Employee Acknowledgement of Receipt of the Classified Employee Handbook Form

I, ________________________________, have received a copy of the Employee Handbook issued by the District, and understand and agree that I am to review this handbook in detail and to consult Woodford County district and school policies and procedures and/or with my Principal/supervisor if I have any questions concerning its contents.

I understand and agree:

1. that this handbook is intended as a general 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;

2. that the Woodford County Board of Education reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time, with or without prior notice.

3. that in the event the District modifies any of the policies contained in this handbook, the changes will become binding on me immediately upon issuance of the new policy by the District.

4. that I need to refer to the board policy manual for a complete up-to-date listing of policies and procedures.

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

__________________________  _______________________
Signature of Employee                                             Date

Return this signed form to your Principal or send to the Central Office.
Message from the Superintendent  

of  

Woodford County Public Schools

Welcome to the 2012-2013 school year. I am certain this will be an exciting and rewarding year for you and our kids. The goal of the Woodford County Public Schools is to provide the best educational experience for all of our students. Through the collaborative effort of teachers, administrators, support staff, parents and the community, we can accomplish this goal.

It is important that you become familiar with the policies and procedures of our school district and those are included in this handbook. Should you have any questions concerning specific board policies or administrative procedures, please direct those to your immediate supervisor.

I believe education is the most rewarding profession in our society. We have the opportunity to make a significant, positive difference in the lives of our students. I am glad you are a part of the Woodford County Schools and I look forward to working with you this year.

Sincerely,

D. Scott Hawkins  
Superintendent
Mission of Woodford County Schools

The Woodford County Public Schools, in partnership with families and the community, will provide challenging learning opportunities for all students, promote student growth and achievement, and prepare students to strive for excellence.

Core Values

The Woodford County Public Schools believes these core values are an essential foundation to achieving the mission of the district.

P artnership—The Woodford County Public Schools will foster respectful, honest and caring relationships among students, families, staff and the community. We will establish a collaborative effort by all to achieve our common mission.

R espect—The Woodford County Public Schools will show consideration for all. We will seek to understand and accept our students’ diverse needs while maintaining high expectations.

I ntegrity—The Woodford County Public Schools is committed to making decisions based on what is best for students. We will have the courage to do what is right.

D etermination—The Woodford County Public Schools will serve our students with an intentional purpose and tireless focus on student achievement. We are committed to preparing our students for productive citizenship.

E xcellence—The Woodford County Public Schools is dedicated to achieving the highest standard in all that we do. Each employee will provide exemplary service to support student achievement.

BOARD OF EDUCATION MEMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Ambrose Wilson IV, Chair</td>
<td>P.O. Box 3999 Midway 40347</td>
<td>846-9617</td>
</tr>
<tr>
<td>Ms. Debby Edelen, Vice Chair</td>
<td>732 Eureka Drive, Versailles 40383</td>
<td>879-8960</td>
</tr>
<tr>
<td>Ms. Margie Cleveland</td>
<td>184 Huntertown Rd., Versailles 40383</td>
<td>873-9831</td>
</tr>
<tr>
<td>Mr. Paul Stahler</td>
<td>3325 Hifner, Versailles 40383</td>
<td>873-6324</td>
</tr>
<tr>
<td>Ms. Sherri Springate</td>
<td>129 South Hill Road</td>
<td>873-5968</td>
</tr>
</tbody>
</table>
ADMINISTRATIVE OFFICES
330 PISGAH PIKE, VERSAILLES, KY 40383
879-4600
D. Scott Hawkins, Superintendent (Ext. 2103)
Angel Cooper, Administrative Assistant (Ext. 2102)

DEPARTMENT OF CURRICULUM AND INSTRUCTION
330 PISGAH PIKE, VERSAILLES, KY 40383
879-4600
Mike Stacy, Chief Academic Officer (Ext. 2106)
Michelle Cassady, Director of Instruction (Ext. 2107)
Nicole Henriott, Secretary to Curriculum & Instruction (Ext. 2105)

DEPARTMENT OF STAFF AND STUDENT SERVICES
330 PISGAH PIKE, VERSAILLES, KY 40383
879-4600
Garett Wells, Director of Staff/Student Services (Ext. 2110)
Sharon Parker, Secretary, Ext. (2101)
Jill Hargis, Social Worker/Asst. to the DPP (Ext. 2111)
Janice Frost, Benefits Coordinator (Ext. 2109)
Sheri Eaves, Food Service Director (Ext. 2118)
Angie Martin, District SST Student Information Systems Coordinator (Ext. 2123)
Jeanne Halter, Home/Hospital (Ext. 2112)
Marti Congleton, Home/Hospital (Ext. 2112)

FAMILY RESOURCE CENTERS
Linda Tilghman, Woodford County Family Resource Center
Simmons 879-4677 Northside 879-4697
Torie Hundley, Huntertown/Southside Family Resource Center
Huntertown 879-4687 Southside 879-4667

DEPARTMENT OF TECHNOLOGY
330 PISGAH PIKE, VERSAILLES, KY 40383
879-4600
Greg French, District Technology Integration Coordinator (Ext. 2120)
James Tuttle, LAN Technician (Ext. 2122)
Rebecca Keith, Technology Resource Teacher (Ext. 2121)
Liz Pitcher, Technology Information and Curriculum Assistant (Ext. 2119)
PSYCHOLOGICAL SERVICES
330 PISGAH PIKE, VERSAILLES, KENTUCKY 40383
879-4600
Teresa Wasson, Director of Special Education (Ext. 2125)
Faye Willis, Special Education Secretary (Ext. 2124)
Carrie Morris, School Psychologist/MAP-RTI Coordinator (Ext. 2108)
Michelle Klein, School Psychologist (Ext. 2128)
Jan Sellers, School Psychologist (Ext. 2127)
Nancy Alspach, School Psychologist (Ext. 2129)
Libby Kelly, Special Education Clerk (Ext. 2126)

ENGLISH LANGUAGE LEARNERS (ELL)
Carmen Wilcox, Parent Liaison/Interpreter 879-4701
Beth Gniot, ELL Coordinator 879-4680 (Ext. 6841)

COMMUNITY EDUCATION CENTER
299 SOUTH MAIN STREET, VERSAILLES, KY 40383
879-4628
Kathy Hogg, Community Education Coordinator (Ext. 4008)
Sharon Cole, Community Ed. Program Manager (Ext. 4007)
Tammy Bramlett, GED/ABE Director (Ext. 4012)
Adrian Holloway, School Nurse
Patty Moffett, School Nurse
Mary Shultz, School Nurse
Amanda Lewis, School Nurse

DEPARTMENT OF TRANSPORTATION
207 SIMMONS STREET, VERSAILLES, KY 40383
879-4647
Mark Lancaster, Director of Transportation (Ext. 4002)
Debbie Turner, Driver Trainer (Ext. 4003)
Charlina Foster, Driver Trainer
Robert Woodrum, Mechanic (Ext. 4004)
Gary Robinson, Mechanic (Ext. 4005)
Brian Wiley, Mechanic (Ext. 4004)
Cindy Peal, Secretary (Ext. 4001)

