Seeking to involve individuals with disabilities in antisocial, dangerous or criminal activity where they, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

APPEAL

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

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

Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

RETALIATION PROHIBITED

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

OTHER CLAIMS

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

Health and Safety

03.14

SAFETY

It is the intent of the Board to provide a safe and healthful working environment for all employees. Employees shall report any conditions they believe to be unsafe to their immediate supervisor, who shall examine the situation and take appropriate action.

The District shall develop, maintain and implement health and safety plans in compliance with state and federal law.

HAZARD COMMUNICATION

The Superintendent/designee shall develop a District Hazard Communication Plan. The plan shall include:

1. The assignment of a District employee to be responsible for the implementation and coordination of the Hazard Communications Plan;
2. An inventory of all chemicals used at each school and worksite;

3. The identification of each chemical in the inventory that is covered by the OSHA Hazard Communication Standard;
4. Maintenance of a Safety Data Sheet (SDS) for each substance on the chemical inventory list for as long as the District uses the substance, plus thirty (30) years;
5. Labeling of all containers of each chemical identified as required by the Hazard Communication Standard;
6. The development of an employee Hazard Communication Information and Training Program; and
7. The development, implementation and maintenance of a written Hazard Communication Program.

BLOODBORNE PATHOGEN CONTROL

The Superintendent/designee shall develop an Exposure Control Plan to eliminate or minimize District occupational exposure to bloodborne pathogens. The plan shall address:

1. Identification of employees at risk of occupational exposure and their assigned tasks and procedures which could lead to such exposure;
2. Communication of hazards to employees;
3. Vaccinations of at-risk employees for Hepatitis B at no cost to these employees;
4. Determination of universal precautions to be observed, including adequate engineering controls and housekeeping procedures;
5. Appropriate training of employees;
6. Provision of personal protective equipment including an opportunity provided annually for employees who use medical sharps in performance of their duties to identify, evaluate and select engineering and work practice controls to be implemented by the District, as appropriate;
7. Maintenance of a sharps injury log;

BLOODBORNE PATHOGEN CONTROL (CONTINUED)

8. Medical followup and counseling for employees after a worksite exposure;
9. Maintenance of confidential records of each exposure incident; and
10. A schedule for implementing all provisions required by the OSHA standard.

The Superintendent or designee shall review and update the Exposure Control Plan at least once each year and when needed to reflect new or modified tasks and procedures that affect occupational exposure or new or revised employee positions with occupational exposure. The review and update shall also address:

1. Changes in technology that eliminate or reduce exposure to bloodborne pathogens; and
2. Annual documentation that appropriate, commercially available and effective safer medical devices that are designed to eliminate or minimize occupational exposure have been obtained and are now in use.

Bloodborne Handbook can be found in the nurse's or Health Coordinator's office.

LOCKOUT/TAGOUT

The Superintendent/designee shall develop a lockout/tagout program to eliminate or minimize the unexpected startup or release of stored energy in mechanical or electrically powered equipment. The plan shall address:

1. Assignment of a District employee to be responsible for implementation and coordination of the lockout/tagout program;
2. A written program consisting of energy control procedures;
3. Development, documentation and utilization of energy control procedures for the control of potentially hazardous energy when employees are engaged in servicing and maintaining equipment;
4. Periodic review of the lockout/tagout program to assure authorized employees are properly controlling unexpected startup or release of stored energy; and
5. Annual training of employees authorized to use lockout/tagout to emphasize program procedures and retraining whenever a periodic review reveals deficiencies in employee performance.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Each year, the Superintendent/designee shall conduct a hazard assessment to determine when and where the use of personal protective equipment (PPE) is necessary. The hazard assessment shall address:

1. Assignment of a District employee responsible for assessing the workplace for hazards;
2. Selection of appropriate PPE to safeguard employees from hazards that cannot be eliminated;
3. A training program to be conducted to educate employees about the need for PPE and when it must be worn; Personal Protective Equipment (continued)
4. Training of employees on the use and care of PPE, how to recognize deterioration and failure and the need for replacement; and
5. Requiring employees to wear designated PPE, as deemed necessary by the hazard assessment.

REPORTING FATALITIES, AMPUTATIONS, HOSPITALIZATIONS, OR LOSS OF EYE

The District shall, within eight (8) hours, make an oral report to the Kentucky Labor Cabinet of the death of any employee, including any death resulting from a heart attack; or the hospitalization of three (3) or more employees, including any hospitalization resulting from a heart attack, which occurs in the work environment or is caused or contributed to by an event in the work environment.

The District shall, within seventy-two (72) hours, make an oral report to the Kentucky Labor Cabinet of an amputation suffered by an employee, an employee's loss of an eye or the hospitalization of fewer than three (3) employees, which occurs in the work environment or is caused or contributed to by an event in the work environment.²

ASBESTOS MANAGEMENT

The District shall conduct school inspection and re-inspection activities as required by state and federal law¹ to identify the status of asbestos. The District shall maintain an updated asbestos management plan that shall include, but not be limited to, applicable current and/or future inspection activities, response actions and surveillance activities and a description of steps taken to inform staff and parents about any such activities. Each school shall maintain in its administrative office an updated copy of the management plan for that school. Annual written notice of the availability of the plan shall be provided to parent, teacher, and employee organizations. In the absence of any such organizations, the District shall provide written notice of plan availability to parents, teachers, or employees, as applicable.