DEPARTMENT OF FINANCE
330 PISGAH PIKE, VERSAILLES, KENTUCKY 40383
879-4600
Amy Smith, Chief Operating Officer (Ext. 2114)
Donna Payne, Central Office Staff Support Secretary, Ext. (Ext. 2113)
Cheri Smith, Asst. Financial Manager (Payroll) (Ext. 2115)
Debra Yates, Payroll Clerk I (Ext. 2116)
Stephanie Smith, Accounting Clerk II/Accounts Payable (Ext. 2117)
WOODFORD COUNTY HIGH SCHOOL
180 FRANKFORT STREET, VERSAILLES, KY 40383
(859) 879-4630
Rob Akers, Principal (Ext. 3010)
Ray Woodward, Asst. Principal (Ext. ?)
Jennifer Forgy, Asst. Principal (Ext. 3011)
Bob Gibson, Asst. Principal (3012)
Vicki Bowers, Office Manager (Ext. 3001)
Cindy Patterson, Bookkeeper (Ext. 3006)
April Bruce, Student Information Systems/Attendance (Ext. 3005)
Cindy Anderson, Guidance Secretary (Ext. 3015)
Allyson Lusby, Guidance Counselor (Ext. 3017)
Regina Taylor, Guidance Counselor (Ext. 3016)
Patricia Banks, Guidance Counselor (Ext. 3018)
Monica Lewis, Testing/Assessment Coordinator (Ext. 3019)
Sara Swinford, Social Worker (Ext. 3013)

WOODFORD COUNTY MIDDLE SCHOOL
100 SCHOOL HOUSE RD., VERSAILLES, KY 40383
(859) 879-4650
Vacant, Principal (Ext. 5010)
Whitney Allison, Asst. Principal (5011)
Vacant, Asst. Principal (Ext. 5012)
Debbra Nauert, Secretary/Bookkeeper (Ext. 5002)
Teresa Hines, Office (Ext. 5001)
Derby Akers, Guidance Counselor (Ext. 5205)
Vacant, Social Worker (Ext. 5203)
Pam Campbell, Guidance Counselor Secretary (Ext. 5201)
Marcha Allison, Student Information Systems/Attendance (Ext. 5005)
Betty Coakley, Bookkeeper (Ext. 5003)

SAFE HARBOR ACADEMY
299 SOUTH MAIN STREET, VERSAILLES, KY 40383
Brian Tackett, Principal (879-4694, Ext. 4016)
Lesley Gilpin, Social Worker (Ext. 4017)

WOODFORD COUNTY EARLY CHILDHOOD CENTER
299 SOUTH MAIN STREET, VERSAILLES, KENTUCKY 40383
(859) 879-4628
Kathy Hogg, Preschool Coordinator (Ext. 4008)
Clarita Murphy, Preschool Secretary (879-4699)
Jean Cronk, Preschool Teacher (Ext. 4026)
Kim Kearsn Johnson, Preschool Teacher (Ext. 4025)
Heather Dykes, Southside Preschool Teacher (879-4660, Ext. 6221)
Melanie Hogan, Northside Preschool Teacher (879-4690, Ext. 6942)
Tammy Willet, Preschool Speech Pathologist, (Ext. 4027)

REFER TO THE BOARD POLICY MANUAL FOR A COMPLETE LISTING OF POLICIES
Nondiscrimination Policy Statement

Students, their parents, and employees of the Woodford County School System are hereby notified that this school system does not discriminate on the basis of race, color, national origin, age, religion, marital status, genetic information, sex, or disability in employment, vocational and educational programs, or activities as set forth in Title II, Title VI, Title IX, American With Disabilities Act, Section 504, and Age Discrimination Act of 1975 and provides equal access to the Boy Scouts and other designated youth groups.

Any person having inquiries concerning the Woodford County Schools’ compliance with Title II, Title VI, Title IX, Section 504, American With Disabilities Act, or Age Discrimination Act 1975, is directed to contact the Director of Staff and Student Services, who has been designated by the Woodford County Board of Education to coordinate the system’s efforts for compliance. Please contact Garet Wells, Director of Staff and Student Services at 330 Pisgah Pike, Versailles, Kentucky 40383-9214. Contact may be made by phone at (859) 879-4600 extension 2110.
USING YOUR EMPLOYEE HANDBOOK

The Woodford County Public School System is an educational community dedicated to the development of life-long learners and the promotion of success for all students. Each support employee has an essential role in the overall accomplishment of the system’s mission.

We believe the district can accomplish its mission only with the team effort that includes the hard work of all classified employees. Woodford County Schools strives to employ capable, well-qualified and industrious employees who are willing to accept the responsibilities of their positions and who will perform their services in a courteous and efficient manner to insure that learning will be enhanced and children’s needs will be met. In exchange for these efforts, the school system will make every effort to establish suitable working conditions based upon equitable and reasonable standards.

The purpose of this handbook is to acquaint you with general Board of Education policies, regulations, directives, procedures, and practices that affect and govern your employment. Further details about the items in this handbook are available to you through your immediate supervisor. Copies of the Board policies and regulations are available in each school office and at the Central Office for your use.

Some schools or departments may also have supplementary policies and procedures that apply only to employees of those particular schools or departments.

You are encouraged to read this handbook and keep it for future reference. We do ask for your comments about this handbook. Please send your comments or corrections to the Director of Staff/Student Services at the Central Office.

This handbook is not a contract nor do the statements contained in it have the force of law. Personnel laws, regulations and Board Policy revisions may modify or supersede any or all statements in this handbook. For more information, employees should contact their Principal or Supervisor and refer to the current edition of the Kentucky Revised Statutes, Kentucky Administrative Regulations and the Policy Manual of the Woodford County Board of Education.

Please keep in mind the following when reviewing your handbook:
- Information contained in this handbook reflects Board Policy, procedure and protocol.
- The manual does not create a contract, express or implied. Refer to your contract for guidance on contract issues.
- The manual does not alter the “at-will” relationship between employer and employee (unless the employer wants to change this traditional relationship.)
- The manual does not guarantee employment for any definite period of time.
- This manual applies only to Classified Personnel.
- The manual supersedes any previous manual or unwritten policies.
- This manual can be changed by the Board of Education unilaterally at any time.

A complete manual of Board policies is available for review in the Principal’s office of each school and at the Central Office.

REFER TO THE BOARD POLICY MANUAL FOR A COMPLETE LISTING OF POLICIES
Classified Personnel Defined

**Definition**
Classified personnel are all those employees who hold positions not requiring teacher certification.

**Full-Time Personnel**
A full-time employee is one who works a minimum of eighty (80) hours or more per month on a regular basis.

**Credit for Work Experience**
An employee shall work one hundred forty (140) days or more between July 1 and June 30 of any fiscal year to receive credit for one (1) year of work experience for purposes of determining salary.

**Part-Time Personnel**
A part-time employee is one who works less than eighty (80) hours per month on a regular basis.

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**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 GED certificate or unless s/he shows progress, as defined by Administrative Regulations of the State Board for Adult, and Technical Education, toward obtaining a certificate of high school equivalency. 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.

Each application or renewal form provided to applicants for a classified position shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A STATE CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT. UNDER CERTAIN CIRCUMSTANCES, A NATIONAL CRIMINAL HISTORY BACKGROUND CHECK MAY BE REQUIRED AS A CONDITION OF EMPLOYMENT."

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REFER TO THE BOARD POLICY MANUAL FOR A COMPLETE LISTING OF POLICIES
As permitted by KRS 160.380, employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in KRS 17.165 or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. 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.

**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.

**REVIEW OF APPLICATIONS**

Under procedures developed by the Superintendent, each application shall be reviewed and each applicant so notified.

Applications for candidates not employed shall be retained for three (3) years.

**RELATIONSHIPS**

The Superintendent shall not employ a relative of a member of the Board unless the relative was initially employed by the District prior to the tenure of the Board member and the member was seated on the Board prior to July 13, 1990.

**CONTRACT**

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

**EMERGENCY HIRING**

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

**JOB DESCRIPTION**

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

**INTENT**

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

Through appropriate personnel documents, such as handbooks and/or job applications, employees shall be notified as to who will pay for medical examinations required for initial employment.