Any custodial or maintenance personnel who may work in a building with asbestos-containing building materials (ACBM) shall have a minimum of two (2) hours of asbestos awareness training. New custodial or maintenance staff who may work in the areas above shall be trained within sixty (60) days of hire. Maintenance and custodians who will be involved in activities that will involve a disturbance of ACBM shall receive an additional fourteen (14) hours of asbestos training.

PERSONNEL **03.21**
Classified Personnel

- 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.

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.

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 or is provided an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee. Licenses or credentials issued by a government entity that require specialized skill or training may also substitute for this requirement. Employees shall hold the qualifications for the position as established by the Commissioner of Education.³

Existing and new paraprofessionals who provide instructional service or support in programs supported by Title I funds 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)

Employment shall be contingent on receipt of records documenting that the individual has not been convicted of an offense that would classify a person as a violent offender under [KRS 439.3401](#), a sex crime defined by [KRS 17.500](#) or a misdemeanor offense under KRS Chapter 510, is required to register as a sex offender, 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.

The form for requesting a CA/N check is available on the Cabinet for Health and Family Services website.

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

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. The Superintendent shall annually notify District employees of the self-reporting requirement.

Job Register

The Superintendent or the Superintendent's designee shall maintain in the Central Office 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.

Vacancies Posted

Under procedures developed by the Superintendent, a listing of all District job openings shall be posted 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.

(Continued)

Hiring

Review of Applications

Under procedures developed by the Superintendent, each application shall be reviewed. Applications for candidates not employed shall be retained for two (2) years.

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 shall enter into annual written contracts with the District.

If a classified employee's contract is to be nonrenewed, the Superintendent shall give him/her written notice of nonrenewal by May 15.⁵

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.

Intent

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.

Classified employees assigned extra duties such as coaching shall be notified in writing by the last day of that assigned duty if they have reasonable assurance of continued employment in that or a similar capacity for the following school year.

Hiring

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.

Disclosure of Disciplinary Action

If requested by a school district, public school, or nonpublic school regarding an applicant for a position, the district that employs or previously employed the applicant shall disclose any disciplinary action, and any resulting resignation or termination, related to abusive conduct while the applicant was employed by the district in accordance with [KRS 160.380](#). If there is a finding of abusive conduct regarding an applicant, the applicant shall be:

1. Ineligible for hire by the District; and
2. Subject to dismissal or termination if the applicant is hired by the District or is a current employee of the District.

Classified Personnel**Holidays and Vacations**

Classified personnel shall be paid for holidays based on the following schedule.

<u>Number of Workdays</u>	<u>Paid Holidays</u>	<u>Holidays Designated</u>
<u>181-185</u>	<u>4</u>	<u>4 Holidays designated by School Calendar Committee</u>
<u>186-199</u>	<u>5</u>	<u>Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day</u>
<u>200-239</u>	<u>6</u>	<u>Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Memorial Day</u>
<u>240+</u>	<u>9</u>	<u>Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth</u>

EXCEPTION

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

VACATION DAYS (TWELVE-MONTH EMPLOYEES)

Twelve-(12) month employees shall be eligible for vacation as follows:

- : employees with one to ten (1-10) years experience are eligible for ten (10) days of vacation annually. Employees in the 1st year of employment shall have vacation days prorated based on the number of days worked.
- : employees with eleven (11) years experience are eligible for eleven (11) days of vacation annually.
- : employees with twelve (12) years experience are eligible for twelve (12) days of vacation annually.
- : employees with thirteen (13) years experience are eligible for thirteen (13) days of vacation annually.
- : employees with fourteen (14) or more years experience are eligible for fourteen (14) days of vacation annually.

_____ employees with fifteen (15) or more years experience are eligible for fifteen (15) days of vacation annually.

PERSONNEL

03.222

Holidays and Vacations

A vacation day is the equivalent of the normal hours an employee works per day.

A maximum of fifteen (15) vacation days may be carried forward from one (1) school year to the next. All carry-forward vacation days must be pre-approved by the employee's immediate supervisor. However, with the supervisor's approval, an employee may carry over only five (5) vacation days past October 31 of any school year. An employee shall forfeit any vacation days in excess of five (5) not used by October 31 of any school year.

Full-time 12-month (260-day) employees shall receive six (6) "x" paid days in conjunction with Christmas Day and/or Thanksgiving Holidays.

All vacation days must be approved by the employee's immediate supervisor.

Hours of Duty

03.2332

REGULAR HOURS

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

No classified employee shall leave his/her job assignment during duty hours without the expressed approval of his/her immediate supervisor.

ADDITIONAL HOURS

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

Insurance

03.224

The Board shall provide unemployment insurance, workers' compensation, and liability insurance for all classified personnel. In addition, the State provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation.¹

The Superintendent shall establish procedures to implement requirements of the Affordable Care Act (ACA). For purposes of requirements relating to whether employees are considered "full-time" under the ACA, the Board establishes the following measurement period.

- The ACA-related standard measurement period for the District is October 3 through October 2 (Beginning October 3, 2013).
- The ACA-related administration period for the District is October 3 through December 31 (Beginning October 3, 2014).
- The ACA-related stability period for the District is January 1 through December 31 (Beginning January 1, 2015).

The same periods set forth above will apply for subsequent years beginning October 3, 2014 unless modified by the Board.

For employees hired after October 3, 2013, the following measurement periods shall apply:

- Initial Measurement period: A period of 12 months which shall begin the first day of the first month following the employee's start date;
- Initial Administrative Period: A period of 30 days to begin immediately after the initial measurement period;
- Initial Stability Period: A period of 12 months to begin immediately after the administrative period.

WORKERS' COMPENSATION

Employees who qualify for workers' compensation benefits following an assault and injury, while performing assigned duties, should refer to policy 03.223.

Employees who qualify for Workers' Compensation may be offered the opportunity to participate in an Early Return to Work Program. Transition employment need not be in the same job classification or location, but must comply with the treating physician's restrictions and amendments until the participating employee achieves maximum medical recovery.

Jury Leave 03.2237

SALARY

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

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

Leaves and Absences 03.223

Authorization of leave and time taken off from one's job shall be in accordance with specific leave policy. Absence from work that is not based on appropriate leave for which the employee is qualified may lead to disciplinary consequences, up to and including termination of employment.

Time off during the day or other paid time shall not be granted except as provided in the leave policies contained herein.

Leaves without pay may be granted upon written request to the Superintendent and approval of the Board provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability. Leaves should not exceed thirty (30) days, but the Board may grant an extension.

LEAVE FOLLOWING ASSAULT

The District shall provide leave with pay for employees assaulted while performing their assigned duties when the assault results in injuries that qualify the employee for workers' compensation benefits. The period of leave shall not exceed one (1) calendar year following the assault. During that period, the employee shall not experience loss of income or benefits, including sick leave, under the terms and conditions set forth in [KRS 161.155](#).

NOTIFICATION OF RETURN

Employees on leave covered by the related policies listed below shall notify the Superintendent in writing by April 1 of the year the leave terminates of the date of their intent to return to the school system. Failure to do so will render the position vacant.

FMLA

Eligible employees may apply for leave under the provisions of the Family and Medical Leave Act of 1993.

Maternity Leave 03.2233

PAID SICK LEAVE

Childbirth and recovery therefrom, which prevent the employee from performing assigned duties, shall entitle the employee to sick leave benefits as provided in Board Policy 03.2232.

An illness of the newborn shall entitle the employee to sick leave benefits as provided in Board Policy 03.2232.

An employee may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child or children. Additional sick leave days may be used when the need is verified by a physician's statement.

UNPAID MATERNITY LEAVE

On written request, the parent of a newborn or the employee who adopts a child or children shall be granted unpaid leave of absence not to exceed the remainder of the school year in which the birth or placement occurs. Thereafter, leave may be extended in increments of no more than one (1) year.

Employees on maternity leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.223. Failure to do so will render the position vacant.

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

FMLA

In compliance with the Family and Medical Leave Act of 1993, eligible employees are entitled to up to twelve (12) workweeks of unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child.

Medical Examination 03.211

Bus Drivers

As a condition of employment, each school bus driver, including substitute drivers, shall pass a medical examination on initial employment and every two (2) years thereafter in accordance with KRS 281A.175, 702 KAR 005:030, and 702 KAR 005:080.

Before being allowed to drive a bus, the driver must be free of any medical condition which could endanger the health or safety of students in the performance of duties.

Other Newly Employed Classified Personnel

As a condition of initial employment, all classified employees (except bus drivers), including substitute employees, shall pass a medical examination as indicated in 702 KAR 001:160. The examination shall be provided by a licensed physician, physician assistant (PA), or Advanced Practice Registered Nurse designated by the Board. If the exam is performed by a private practitioner of the employee's choice, the cost must be borne by the employee.¹

Report Requirements

Unless a new employee is hired after the beginning of the school year, examinations shall be conducted prior to August 1 of the school year in which the person is employed.

Medical examinations performed within a ninety (90)-day period prior to initial employment will be accepted.

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

Tuberculosis (TB) Screening/Testing

Each medical examination shall include a risk assessment for TB as required by Kentucky Administrative Regulation. Individuals identified by that assessment as being at high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by 702 KAR 001:160. A person who tests positive for TB shall be required to comply with the directives of the Board, local board of health and the Kentucky Department for Public Health, Cabinet for Health and Family Services, for further evaluation and treatment of the TB infection.^{1, 2 & 3}

Required Examination for Present Personnel

When, in the opinion of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties because of health problems or when the employee poses a health threat to students or other employees, the Superintendent may, consistent with the Americans with Disabilities Act and the Family Medical Leave Act, require the employee to provide evidence of fitness in the form of an examination and report by a physician of the Superintendent's choosing. The Board shall bear the cost of this examination.³

PERSONNEL 03.211

(Continued)

Medical Examination

School to Report

Local school authorities shall report immediately all known or suspected cases of communicable disease to the local health department. Diseases to be reported shall not include those considered confidential, such as HIV/AIDS, as set forth in Kentucky Administrative Regulation. 2

Medical Confidentiality

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

Medical records shall be accessible only to persons designated by the employee.

Military/Disaster Services Leave 03.2238

Military leave will be granted to classified personnel under the provisions and conditions specified in law.

Employees who are members of the National Guard or of any reserve component of the Armed Forces of the United States, or of the reserve corps of the United States Public Health Service shall be entitled to military leave, without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits to which they are entitled. In any one (1) federal fiscal year, employees, while on military leave, shall be paid their salaries or compensations for a period or periods not exceeding twenty-one (21) calendar days. Any unused military leave in a federal fiscal year shall be carried over to the next year. Any unused military leave shall expire two (2) years after it has accrued. Determination of the period of military leave to be granted shall be made according to statutory requirements.

The employee is responsible for notifying his/her immediate supervisor as soon as s/he is notified of an impending military related absence.¹

The Board may grant disaster services leave to requesting eligible employees. An “eligible employee” means one who is a certified disaster services volunteer of the American Red Cross. Disaster services leave shall be with pay and shall not exceed thirty (30) work days in any twelve (12)-month period.