Bus Drivers

As a condition of employment, each school bus driver, including substitute drivers, shall pass a medical examination on initial employment and each year thereafter in accordance with 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 704 KAR 004:020. The examination shall be provided by a licensed physician, physician assistant (PA), or advanced registered nurse practitioner designated by the Board. If the employee elects to be examined by a private practitioner, the cost of examination shall 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. A copy of the form and a statement indicating the employee's medical status must be filed with the Superintendent prior to assuming assigned duties.

Tuberculosis Test

Each medical examination shall include a skin test for tuberculosis and shall be documented as required by Kentucky Administrative Regulation. A person who tests positive for TB shall be required to comply with the directives of the local board of health and the Kentucky Department for Public Health, Cabinet for Health Services, for further evaluation and treatment of the tuberculosis infection.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 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

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.

The Superintendent shall determine which employees are to have access to medical information. This determination shall be made on a need-to-know basis.
Equal Employment Opportunity

Nondiscrimination

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, genetic information, national or ethnic origin, political affiliation, age, or disabling condition.

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.

District employment practices shall be in accordance with the Board-approved procedures addressing requirements of the Americans with Disabilities Act of 1990 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.

Reasonable accommodation shall be provided as required by law.

Advising Employees

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

Compensation and Benefits

COBRA

Continuation of Coverage Under Federal Law (COBRA/S.B. 274)

Federal law provides an employee the option to continue group health coverage beyond the date on which their coverage would otherwise terminate (formerly S.B. 270).

Also, the new continuation laws provide coverage continuation rights for spouses and dependents.

Individuals eligible for continuation of coverage are as follows:

- Loss of coverage as result of termination of employment (except for gross misconduct of the employee).
- Loss of coverage as a result of a reduction of hours worked by the employee.
- Death of the employee.
- Divorce or legal separation of the employee.
- The employee becoming eligible for Medicare coverage.
- Loss of coverage as a result of a dependent child reaching the limiting age designated in the group contact.
Duration of Coverage:

For employee (termination or reduction in hours) - 18 months.
For spouse and dependents - 36 months.

Termination of Coverage:

- Exhaustion of 18 or 36 month time period.
- Group health plan terminated by employer.
- Failure to pay in timely manner.
- Eligible for Medicare or another group health plan.

NOTE: It is the employee's responsibility to immediately inform the Finance Department of a divorce, separation, or dependent child losing coverage.

To be eligible for continuation of coverage, the following requirements must be met:

- Must be actively working and covered by a health plan.
- If spouse or dependent, you must be under plan at the time of termination or reduction in hours.
- Must notify appropriate person, in writing, within sixty days of termination or hourly reduction that he/she wants to continue coverage.
- Cannot be eligible for other group coverage (includes cross-reference contracts).

Ceridian is the Department of Employee Insurance's third party administrator for the COBRA benefits. You will receive COBRA health insurance information from Ceridian. Please follow their instructions if you want to continue health insurance thru COBRA.

Thereafter, you will be billed directly by the insurance carrier.

If you have any questions concerning insurance, please contact the Insurance Coordinator at (859) 879-4600, ext. 2109.

**Salaries**

**Hourly or Salary Basis**

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

**Work Day/Work Week**

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

**Qualifications**

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

Checks will be issued according to a schedule approved annually by the Board.

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.

OVERTIME

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

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. (Note: Even if the students are released early for weather or other emergency situations, classified employees are required to fulfill contract hours without going into overtime. All time must be documented on a time sheet. If a classified employee chooses not to make up the missed time, a leave without pay card must be submitted with the time sheet. Other questions related to this situation should be directed to your immediate supervisor.)

Holidays and Vacations

HOLIDAYS

All full-time classified personnel (those employed 180 days or more) shall be eligible for the four (4) paid holidays designated in the official school calendar. Full-time, 259-day-contract classified personnel shall be eligible for the following paid holidays:

1. Christmas Eve,
2. Christmas Day,
3. New Year’s Eve,
4. New Year’s Day,
5. Presidents’ Day (if school is not in session)
6. Martin Luther King Day,
7. Fourth of July,
8. Labor Day
9. Thanksgiving Day,
10. Thanksgiving Friday,
11. Memorial Day (if school is not in session)
12. General Election Day in year of presidential election.
**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.

**VACATIONS**

Full-time, 259-day-contract classified personnel shall be entitled to an annual two (2) week vacation at a time approved by the Superintendent. Personnel employed for the first time on a full-time, twelve-month basis shall be eligible for vacation during the second half of the first year of service.

Full-time, 259-day-contract classified personnel who have five (5) or more years of service with the District in a 259 day position, shall be granted an additional day of vacation for each year of service up to twenty (20) days.

**ACCUMULATION/CARRY-OVER**

Full-time, 259-day-contract classified personnel may accumulate and carry-over a maximum of forty (40) unused, paid vacation days.

**Leaves and Absences**

**APPROVAL**

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.

**TEMPORARY LEAVE WITHOUT PAY**

The Superintendent may grant an employee's request for temporary leave without pay for a period not to exceed ten (10) working days, provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability. Such request must be submitted at least ten (10) working days prior to the date the leave begins.

**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.

**Personal Leave (Draft)**

**NUMBER OF DAYS**

The Board shall grant two (2) personal leave days each school year without loss of pay to employees who are employed less than 239 days and three (3) days to those who are employed from 239 days to 259 days.

Persons employed for less than a full year contract shall receive a pro-rata part of the authorized personal leave days calculated to the nearest 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 designee must approve the leave date, but no reasons shall be required for the leave.
Approval shall be contingent upon the availability of qualified substitute employees. Those employees making
earliest application shall be given preference.

AFFIDAVIT
Employees taking personal leave must file a personal affidavit on their return to work stating that the leave was
personal in nature.

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

Sick Leave

NUMBER OF DAYS
All full-time classified personnel shall be entitled to sick leave days with pay based on the following schedule:

<table>
<thead>
<tr>
<th>Number of Contract Days Employed Each School Year</th>
<th>Number of Sick Days Each School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>180-218</td>
<td>10</td>
</tr>
<tr>
<td>219-238</td>
<td>11</td>
</tr>
<tr>
<td>239-259</td>
<td>12</td>
</tr>
</tbody>
</table>

Persons employed for less than a full year contract shall receive a pro-rata part of the authorized sick leave days
calculated to the nearest 1/2 day.

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

ACCUMULATIVE
Unused sick leave for classified employees shall accumulate without limitation.

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

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

Classified employees coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

SICK LEAVE DONATION PROGRAM

Under procedures developed by the Superintendent, classified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee’s sick leave balance to less than fifteen (15) days.

Classified employees are eligible to receive donated days if they meet the criteria established in procedures.

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

AFFIDAVIT

Upon return to work, an employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that the employee was ill or that the employee was absent to attend a member of the immediate family who was ill.

Workers’ Compensation Payments

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.

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 leave, the employee shall pay to the District a sum equal to worker’s 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.

Sick Leave Bank

ELIGIBILITY

Although no new members will be enrolled, employees who joined during previous school years may request days from the Sick Leave Bank until all days have been granted. After an eligible employee has exhausted all of his/her accumulated sick leave and other available paid leave days, he/she may draw up to fifteen (15) days on the sick leave bank for such time as he/she is sick as per policy 03.2232. If necessary, an employee may request consideration for the use of additional sick bank days.

Requests for the use of sick bank days shall be supported by a doctor’s signature on and/or a statement attached to the Sick Leave Bank request card indicating that the illness, physical disability, or accident is the reason for the absence.

Once all days in the Bank have been used, the Bank shall be discontinued.

APPEAL

The denial of any application for Sick Bank usage may be appealed to the Board whose decision shall be final and binding on all parties.
Family and Medical Leave (Draft)

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 employees’ newborn or adopted 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; or

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 active duty or call to active duty of a covered family member (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 family member (spouse, son, daughter, parent or next of kin) who has incurred an 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 duties of his/her office, grade, rank or rating.