Nonrenewal 03.2711

Nonrenewal of contracts for classified personnel shall be made in compliance with the requirements of [KRS 161.011](#), with written notice being mailed or provided to the employee by the Superintendent

BASIS FOR NONRENEWAL (LESS THAN FOUR YEARS OF SERVICE)

The Superintendent may nonrenew the contracts of classified employees with less than four (4) years of continuous active service in the District for any legal reason.

BASIS FOR NONRENEWAL (FOUR OR MORE YEARS OF SERVICE)

Classified employees with four (4) or more years of continuous active service in the District may be nonrenewed for the following reasons:

1. Incompetency,

2. Neglect of duty,
3. Insubordination,
4. Inefficiency,
5. Misconduct,
6. Immorality,
7. Other grounds contained in Board policy, including, but not limited to, causes for action set forth in Board policy 03.27,
8. Loss or reduction of funding, or
9. A position becomes obsolete or redundant due to program reorganization, changes to program requirements, elimination or reduction of a program, including a council decision that fewer employees are needed at the school, or any other change in District personnel staffing policies or guidelines.

Outside Employment or Activities 03.2331

OUTSIDE EMPLOYMENT

Classified employees shall not accept outside employment or activities which will prevent them from fulfilling regularly assigned school duties and obligations.

Employees shall not perform any duties related to an outside job during their regular working hours.

EXCEPTION

While performing service or undergoing training, employees who are members of the National Guard, any reserve component of the U.S. armed forces, or reserve corps of the U.S. Public Health Service shall be entitled to leave of absence from their respective duties.

Personal Leave 03.2231

Personal leave days are given by the Board of Education to employees in order that employees can conduct business which cannot be conducted at any time other than the school day.

Number of Days

Fulltime classified employees shall be entitled to three (3) days of personal leave with pay each school year.

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

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

Approval

The Superintendent or Central Office designee must approve the leave date, but no reasons shall be required for the leave. The leave must be requested five (5) working days prior to the leave to the immediate supervisor. The request must be forwarded by the Principal to the Central Office at least three (3) days prior to the leave. Approval shall be contingent upon the availability of qualified substitute employees. It is recommended that requests for leave be transmitted electronically to expedite the approval process.

Limited Number

No more than 2% of the system's classified employees may take personal leave on a given day. If requests exceed 2%, those making earliest application will be given preference.

Restrictions

Personal leave shall not be taken on the day immediately preceding or following any holiday or school break occurring within the school calendar, taken on the first or last day of the school year, or on a professional development day.

Personal leave may be restricted by the Superintendent or Principal for special occasions that require attendance such as assessment, accreditation, semester exams, etc.

Statement

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

Accumulation

On June 30 of each year, personal leave days not taken during the current school year shall be transferred and credited to the employee's accumulated sick leave account.

Personnel Records 03.25

One (1) master personnel file, documenting employment history and including information maintained in electronic format, shall be maintained for each employee. This file shall be maintained in the Central Office and shall be under the custody of the Superintendent or the Superintendent's designee. This file may be inspected by the employee.¹ The Superintendent shall develop procedures to ensure the security of the files.²

The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. These folders may contain:

1. Items used as reference and not forwarded to the master personnel file in the Central Office,
2. The employee's evaluation and other school-related correspondence to or from the employee, and
3. Other informational items that may or may not be maintained in the Central Office master personnel file.

PUBLIC INSPECTION

Those portions of personnel records containing material of a personal nature, the disclosure of which would constitute an invasion of privacy, are not open for public inspection.³

MEDICAL INFORMATION

Medical information shall be maintained separately from an employee's personnel file.

District acquisition and disclosure of applicant and employee genetic information shall comply with applicable legal requirements.

Political Activities

03.2324

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

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

"Political positions" shall not be defined to include communications approved by the Superintendent to be distributed to parents or the community concerning District needs or proposed actions by the Board. Examples of such communications may include, but not be limited to, those addressing designation of attendance zones/areas and District facility and financial needs.

School Board Elections

The Superintendent shall inform all District employees of the provisions of [KRS 161.164](#).

Use of Tax Dollars and Resources

Local, state, and federal tax dollars and resources shall not be used to advocate for or against any public question that appears on the ballot. The Superintendent shall inform all District employees of the provisions of [KRS 48.025](#).

Reduction in Force

03.271

PROCESS

During the budgeting process the Board shall determine the number of classified positions to be funded by the District.

If it becomes necessary to reduce the number of classified employees within the budget year, the Superintendent may at any time make a reduction in the number of classified employees due to the following:

1. Reduction in funding,
2. Reduction in enrollment of students,
3. Changes in the District or school boundaries, or
4. Other compelling reasons as determined by the Superintendent.

The Superintendent shall provide at least thirty (30) calendar days written notification to employees affected.

Reduction in force of classified employees shall be defined as total separation from employment in the District. A change in duties or non-renewal of a part-time position when an employee holds more than one (1) position shall not be considered a reduction in force.

ORDER OF REDUCTION

Employees who have less than four (4) years of continuous active service shall be reduced first.

In the event it is necessary to reduce classified employees who have more than four (4) years of continuous active service, the Superintendent shall make reductions within each job classification affected based on the following:

1. Seniority in the District and qualifications required for the position, such as specialty license/training and whether the position is full-time or part-time, based on District needs.
2. Seniority and qualifications being equal, the classified employee who has the highest evaluation ratings will be retained.

REEMPLOYMENT

Employees with more than four (4) years of continuous active service in the District shall have the right of recall, if positions become available for which they are qualified. Recall of those individuals shall be implemented according to District seniority with restoration of primary benefits, including all accumulated sick leave and appropriate rank and step on the current salary schedule based on total number of years of service in the District. In addition, should these employees be subject to a reduction in force, they shall be granted continuation of benefits under COBRA.