NOTICES AND DEADLINES

Employees who may be eligible for or who requests 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. The District shall designate an employee’s leave, paid or unpaid, as FMLA 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). 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 and 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 leave is taken to care for a service member’s recovery from a serious illness or injury sustained in the line of duty, 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 members/veterans that have been on active duty within the past five (5) years.

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**

When the health condition of an employee or family member qualifies for the use of paid leave, employees must use all paid leave before being eligible for unpaid family and medical leave, except that they 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 work-related injury/medical state qualifies as a serious health condition, worker's compensation leave shall run concurrently with the twelve (12) 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 husband and wife 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 an eligible husband and wife are employed by the District and are eligible for leave that involves a covered Armed Forces service member.

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 fitness-for-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.

Maternity Leave

PAID SICK LEAVE

Childbirth and recovery from, 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 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) work weeks 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.

Extended Disability Leave

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.

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.

**Educational Leave**

Upon recommendation of the Superintendent, the Board may grant classified personnel short-term leave with pay for the purpose of obtaining training to enhance the skills required in performing their job or to obtain training in anticipation of a different position with the school system.

**Emergency Leave**

**Number of Days**

Full-time classified employees shall be entitled to three (3) days of emergency leave with pay each school year. Persons employed for less than a full year contract shall receive a pro-rata part of the authorized emergency leave days calculated to the nearest 1/2 day. Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized emergency leave days equivalent to their normal working day.

Emergency leave shall be granted for the following reasons:

**Illness/Injury**

To attend to an immediate family member whose life is threatened by illness or injury.

**Bereavement**

Death of a relative or personal friend.

**Disasters**

Disasters are of a household, vehicle, travel or personal emergency of the magnitude of tornadoes, fires, floods, etc. affecting the employee or his/her immediate family. This applies only in cases not covered by sick leave.

**Court/Legal**

Appearances as a witness or to produce documents when the employee's presence is required by subpoena. This is not to include appearances in actions in which the employee is a party and the subpoena is obtained by or on behalf of the employee. This also does not include jury duty. (See policy 03.2237.)
**BUSINESS**

One (1) day shall be granted for business reasons of an emergency nature. For the purposes of this section, "emergency" shall mean a sudden unexpected happening: an unforeseen occasion or condition: a sudden or unexpected occasion requiring action. The employee may appeal the Superintendent's or designee's decision to the Board.

**PROHIBITIONS**

Emergency leave shall not be used for personal illness covered under sick leave policies, for participation in recreational activities, for vacations, college visits, attending fraternal functions, seeking other employment or for rendering services for pay.

**REQUEST FOR LEAVE**

Emergency leave must be requested through the Superintendent or designee who will determine if the leave requested meets the Board's criteria.

**AFFIDAVIT**

Persons taking emergency leave must file a personal affidavit upon their return to work stating the specific reasons for their absence.

**ACCUMULATION**

Emergency leave days not taken during the school year shall not accumulate.

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**Jury Leave**

**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.

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**Military/Disaster Services Leave**

**INDUCTION**

Classified employees called from reserve status or inducted into military service shall be granted, upon written request, a leave of absence not to exceed two (2) years.

Employees 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. Determination of the period of military leave to be granted shall be made according to statutory requirements and shall be based on the federal fiscal year.

The Board shall automatically review military leave until the employee is discharged or released from active service.

Upon return to duty, employees shall resume the employment status in effect at the time military leave was granted. Employees on military leave shall receive such increments on the salary schedule to which they would have been entitled had they not been called to active military duty.
**NOTIFICATION**

Employees are responsible for notifying their immediate supervisor as soon as they are notified of an impending military-related absence.¹

The Board may grant disaster services leave to requesting eligible employees.

**Insurance**

The Board shall provide unemployment insurance, workers' compensation, and liability insurance for all classified personnel. In addition the Board shall provide term life insurance to full-time, classified employees.

The State shall provide group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation.

Employees who qualify for Workers' Compensation shall be offered the opportunity to participate in the District's 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.

**Expense Reimbursement**

Provided the Superintendent/designee has given prior approval to incur the expense, the Board shall reimburse school personnel for 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, when appropriate, the School Council. Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds. In the case of expenses reimbursed from internal accounts, the Principal shall be the authority for approving reimbursement. The Board will be responsible only for actual expenses. Allowable expenses are:

**MILEAGE**

Actual mileage between official work stations within the school system and actual mileage for trips outside the school system which have been approved by the Superintendent and the Council in SBDM schools will be reimbursed consistent with the current state rate per mile when the employee uses his/her own vehicle.

**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.

**TOLLS AND FEES**

All tolls and parking fees incurred in school-related travel. Parking fees must be substantiated by a ticket or receipt. (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. Charges must be substantiated by a receipt.

**COMMON CARRIERS**

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.) are eligible. Sight-seeing and pleasure tours are not reimbursable.
OUT-OF-STATE TRAVEL

Reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.

FOOD

Actual monies spent for food while on overnight, out-of-District trips. All meals must be substantiated by a receipt. Maximum allowable food expenditure per day shall be $30.00 unless an exception is approved by the Superintendent or the Board.

Employee meals will be reimbursed by the District only if the employee is requested to stay overnight or if the meal is part of a conference or workshop registration fee.

 LODGING

Hotel or motel charges (not including food or other charges) incurred in school-related travel. Charges must be substantiated by a receipt.

EMERGENCY REPAIRS TO VEHICLES

Reimbursement will be made for emergency repairs or road service to Board-owned vehicles if incapacitated while out of District. Drivers may not obligate the Board for major repairs without the permission of the Director of Transportation or Superintendent.

REIMBURSEMENT FORM

No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by the proper receipts.

Assignment (Draft)

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 unless the relative is not the spouse and was employed in that school during the 1989-90 school year. No spouse of a Principal shall be assigned to the school where the Principal is assigned unless the spouse was employed in the 1989-1990 school year and the District has no more than one (1) elementary school, one (1) middle school, and one (1) high school. A Principal’s spouse employed in the Principal’s school shall be evaluated by another school administrator.

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.

Confidentiality

In certain circumstances employees may receive confidential information regarding students’ or employees’ medical, discipline or court records. Employees are required to keep student and personnel information in the
strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual.

**Transfer**

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.

**Promotion**

The promotion 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 promotion of personnel shall be based on qualifications, success in past assignments, and potential for success in the new position.

The Superintendent shall not promote a personal relative or the relative of a Board member who continues employment in the District under the provisions of [KRS 160.380](#).

**Demotion**

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

**Supervision**

**SUPERVISION**

Supervision shall be provided for all classified employees. Each employee shall be informed as to whom his/her immediate supervisor is and to whom s/he will be responsible.

**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.

**Weapons**

This policy applies to students, staff members, and visitors to the school. Violations by visitors shall be reported to a law enforcement agency.
WEAPONS PROHIBITED

Carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property.

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.

EXCEPTIONS

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.

Law enforcement officials are authorized to bring weapons onto school property in performance of their duties.

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.²

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.
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.

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**Use of School Property (Draft)**

**OUTSIDE WORK**

An employee shall not use any District facility, vehicle, electronic communication system, equipment or materials in performing outside work unless otherwise approved by the Superintendent or Board. These items (including security codes and electronic records, such as E-mail) are property of the District and shall be used solely for job-related purposes.

**EXCEPTION**

Under procedures developed by the Superintendent, the Board may approve the use of school facilities by Board supervisory personnel for summer sports camps and other school-related activities. Fees for such activities must be collected and receipted by the school, and salaries, stipends, and other financial obligations resulting from such activities shall be paid by Board check.

**ELECTRONIC COMMUNICATIONS**

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy as to information entered or stored in their E-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

**CARE AND USE OF SCHOOL 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.

**DRIVING RECORD**

Annually, the Superintendent may request employees who have occasion to drive any Board-owned vehicle and/or who transport students to provide him/her with a copy of their driving records 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.

**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.

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

Access Privileges to Electronic Media (Draft)

(Acceptable Use Policy)

STUDENT, STAFF AND COMMUNITY MEMBER USE

The Board supports the right of students, staff, and community members to have reasonable access to various informational formats and believes it is incumbent upon students, staff, and community members use this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology. Electronic access including, but not limited to, Internet and email shall be in support of education and research. Personal use of technology should be limited and follow acceptable use guidelines.

PROCEDURES AND GUIDELINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for student, staff, and community member access to electronic media. Guidelines shall address ethical use of electronic media, including, but not limited to, the Internet and District technological resources, and issues of privacy versus administrative review of electronic files and communications. Use of networks for prohibited or illegal activities the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data is prohibited. WCPSNet consists of, but is not limited to, school desktop PC’s, Local Area Networks (LANs), and the Wide Area Network (WAN) including Internet and email.

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

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including “hacking” and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minor; and
- Restricting minors’ access to materials harmful to them.

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

AGREEMENT FORM FOR STAFF MEMBERS

A written request/agreement shall be required prior to the staff and community members being granted independent access to electronic media involving district technological resources.
The required request/agreement form specifying acceptable use, rules of on-line behavior, access privileges, and penalties for policy/procedural violations must be signed by the staff or community member. This document shall be kept on file at the district or building level as a legal, binding document and shall continue to be observed throughout the staff member’s employment in the District.

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.

ACCESS PRIVILEGES TO ELECTRONIC MEDIA

In the Woodford County Public Schools, access to electronic information resources can range from read-only access to instructional software to full search capability of the Internet. For these reasons, the District maintains the right to limit access to software and/or documents found either on WCPSNet (Woodford County Public Schools Network) or the Internet, via technical or human barriers. In accordance with SB 230, proxy servers located at each school, the technology office, and the Kentucky Department of Education will cache Internet sites and track Internet usage including sites visited, date and length of time, and the machine used. Proxy logs will be held for no longer than thirty (30) days. The logs containing this information fall under the Open Records Law and may be accessed by the general public upon request. The logs will be monitored by the Principal/designee at each school and the District Technology Coordinator/designee. These individuals will have the authority to access and view sites, some of which may be objectionable, in accordance with their duties.

CERTIFIED AND CLASSIFIED STAFF

For every staff person whose position requires network access, an account(s) with appropriate rights will be established. This account includes access to electronic mail and a private directory for files. All staff must attend a training/awareness session provided by a network administrator or designee.

NO PRIVACY GUARANTEE

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. Users are advised not to place confidential or objectionable documents in their user directory. Users should not expect files stored on District servers or through District provided or sponsored technology services to be private. The tracking of Internet usage via the Proxy servers and in accordance with SB 230, is monitored by the Principal and the District Technology Coordinator or designee. The proxy logs fall under the Open Records Law and may be viewed by community members upon request. The logs will be maintained for thirty (30) days.

**WCPSNet (Including Internet Access)**

**TERMS AND CONDITIONS**

Acceptable Use – Use of WCPSNet and/or other organization’s networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: plagiarism, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is not consistent with the purposes of the WCPSNet and is inappropriate. Illegal activities are strictly prohibited. Using your WCPSNet Internet account to access unauthorized chat rooms or to play games including but not limited
to, multi-user domain games (MUDs) is not acceptable use. Electronic access including, but not limited to, Internet and e-mail shall be in support of education and research. Personal use of technology should be limited and follow acceptable use guidelines.

Rights, Responsibilities, and Privileges – This document of the Terms and Conditions for use of WCPSNet must be signed by all students, parent/guardians, and adults to get an individual user account. It is designed to enable all users to understand clearly their responsibilities as users of the school’s network and of the Internet/e-mail via the WCPSNet. Any questions about these responsibilities, please contact your building’s network administrator or the District Technology Coordinator.

Violation of the following terms and conditions will result in the immediate loss of network services including, but not limited to the Internet/e-mail, and could eliminate future access. Violations may incur other consequences including reporting incidents to the building principal, the Superintendent or local authorities for further action.

**NETWORK AND INTERNET REGULATIONS**

The use of your network and/or Internet account must be in support of education and research and be consistent with the educational objectives of the Woodford County School District.

You may not violate any U.S. or State regulations regarding transmission of material.

You may not give your password to anyone.

You may not access or send objectionable material.

You may not alter network accounts in any way including Internet accounts.

You may not offer Internet access to any individual via your WCPSNet account.

You may not access a chat room or instant messaging on the Internet without authorization from the school principal.

You may not break in or attempt to break into the school’s network, WCPS Network, or other computer networks.

You may not create or share computer viruses.

You may not destroy another person’s data.

You may not monopolize the resources of WCPSNet by such things as running large programs and applications over the network during the day, sending massive amounts of MAIL to other users, accessing unauthorized chat rooms or using system resources for games or other files using large amounts of storage area.

You are not permitted to get from or put onto the network any copyrighted (including software), threatening or obscene material, or hacking programs.

Purposefully annoying other Internet users including continuous talk requests, on or off the WCPS system, is prohibited.

As a user of this community system, you should notify a network administrator of any violations of this contract by other users or outside parties. This may be done anonymously.

No illegal activities may be conducted via the network including, but not limited to, Internet and e-mail.
All communications and information accessible via the network should be assumed to be the private property of the Woodford County Board of Education.

**ELECTRONIC MAIL REGULATIONS (Draft)**

According to 701 KAR 5:120, every student and adult must use the KETS e-mail product standard when using a school district workstation or network resource. These resources include the internal school e-mail network or e-mail communications to others outside the school on the Internet. Districts have received sufficient KETS offers of assistance to acquire the hardware and software for e-mail accounts for every student, teacher, and administrator. Therefore every student and adult should only be using those accounts for e-mail communications. The use of your e-mail account must be in support of education and research and be consistent with the educational objectives of the Woodford County School District.

Be polite. Do not write or send abusive messages to others.

Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

Do not reveal your personal information or that of other students or colleagues.

Do not send or maintain objectionable materials.

Do not send or forward e-mail “chain letters”.

Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

For additional information, see board policies found in the Student Code of Conduct BP 08.2323 (BP 09.438) and in BP 03.1321, BP 03.2321, BP 03.1325, and BP 03.2325 for certified and classified employees regarding use of school property, disrupting the educational process, and conduct.

Loss of Network Services – The District Technology Coordinator or designee may suspend or close an account at any time as required. The administration, faculty, and staff of WCPS may also request the system administrator or District Technology Coordinator to deny, revoke, or suspend specific user accounts. Revocation of accounts will be for a period of time determined at the building level. Users (students or staff members) whose accounts are denied, suspended or revoked do have the following rights:

A. To request, in writing, from the building administrator a written statement justifying the action(s).

B. To follow the District’s grievance procedure.

Liability – Woodford County Public Schools will not be responsible for any damages not limited to loss of data, resulting from delays, non-deliveries, wrongfully directed deliveries, or service interruptions caused by its own negligence or user errors or omissions.

Security – Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem on WCPSNet, s/he must notify a system administrator or the District Technology Coordinator. Do not demonstrate the problem to other users.

Vandalism – Vandalism shall result in cancellation of privileges and financial reimbursement of losses. Vandalism is defined as any attempt to access, harm or destroy data, operating system or applications of another user, the school’s network, equipment, WCPSNet, or any of the agencies or other networks that are connected to KETS Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
Gifts (Draft)

Any gift presented to a school employee for the use of the school must have the prior approval of the Superintendent or the Board of Education. Any gift so approved and accepted on behalf of the school becomes the property of the Board. Gifts and donations made to the District shall be reported annually to the Board.