When employees with less than four (4) years of continuous active service in the District are selected for reduction, they shall no longer be considered an employee and shall have no employee rights or benefits other than those granted under COBRA. These individuals may reapply for employment with the District if positions open in the future. However, a reduction in force does not guarantee future employment with the District or any preference or recall right in the employment process for employees with less than four (4) years of District experience.

Retirement 03.273

RETIREMENT

Retirement means retirement from the County Employees' Retirement System.

NOTICE

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

UNUSED SICK DAYS

The Board shall compensate classified employees, or their estate, at the time of initial retirement for each unused sick days at the rate of thirty (30) percent of the daily salary rate for each unused sick day. This calculation shall be based on the employee's last annual salary. For personnel who begin employment with a local school district on or after July 1, 2008, unused sick leave days to be recognized in calculating reimbursement under [KRS 161.155](#) shall not exceed 300 days.¹

Upon death of an employee in active contributing status who was eligible to retire by reason of service, the District shall compensate the estate of the employee.

Salaries 03.221

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.

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.

DETERMINATION OF EXPERIENCE

Upon initial employment or transfer of a classified employee, the Superintendent shall determine experience credit to be granted from any previous employment consistent with applicable salary schedules adopted by the Board and, in the absence of the issue being addressed in such schedules, experience credit shall be determined as follows:

1. Previous experience in the District.
Credit for years of experience in one (1) classified position with the District will transfer with the employee when assuming another classified position within the District, if there is no break in employment.
2. Previous experience in an equivalent position in another school district.
Years of experience in an equivalent position may be transferred from another school district.
3. Previous private sector experience in a job of a similar nature.
In determining whether previous experience is applicable to a District position, similar experience shall refer to the essential functions, licensing/training requirements, and/or daily job responsibilities of the positions being similar.

PAYROLL DISTRIBUTION

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

Deferred salary checks shall be written in accordance with applicable Kentucky Administrative Regulations. 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.

PAYROLL DEDUCTION

The Board shall approve all payroll deductions as specified by [KRS 161.158](#) and Board Policy 03.2211.

EXTRA SERVICES

Any individual or organization responsible for additional (beyond regular hours) payments to any employee shall make such payment to the Board who shall then make the payment to the employee.

OVERTIME

Hourly employees required to work in excess of forty (40) hours per week will be paid at the rate of 1 1/2 times the regular rate for all hours beyond 40 as provided by law for overtime work. A weighted average will be used to calculate time-and-a-half overtime when an employee is paid at more than one regular rate during a 40-hour pay period. Overtime must be authorized by the Superintendent or his designee.

The Superintendent may authorize Principals and supervisors to approve billable overtime. "Billable overtime" shall be defined as time worked in a pay period that exceeds the employee's contract hours. Billable overtime shall be reimbursed to the Board from non-Board funds including, but not limited to, SBDM allocations, Section 7, and school activity funds. Billable time exceeding 40 hours per week shall be billed at 1 1/2 times the regular rate.

SNOW DAYS

Classified, twelvemonth employees shall work on snow days. All other classified personnel will make up snow days as the school calendar is amended.

Salary Deductions 03.2211

MANDATORY DEDUCTIONS

MANDATORY PAYROLL DEDUCTIONS MADE BY THE BOARD INCLUDE:

1. STATE AND FEDERAL INCOME TAXES;
 2. SOCIAL SECURITY;
 3. COUNTY EMPLOYEES' RETIREMENT SYSTEM OF THE STATE OF KENTUCKY;
 4. ANY DEDUCTIONS REQUIRED AS A RESULT OF JUDICIAL PROCESS, E.G., SALARY ATTACHMENTS, ETC.;
- AND
5. MEDICARE (FICA), WHEN APPLICABLE.

OPTIONAL DEDUCTIONS

NO OPTIONAL PAYROLL DEDUCTIONS SHALL BE MADE FOR ANY ORGANIZATIONS ENROLLING LESS THAN TEN PERCENT (10%) OF ELIGIBLE DISTRICT EMPLOYEES.

EXCEPTION

THE ABOVE LIMITATION SHALL NOT BE APPLIED TO CURRENT DEDUCTIONS.

Solicitations 03.2323

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

Lists of classified personnel names shall not be made available to any person or group for political, commercial, or other purposes unless authorized by the Board.

Student Health and Safety 09.22

PRIORITY

Student health, welfare and safety shall receive priority consideration by the Board.

Rules and regulations on health and safety promulgated by the Kentucky Board of Education under Kentucky statute and by local and state boards of health relating to student safety and sanitary conditions shall be implemented in each school.

HEALTH SERVICES TO BE PROVIDED

In keeping with applicable legal requirements, only licensed medical professionals or school employees who have been appropriately trained and authorized to do so shall provide health services to students.

Employees to whom health service responsibilities have been delegated must be approved in writing by the delegating physician or nurse. The approval form shall state the employee consents to perform the health service when the employee does not have the administration of health services in his/her contract or job description as a job responsibility, possesses sufficient training and skills, and has demonstrated competency to safely and effectively perform the health service. The approval form shall be maintained as required by law. Delegation of health service responsibilities shall be valid only for the current school year.

If the delegation involves administration of medication, the District will maintain proof that the employee has completed the required training provided by the Kentucky Department of Education (KDE) or as allowed under KRS 158.838.