Solicitations

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

No school employee shall provide to any outside group or individual a list of students, teachers or other employees for solicitation or other purposes without the prior authorization by the Board and approval of the Superintendent or his designee.

Petitions

Employees shall not sign, promote, and/or distribute petitions during the time required to perform school duties or at any school sponsored function.

Political Activities

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.

Disrupting the Educational Process

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.

Drug-Free/Alcohol-Free Schools (Draft)

DRUGS, ALCOHOL, AND OTHER PROHIBITED SUBSTANCES

District employees shall not manufacture, distribute, dispense, be under the influence of, purchase, possess, solicit, use, or attempt to purchase or obtain, sell or transfer any of the following in the workplace or in the performance of duties: alcoholic beverages; controlled substances, prohibited drugs and substance, and drug paraphernalia; and substances that “look like” a controlled substance. In instances involving look-alike 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 prescriptions drugs for the purpose of sale or distribution.

"Controlled substance" shall mean any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Cabinet for Health and Human Services under regulations pursuant to KRS 218A.020.

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.

Any employee who violates the terms of this policy may be suspended, non-renewed or terminated.

REPORTING

Employees of the District shall promptly make a report to the local policy department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

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 school-owned vehicle or any other school-approved vehicle used to transport students.
REFER TO THE BOARD POLICY MANUAL FOR A COMPLETE LISTING OF POLICIES

to and from school or school activities. "Workplace" shall also include school-sponsored or school-approved 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/NON-RENEWAL

Any employee who violates the terms of the District's drug-free/alcohol-free policies may be suspended, non-renewed or terminated. In addition, violations may result in notification of appropriate legal officials.

ALTERNATIVE

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

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 drug-free/alcohol-free prevention program for all employees which shall include notice of the following:

1. The dangers of drug/alcohol abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct;
4. Information about available drug/alcohol counseling programs and available rehabilitation/employee assistance programs; and
5. Penalties that may be imposed upon employees for drug/alcohol abuse violations.

Use of Tobacco

USE OF TOBACCO PROHIBITED

The use of any tobacco product is prohibited in any building owned or operated by the Board.

Adult employees may smoke in outside areas designated and supervised by the Superintendent or Principal.

Duties (Draft)

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.
ACCOMMODATION

Reasonable accommodation shall be provided each qualifying employee with a disability to comply with the requirements of law and regulation.

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.

Outside Employment or Activities

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.

Hours of Duty

REGULAR HOURS

Classified personnel shall be prompt in attendance and shall work the hours as specified by their contract.

No classified employee shall leave the school grounds during duty hours without the express approval of the Principal. No classified employee at a non-school site shall leave their work site without the express approval of his/her direct supervisor.

ADDITIONAL HOURS

Classified personnel may be required to perform additional duties as assigned by the Principal.

Health and Safety

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.

HAZARD COMMUNICATION

The Superintendent 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 Material Safety Data Sheet (MSDS) 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.

**Blood Borne Pathogen Control**

The Superintendent shall develop an Exposure Control Plan to eliminate or minimize District occupational exposure to blood borne 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;
8. Medical follow-up and counseling for employees after a work-site 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 blood borne pathogens; and
2. Annual documentation of 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.

**Personnel Records**

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.

**Grievances**

**PROCEDURES**

The Superintendent shall develop specific grievance procedures to include, but not be limited to, the opportunity for grievances 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 grievance, and procedures for the orderly review and appeal of each individual grievance.

Grievances are individual in nature and must be brought by the individual grievant.

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

**GENERAL GRIEVANCES**

The Board will not hear any grievances unless the Superintendent recommends the appeal to the Board in writing or the aggrieved employee petitions in writing for the Board to consider the determination of the Superintendent. Agreement to consider the matter is discretionary with the Board and shall be granted only on affirmative vote of four (4) members.

However, before accepting a grievance appeal, the Board shall seek the advice of the Board Attorney as to whether the appeal falls within the requirements of this policy.

**PERSONNEL ISSUES**

The Board will not hear any grievance concerning personnel actions taken by the Superintendent/designee, unless the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provision.

As established by administrative procedures, disposition of a grievance by the Superintendent will be final unless the Superintendent recommends the appeal to the Board in writing or the aggrieved employee petitions in writing for the Board to consider the determination of the Superintendent. Agreement to consider the matter is discretionary with the Board and shall be granted only on affirmative vote of four (4) members.

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

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

**EXCEPTION**

Harassment/Discrimination allegations shall be governed by policy 03.262.
Harassment / Discrimination (Draft)

DEFINITION
Harassment/Discrimination of employees is unlawful behavior based on the race, color, national origin, age, religion, sex, genetic information or disability 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 at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

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

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

GUIDELINES
Employees who believe they or any other employee, student, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. If an employee is not assigned to a particular school, a report of harassment/discrimination may be made to the employee’s immediate supervisor or to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/discrimination. In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than five (5) working days of receipt of the original complaint regardless of the manner in which the complaint is communicated to a District administrator. Investigations shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. Following completion of the investigation, the investigator shall complete a written report of all findings.

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

2. A process to identify and implement, within five (5) working days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all staff, which may include, but not be limited to the following:

- written notice provided in publications such as handbooks, staff memoranda, and/or pamphlets;
- postings in the same location as are documents that must be posted according to state/federal law; and/or
- such other measures as determined by the Superintendent/designee.

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

- Annual training explaining prohibited behaviors and the necessity for prompt reporting of alleged harassment/discrimination; and
- Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

**Prohibited Conduct**

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

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

**Confidentiality**

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

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

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

FALSE COMPLAINTS

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

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.

Discipline, Suspension and Dismissal of Classified Employees

DISCIPLINARY OPTIONS

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

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

Classified employees may be terminated or suspended with or without pay only 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 actions shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

An employee may be relieved from duty for the remainder of the work day by the immediate supervisor, pending action by the Superintendent, when drugs, alcohol, and/or the safety of students or staff are involved.

An employee shall be suspended with pay only when the Superintendent determines there is a justifiable need to protect the safety 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 determine whether the employee
is to return to active service or face disciplinary action. However, suspension with pay shall not exceed twenty (20) working days. If circumstances arise that require an investigation or other proceedings that may extend beyond twenty (20) days, the Superintendent may lengthen the period of suspension, not to exceed an additional five (5) working days.

Employees suspended with pay shall remain available for immediate recall to active service. The Superintendent shall see that documentation to support the grounds for suspension with pay is provided to the employee and retained on file in the District.

**Causes for Action**

Any classified employee shall 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 while on duty, or the illegal use or possession of controlled substances at any time.
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. Conviction of a felony or any crime involving moral turpitude.
10. Immorality or other unprofessional conduct.
11. Loss of licensure or certification required for the position.
12. 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.
13. 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.
14. Physical or mental disability, consistent with applicable laws protecting employees with disabilities.

**Due Process Provisions (Suspension Without Pay/Termination)**

When an employee is to be terminated under [KRS 161.011](https://www.lrs.ky.gov/laws/KRS161.011) or suspended without pay, the Superintendent shall give the employee written notification of charges against him/her, to include a statement of the right to meet with the Superintendent to discuss such charges, and a form, the signing and filing of which will constitute a demand for the meeting and a denial of charges. The employee may request the meeting by filing the proper form with the Superintendent within six (6) calendar days after receiving the notification of charges. The meeting shall occur within thirty (30) days of receipt of the written request.

The Superintendent shall develop procedures to implement due process provisions. If it becomes necessary for the Superintendent to terminate the employment of an employee a terminating interview with the Superintendent may be scheduled on District time.

REFER TO THE BOARD POLICY MANUAL FOR A COMPLETE LISTING OF POLICIES
The termination date of an employee shall be the last actual working day.

**OTHER DISCIPLINARY ACTIONS**

When charges result in disciplinary actions other than termination or suspension without pay and employees wish to contest the charges, they may submit a written response, which shall be placed in their file along with the written charges.

**Reduction in Force**

**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.

**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.

**RE-EMPLOYMENT**

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.

**Non-renewal**

The Principal/immediate supervisor shall provide the Superintendent with notice of recommended non-renewals. Non-renewal 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 no later than May 15.

**Basis for Non-Renewal**

The Superintendent may non-renew the contracts of classified employees with (4) years or more of continuous active service in the District for any legal reason. Classified employees with more than four (4) years of continuous active service in the District may be non-renewed 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 03.217,
8. A position becomes obsolete or redundant, due to program reorganization or 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, and/or
9. Reductions in funding, enrollment, or changes in the District or school boundaries, or other compelling reasons as determined by the Superintendent.

**Conflict of Interests**

**Pecuniary Interest Prohibited**

No administrator or other employee of the District with decision-making authority over the financial position of the school 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. Nor shall any such person receive directly or indirectly any gift, reward, or promise of reward for goods, services, property, or merchandise of any kind for which school funds are expended.¹

No administrator or other employee shall solicit for personal financial gain from students, parents and other staff during the school day or during school events.

Unless prior arrangements are made with the Board, any device, publication or any other item to be copyrighted developed during the employee's paid time shall be District property.

Employees shall not profit monetarily through the use of confidential information gained in the course of or by reason of their position of employment with the District.
EXCEPTION
This policy shall not prohibit the Board from approving non-contracted personal services for the benefit of the District.

Retirement

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
At the time of initial retirement and under provisions of KRS 161.155 (9), the Board shall compensate classified employees, or their estate, for unused sick days. The rate of compensation for each unused sick leave day shall be thirty percent (30%) of the daily salary rate calculated from 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. 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.

Retirement shall mean retirement from the County Employees’ Retirement System.

Escrow Account
The board shall create an escrow account to maintain the funds necessary to reimburse employees who qualify for the retirement benefit.

Evaluation Process

Frequency and Time
Each classified employee shall be evaluated at least once each year. This evaluation shall be performed by the Principal or the Immediate Supervisor by April 1.

Evaluation Procedure
The evaluations shall be made in writing, and the evaluator shall hold a conference with the evaluatee. The employer's written comments (if any) shall be attached to the report and the report filed with personnel records in the Central Office. An appeal process is available to employees who wish to appeal their evaluation.

Evaluation Appeal
An employee may appeal his/her evaluation as follows:

1. The employee may request a review of his/her evaluation with the immediate supervisor.
2. If a review is requested, the Superintendent/designee shall set the time and place of the review with the employee and immediate supervisor.
3. During the review process, the employee shall be given the opportunity to present any evidence or testimony supporting his/her position.
4. Within ten (10) working days of the hearing, the Superintendent/designee shall prepare and forward to the employee and the employee’s supervisor a written response to the appeal.
5. All information relating to the employee’s evaluation shall be placed in the employee’s appropriate personnel file.

6. Time limits set forth in this section may be extended by the written mutual agreement of the employee and the Superintendent.

**Staff Development**

The Superintendent shall develop and implement a program for continuing training for selected classified personnel in programs supported by Title I funds.

**Substitute Teachers Qualifications**

All substitute teachers shall meet criminal records check and medical examination requirements as specified in policies 03.11 and 03.111. (In addition, substitutes serving in a position on a long-term/extended basis must meet all certification requirements established by the Education Professional Standards Board.)

**Substitute List**

The Superintendent or designee shall maintain a list of qualified substitute teachers. Refusal of assignment as a substitute shall be documented, along with any reason provided.

**Retired Teachers**

Retired teachers may be reemployed as a part-time, temporary or substitute teacher in keeping with requirements of the Kentucky Teacher’s Retirement System.

**Length of Duty**

Substitute teachers shall observe the same hours of duty as the regular teacher. The substitute will continue to report for duty until relieved by the Superintendent or designee.

Unless excused by the Principal, substitute teachers shall attend faculty meetings held during their length of duty.

Substitute teachers shall follow daily lesson plans as outlined by the regular teacher. Substitute teachers shall leave a written record of the work completed during their length of duty.

**Substitute Salary and Payment Schedule**

Substitutes shall be paid on a per diem basis according to the salary schedule approved by the Board. The salary schedule may reflect adjustments for long-term/continuous assignment substitutes.

Payment shall be made on the next scheduled pay date for substitutes.

**Employment Notification**

Each year, substitute teachers on the District’s substitute list shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

Non-renewal of substitute teachers on limited contracts shall be made in compliance with the requirements of KRS 161.750.
**Paraprofessionals**

**SUPERINTENDENT MAY EMPLOY**
The Superintendent may employ paraprofessionals for supplementary instructional and non-instructional duties in the education program in positions authorized by the Board.

**DEFINITION**
As used in this policy and in relation to required training and qualifications for instructional personnel, the term “paraprofessional” is interchangeable with the term “Para educator,” which means an adult school employee who works under the direction of the professional administrative and teaching staff in performing, within the limitations of training and competency, certain instructional and non-instructional functions in the school program.²

**EDUCATIONAL REQUIREMENTS**
Existing and new paraprofessionals who provide instructional services or support in programs supported by Title I funds shall satisfy educational requirements specified by federal law.²

**SUPERVISION**
Paraprofessionals shall be under the direct supervision of certified teachers.¹&² Each paraprofessional shall have a job description that limits assigned duties to the scope of the individual's competencies.

**EVALUATION**
The Superintendent shall develop and implement procedures for an annual evaluation and professional development of paraprofessionals that are supported by Title I funds. Evaluation results shall be a factor in future employment decisions.

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**Volunteers**

**DEFINITION**
Volunteers are persons who do not receive compensation for assisting in school or District programs. Volunteers are encouraged to use their time and effort to support school and District programs. The Superintendent shall develop procedures that encourage volunteers to assist in school and/or District programs and to facilitate effective communication with persons who volunteer.

Teacher education students or students enrolled in an educational institution who participates in observations and educational activities under direct supervision of a local school teacher or administrator in a public school shall not be considered volunteers.

**SUPERVISION**
All volunteers shall provide assistance only under the direction and supervision of a member of the professional administrative and teaching staff.

Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with the same liability insurance coverage as a District employee and shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

**RECORDS CHECK**
The District shall conduct, at District expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips.
No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal or designee and the volunteer has undergone the required records check.

**Orientatation**

The Superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures.

**Community Agency Volunteers**

Volunteers working in the schools through community agencies (i.e., Big Brothers/Big Sisters) shall be subject to the same policies and procedures as other volunteers. In addition, a permission form from the parent must be completed each year and kept on file in order for the volunteer to work with a specific child or children.

**Transportation Personnel**

**Bus Drivers' Responsibilities**

All bus drivers shall meet the qualifications of and be in compliance with the responsibilities noted in Kentucky Administrative Regulations.¹

**Bus Loading Limits**

No bus shall exceed the rated seating capacity. All children shall be seated before the bus moves from the parking lot and shall remain seated while the bus is in motion. The driver shall be responsible for loading regular riders first and then children with special permission or with notes from their parents.

A bus driver may exceed the rated seating capacity of the bus on incoming runs only in emergency situations to avoid leaving children by the roadside. The bus driver shall be responsible for securing the names of excess or new passengers and reporting this information immediately to the Coordinator of Transportation. The Coordinator of Transportation shall take immediate action to correct the situation within the limits of his/her authority and/or make a report to the Board at the next Board meeting.