Employees to whom health service responsibilities have been delegated shall notify their immediate supervisor by April 15 of each year if they are not willing to perform the service(s) during the next school year.

SAFETY PROCEDURES

All pupils shall receive annual instruction in school bus safety.

The Superintendent shall develop procedures designed to promote the safety of all students. Said procedures shall specify specific responsibilities for line positions having responsibility for student supervision.

SUICIDE PREVENTION

All middle and high school teachers, principals, and guidance counselors shall annually complete a minimum of two (2) hours of self-study review of suicide prevention materials.

By September 1 of each school year, administrators shall provide suicide prevention awareness information to students in middle school grades and above, as provided by the Cabinet for Health and Family Services or a commercially developed suicide prevention training program.

Supervision 03.232

SUPERVISION

Supervision shall be provided for all classified employees. Each employee shall be informed as to who his immediate supervisor is and to whom he will be responsible. The Principal shall be responsible for the supervision of all employees working in the building he/she serves.

JOB DESCRIPTION

Each employee shall be provided a job description which shall delineate all essential functions and the general duties and responsibilities of the position. Job descriptions shall not be considered all-inclusive descriptions of the job but shall indicate the general parameters of the duties and responsibilities of the position. The immediate supervisor may, as needed, assign other reasonable duties to the employee.

Transfer 03.2311

The transfer of classified personnel shall be made by the Superintendent who, at the first meeting following the transfer, shall notify the Board of same. Such notification shall be recorded in the

Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

Transfer of Employees Charged with a Felony

Notwithstanding any provision of the Kentucky Revised Statutes to the contrary, any classified employee of the District shall notify the Superintendent within seven (7) calendar days of being charged with any offense which is classified as a felony. The Superintendent may transfer the employee to a second position in accordance with [KRS 160.380](#).

The Superintendent shall annually notify District employees of the self-reporting requirement.

Use of Personal Cell Phones/Telecommunication Devices 03.23214

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor.

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

Use of School Property 03.2321

Outside Work

An employee shall not use any vehicle, building, equipment, or other property owned by the Board for personal gain.

Responsibility for District Property

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

Local, state and federal tax dollars and resources shall not be used to advocate for or against any public question that appears on the ballot.

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

Driving Record

Employees who have occasion to drive any Board-owned vehicle shall provide the Superintendent a copy of their driving record from the Kentucky Department of Transportation.

Any traffic citation received during the year shall be reported to the Superintendent prior to driving a Board-owned vehicle or transporting students.

The Superintendent shall require any driver of any non-school bus passenger vehicle owned, leased or contracted by the District which is authorized to transport students to and from approved school activities and who does not have a valid commercial driver's license to meet the requirements set forth in [KRS 160.380](#).

Use of Assigned Telecommunication Devices

The Board authorizes the purchase and employee use of telecommunication devices, as deemed appropriate by the Superintendent. These devices shall include, but are not limited to, pagers and digital or cell phones.

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

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

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

Use of Telephone **03.23211**

School system telephones shall be used for school business only and shall not be used for personal calls except in cases of emergency.

Use of Tobacco, Alternative Nicotine, or Vapor Products **03.2327**

USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS PROHIBITED

The use of any tobacco product, alternative nicotine product, or vapor product as defined in [KRS 438.305](#) is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.¹

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth by the Board.

This policy applies to students, staff members, and visitors to the school.

Weapons Prohibited

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds or a bus stop, in any school vehicle, or at any school-sponsored activity is prohibited. Other than pocket knives with blade lengths of 2½ inches or less, students are prohibited from possessing or using a knife of any kind or size, including hunting knives, in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity.

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed under Policy 09.435. 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 firearm in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.

Exceptions:

- Each School Resource Officer (SRO) shall be armed with a firearm, notwithstanding any provision of local board policy, local school council policy, or memorandum of agreement.²
- An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in [KRS 527.070](#).
- Law enforcement officials, including peace officers and police as provided in [KRS 527.070](#) and [KRS 527.020](#), are authorized to bring weapons onto school property in performance of their duties.

Federal Requirements Regarding Students

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by-case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.¹

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

(Continued)

Weapons

State Posting Requirements

The Superintendent shall post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.¹

The above criminal penalty shall not apply to those persons listed in [KRS 527.070](#) (3).

State Reporting Requirements

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 carrying, possession, or use of a deadly weapon 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.

For state reporting purposes, a deadly weapon shall be defined as:

1. a weapon of mass destruction;
2. any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
3. any knife other than an ordinary pocket knife or hunting knife;*
4. billy, nightstick or club;
5. blackjack or slapjack;
6. nunchaku karate sticks;
7. shuriken or death star; or
8. artificial knuckles made from metal, plastic, or other similar hard material.

*The Board, however, prohibits pocket knives with blades longer than 2½ inches, including all hunting knives, from being brought onto school property or to school-sponsored activities.

Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above.

Enforcement

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies.

Workers' Compensation Payments

03.2241

COORDINATION WITH SICK LEAVE

Employees shall not be required to use sick leave in connection with a work related injury. However, employees claiming workers' compensation income benefits who have sick leave available may choose to use sick leave in order to maintain the equivalent of full salary for the days they are unable to work. Employees shall not be entitled to payment in excess of one hundred percent (100%) of contracted salary.

EMPLOYEE ELECTION

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 the employee's election to use sick leave¹, the employee shall pay to the District a sum equal to workers' compensation income benefits received for the same period that the employee uses sick leave. The employee may make such payment by endorsing the workers' compensation benefits check to the District or by paying the District by personal check or cash. The employee's sick leave balance shall then be reinstated to the extent of such payment.

Title IX Sexual Harassment

03.2621

INTRODUCTION AND SCOPE

A United States Department of Education regulation published on May 19, 2020 defines sexual harassment for purposes of Title IX (sometimes referred to in policy and procedure as "Title IX Sexual Harassment"). In addition to numerous other matters, the regulation sets forth grievance procedure requirements that apply (including the initiation of a "formal complaint") before there is a determination that an employee is responsible for Title IX Sexual Harassment. The applicable

definition of sexual harassment describes serious sexual misconduct. If the alleged actions that are

the subject of a formal complaint do not descend to the level of conduct described in the definition

of Title IX Sexual Harassment; do not take place in a "program or activity" of the school District within the meaning of Title IX; or do not take place in the United States, the formal complaint must be dismissed.

Such a dismissal does not mean that the alleged offending party cannot be the subject of investigation or discipline on grounds other than "Title IX Sexual Harassment" as addressed in

Board policy or law, including conduct allegedly constituting sexual harassment or other sexual misconduct that does fall within the definition of “Title IX Sexual Harassment.”¹

PROHIBITION

Title IX Sexual Harassment in educational programs or activities of the District is prohibited.

GRIEVANCE PROCEDURE

The District shall provide a Title IX Sexual Harassment grievance procedure that treats complainants and respondents equitably as required by Federal Regulation.

DEFINITIONS

TITLE IX SEXUAL HARASSMENT

“Title IX Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following:

- 1) An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment);
- 2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity;
- 3) “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30). For purposes of this definition, “sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is an act directed against another person, without the consent of the second person, including instances where the second person is incapable of giving consent.³

The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be based on the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated

to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.

Consent

“Consent” means a voluntary expression of willingness, permission, or agreement to engage in sexual activity throughout a sexual encounter. Consent cannot be granted by an individual: who is

less than the statutory age of consent under Kentucky criminal law, has a mental or physical condition or incapacity that prevents the giving of consent; or from whom ostensible “consent” is extracted through threat, coercion, or forcible compulsion.

Complainant

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute

sexual harassment. This applies to such individual even if no formal complaint is filed. Only a complainant who is participating or attempting to participate in the District’s educational programs

or activities may file a formal complaint.

Respondent

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. This applies to such individual even if no formal complaint is

filed. Only a person in his or her individual capacity is subject to a Title IX investigation.

Title IX Coordinator (TIXC)

The TIXC is the individual or individuals designated and authorized to coordinate District Title IX programs. The TIXC is expected to engage in activities intended to provide a fair and neutral process for all parties, including implementation of supportive measures and remedies where appropriate. The District may use co-coordinators and/or deputy coordinators.

Formal Complaint

“Formal complaint” means a document filed by a complainant or signed by the TIXC alleging sexual harassment against a respondent and requesting that the District investigate the allegation

of sexual harassment. A formal complaint may be filed with the TIXC in person, by mail, or by electronic mail, by using the contact information provided by the District. The complaint document

may be physical or electronic, shall contain the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint. Where the TIXC

signs a formal complaint, the TIXC is not "the complainant" or otherwise considered a party, but is to comply with applicable procedures.

Supportive Measures

"Supportive measures" mean nondisciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been

filed. Supportive measures may include counseling, extensions of deadlines or other course-related

adjustments, modifications of work or class schedules, campus escort services, mutual restrictions

on contact between the parties, unilateral restrictions on contact that are not unreasonably

burdensome on a respondent, changes in work or housing locations, authorized leaves of absence,

increased security and monitoring of certain areas of the campus, and other similar measures.

Supportive measures shall be confidential, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The TIXC is responsible for coordinating the effective implementation of supportive measures.

Education Program or Activity

"Education program or activity" means District operations and includes locations, events, or circumstances over which the District exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

Preponderance of the Evidence

"Preponderance of evidence" means evidence that is of greater weight or more convincing than an

asserted fact or facts occurred than evidence in opposition to such facts. It is evidence which as a whole shows that an assertion to be proven is more likely than not.

REGULATION AND POLICY DOES NOT AFFECT PARENT RIGHTS

Absent a court order or other legal requirement to the contrary, a parent or guardian is authorized

to act on behalf of a minor student regarding decision-making and the exercise of rights under the

Title IX Sexual Harassment policy and procedure, including the opportunity to accompany a minor

student to meetings and interviews.

SEGREGATION OF FUNCTIONS / CONFLICT OF INTEREST

The TIXC, investigator, decisionmaker(s), and any informal resolution facilitator shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. These individuals are to serve impartially without prejudgment of the facts at issue. The investigative, initial decision-making, appellate decision-making, and resolution

functions must be performed by different trained individuals, who may be District employees or contractors.

CONFIDENTIALITY

With respect to its administration of Title IX Sexual Harassment policies and corresponding procedures, the District must keep confidential the identity of any individual who has made a report

or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to

be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted under FERPA, required by law, or to carry out Title IX purposes, including the conduct of any investigation, hearing or Title IX judicial proceedings.

Investigative evidence directly related to the allegations of a formal complaint gathered by the District is subject to inspection and review by the parties but is not to be disseminated to the public.

The United States Department of Education rule commentary provides that under the applicable FERPA definition of “education records” a parent of a complainant or respondent (or eligible student) has a right to inspect and review any witness statement that is directly related to the student, even if that statement contains information that is also directly related to another student, if the information cannot be segregated or redacted without destroying its meaning.

EMPLOYEES SHALL REPORT

Employees who believe or have been made aware that they or any other employee, student, or visitor has been subject to Title IX Sexual Harassment shall report it to the TIXC. Failure to make

such a report shall be grounds for discipline up to and including termination. If the knowledge of the reporting party gives rise to reasonable cause to believe that the reported conduct constitutes child abuse Policy 09.227 or a reportable criminal offense Policy 09.2211, notification of state officials shall be made as required by law.

FALSE REPORTS PROHIBITED

Employees or students who intentionally make false reports related to the District's administration

of this policy and the corresponding procedures, are subject to disciplinary sanctions under applicable District policy, law, or the Code of Acceptable Behavior and Discipline, as applicable.

RELATED EVIDENCE RULES SUMMARY

The following rules apply to the District investigation and grievance process under the Title IX Sexual Harassment regulation:

- a) The District shall not require, allow, rely upon, or otherwise use questions or evidence that constitutes or seeks disclosure of information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.
- b) The District cannot access, consider, disclose, or otherwise use a party's records made or maintained in connection with provision of treatment to the party by medical or mental health professionals or paraprofessionals unless the District obtains written consent from the party.
- c) Questions and evidence about the complainant's sexual predisposition or prior behavior are not relevant unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct or, such questions or evidence are offered to prove consent.

RETALIATION PROHIBITED

No District or other person may intimidate, threaten, coerce, or discriminate against any individual

for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any Title IX investigation, proceeding, or hearing

Title IX Sexual Harassment Grievance Procedures 03.2621 AP.2

Refer to Procedure 09.428111 area for Title IX Sexual Harassment Notices, Grievance Procedures,

and Reporting Forms.

Equal Employment Opportunity

03.212

NONDISCRIMINATION

As required by Title IX, the District does not discriminate on the basis of sex regarding admission to the District or in the educational programs or activities operated by the District. Inquiries regarding Title IX Sexual Harassment may be referred to the District Title IX Coordinator (TIXC), the Assistant Secretary for Civil Rights, or both.¹

The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. No person shall be subjected to discrimination in regard to employment, retention, promotion, demotion, transfer or dismissal because of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.²

INDIVIDUALS WITH DISABILITIES

No qualified person with a disability, as defined by law, shall, on the basis of the disability, be subject to discrimination in employment.³

District employment practices shall be in accordance with the Boardapproved procedures addressing requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

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

REASONABLE ACCOMMODATION

Employees who have a long-term or permanent disability may request the District supervisor to provide reasonable accommodations necessary for them to perform the essential duties of the position. If assistive technology is deemed necessary for an employee, every effort will be made to obtain that technology in a timely fashion. Medical information obtained as part of an employee request shall be confidential.⁴

The District shall engage in a timely, good faith and interactive process to determine reasonable accommodations for an employee's limitations related to pregnancy, childbirth, or related medical conditions. Reasonable accommodation shall be provided as required by law.

ADVISING EMPLOYEES

The Superintendent shall inform all school employees of the provisions of this policy.¹

BOURBON COUNTY SCHOOLS

ACKNOWLEDGEMENT

I, _____, have been shown where and how to access

Name

the Classified Employee Handbook which includes the Professional Expectations, Basic Information and some Policies provided by the district. I been provided an overview of the contents and understand/agree that it is my responsibility to review this handbook in detail and to consult district and school administration, if I have any questions. This handbook is not an all-encompassing document and may not address issues resulting from unusual circumstances. It is your responsibility to refer to the Board policies and/or administrative procedures or speak directly with your immediate supervisor for further assistance. If a conflict exists between this handbook and the Board policies and/or administrative procedures, the policies and procedures shall govern. I have been shown where and how to access policies and procedures on the district webpage.

All Bourbon County Board of Education policies and procedures can be accessed on the district website under the "about us" drop down at the top of the webpage. "Board Policies" link will be located the bottom of the "about us" drop down.

I understand and agree:

this handbook is intended as a guide to District personnel policies and that it is not intended to create any sort of contract between the District and any one or all of its employees;

the District may modify any or all of the referenced policies and procedures, in whole or in part, at any time, with or without prior notice; and except as may be required by contractual agreements and law.

in the event the District modified any of the information contained in this handbook, the changes will become binding on me immediately upon issuance of the new or revised policy or procedure by the District.

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

Employee Name (please print)

Signature of Employee

Date

BOURBON COUNTY SCHOOLS

ACKNOWLEDGEMENT

I, _____ (Name), have been shown where and how to access the Certified Employee Handbook which includes the Professional Expectations, Basic Information and some Policies provided by the district. I been provided an overview of the contents and understand/agree that it is my responsibility to review this handbook in detail and to consult district and school administration, if I have any questions.

This handbook is not an all-encompassing document and may not address issues resulting from unusual circumstances. It is your responsibility to refer to the Board policies and/or administrative procedures or speak directly with your immediate supervisor for further assistance. If a conflict exists between this handbook and the Board policies and/or administrative procedures, the policies and procedures shall govern. I have been shown where and how to access policies and procedures on the district webpage.

All Bourbon County Board of Education policies and procedures can be accessed on the district website under the “about us” drop down at the top of the webpage. “Board Policies” link will be located at the bottom of the “about us” drop down.

I understand and agree:

this handbook is intended as a guide to District personnel policies and that it is not intended to create any sort of contract between the District and any one or all of its employees;

the District may modify any or all of the referenced policies and procedures, in whole or in part, at any time, with or without prior notice; and except as may be required by contractual agreements and law.

in the event the District modified any of the information contained in this handbook, the changes will become binding on me immediately upon issuance of the new or revised policy or procedure by the District.

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

Employee Name (please print)

Signature of Employee

Date