**Walkthrough at End of Run**

Bus drivers shall conduct a walkthrough of their buses at the end of each run to ensure that all students have disembarked at their designated stops.

**Disciplinary Action**

Bus drivers who fail to observe/perform their responsibilities shall be subject to appropriate disciplinary action.

**Bus Drivers' Use of Tobacco and Other Substances**

**Tobacco Products**

While on the bus, bus drivers shall not use tobacco products and shall not permit students to use them.

**Definitions**

The following definitions apply for purposes of drug and alcohol testing required by federal and state law:

"Drugs" refers to controlled substances as prohibited by the Omnibus Act, including but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP).
"Alcohol" refers to the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including but not limited to, methyl and isopropyl. Alcohol use includes the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

**USE PROHIBITED**

All employees subject to commercial driver's license (CDL) requirements shall be prohibited from:

1. The use of alcohol:
   a. While on duty;
   b. Four (4) hours before driving;
   c. Eight (8) hours following an accident; or
   d. Consumption resulting in prohibited levels of alcohol in the system.

**REQUIRED REPORTS**

- **DRIVERS TAKING MEDICATION EITHER BY PRESCRIPTION OR WITHOUT PRESCRIPTION SHALL REPORT TO THE IMMEDIATE SUPERVISOR AND SHALL NOT DRIVE IF THAT MEDICATION MAY AFFECT THE DRIVER’S ABILITY TO SAFELY DRIVE A SCHOOL BUS OR PERFORM OTHER DRIVER RESPONSIBILITIES.**

- Drivers shall immediately report to the Superintendent or designee any traffic violation specified in Kentucky Administrative Regulation.

**TESTING**

All covered applicants and employees shall be subject to pre-employment testing (controlled substances only), and reasonable suspicion, random and post-accident testing for drugs and alcohol. Return-to-duty and follow-up testing shall also be required.

All offers of employment with the District shall be made contingent upon testing results. An applicant who tests positive shall not be employed.

Current employees who test positive shall be subject to immediate disciplinary action up to and including dismissal in accordance with Board policy and administrative procedures. A school bus driver, substitute driver, school bus mechanic or anyone performing safety-sensitive pupil transportation duties who tests 0.02 percent or higher on the confirmation alcohol test immediately before, during, or immediately following the performance of these duties shall be relieved of these duties immediately. (Drivers found under the influence of alcohol or any illegal drugs while on duty or with remaining driving responsibilities that same day shall be dismissed from employment in accordance with Kentucky Administrative Regulation and Board policy and shall not be eligible for reemployment for five [5] years.)

Employees who test positive shall be notified of referral services. Additionally, employees shall be subject to CDL prohibitions and penalties under the Omnibus Act and applicable Federal Motor Carrier Safety Regulations.

Applicants who refuse drug testing shall be eliminated immediately from employment consideration. Current employees who refuse to comply with testing requirements will be regarded as insubordinate and shall be subject to disciplinary action, up to and including dismissal.

Refusal to submit to an alcohol or controlled substance test means that the individual demonstrated noncompliance, including but not limited to the following actions:

- Failed to appear for any test within a reasonable period of time as determined by the employer and consistent with applicable Department of Transportation agency regulation;
• Failed to remain at the testing site until the testing process was completed;
• Failed to provide a sample specimen for any required test;
• Failed to provide a sample in an amount sufficient for testing without an adequate medical reason for the failure;
• Failed to undergo a medical examination as directed by the Medical Review Officer as part of the verification process for the previous listed reason;
• Failed or declined to submit to a second test that the employer or collector has directed the driver to take;
• Failed to cooperate with any of the testing process; and/or
• Adulterated or substantiated a test result as report as reported by the Medical Review Officer.

TESTING COSTS
Pre-employment drug testing costs shall be paid for by the District. All current employee drug and alcohol testing including reasonable suspicion, random and post-accident testing costs shall be paid for by the District.

MATERIALS TO BE PROVIDED
The Superintendent/designee shall distribute educational materials to explain state and federal legal requirements for alcohol and controlled substance testing of CDL drivers and the district’s policies and procedures to implement it and answer questions about the materials. Materials shall meet content requirements of state and federal regulations and shall be distributed to each driver prior to the start of alcohol and controlled substances testing each year and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle. Each employee is required to sign a statement certifying that s/he has received a copy of these materials. If the District recognizes an organization to represent bus drivers, the District shall provide written notice to representatives of the organization of the availability of this information.¹

Drivers shall immediately report to the Superintendent or designee any traffic violation specified in Kentucky Administrative Regulation.

Driver and Substitute Driver Training

SUPERINTENDENT RESPONSIBILITY
The Superintendent shall be responsible for providing the annual required in-service school bus driver training in accordance with 702 KAR 005:030 and 702 KAR 005:080.

All training requirements include both regular and substitute drivers.

COMMERCIAL DRIVER'S LICENSE
The Board shall pay the fee for the commercial driver's license required for all bus drivers and substitute bus drivers excluding the cost of obtaining a regular driver's license. Any license certification beyond what is required to drive school buses must be paid for by the individual.

Use of Communication Devices on Bus
Two-way mobile radios or cellular phones placed in the school buses operated by the District can be an important safety device if properly used. The purpose of these radios/phones is to provide instant communication with the base units (located in the bus garage and the Central Office) in case of an accident, mechanical problems, or a misplaced child. The following rules and procedures for the use of mobile radios/cellular phones shall be followed: 1) the radio/phone will be used for school business only. 2) Students
or unauthorized persons are not to use the radio/phone. 3) A driver using the radio/phone to report an accident or breakdown shall give the following information: the FCC number, driver identification number, or bus number, as appropriate; the location of the bus; whether or not medical assistance and/or an ambulance is required; whether or not a police officer is needed; whether or not a replacement bus is needed; and whether or not a wrecker is needed. 4) The FCC number, driver identification number, or bus number, as appropriate, shall be used when the driver is talking with another vehicle. 5) The driver shall keep the radio/phone on at all times s/he is in or around the bus. 6) The driver shall not attempt to repair the radio/phone; if it develops a problem, it should be taken to the bus garage for repair. 7) The radio/phone shall be protected from vandalism and theft. The driver shall be responsible for securing the radio/phone when the bus is vacant.

Restrictions While Operating

Bus drivers shall not use a cellular telephone of any type when transporting one (1) or more children and shall not use any communication device to text or email while operating a vehicle (District-owned or otherwise) while on District business, unless the vehicle is parked or unless there is a bona fide emergency, which shall include, but not be limited to, the need to make the following communications:

- Report illegal activity;
- Summon medical help;
- Summon a law enforcement or public safety agency; or
- Prevent injury to a person.

EXCEPTION; The above prohibition does not apply to use of an authorized two-way radio or cell phone (when a bus is not equipped with a functioning two-way radio) for dispatch purposes.

Bus Scheduling and Routing

Responsibility

The Superintendent or designee shall be responsible for scheduling and routing all buses in keeping with applicable statutes and regulations. This shall include a system of notifying parents, pupils, and drivers of bus schedules and routes and, for those schools serving breakfast, arranging bus schedules so that buses arrive in sufficient time to provide breakfast prior to the instructional day.

Buses shall be routed only on public roads which are safe for bus travel.

Regular Route Vehicles

Except in cases of emergencies or for the transportation of students with disabilities, only school buses as defined by applicable statute and administrative regulation shall be used for transporting students to and from school along regular bus routes.

Eligibility for Transportation

Distance Limitation

Pupils shall be eligible to be transported to and from school if they reside more than one (1) mile, by the nearest traveled road or street, from the school to which they are assigned. If traffic or other safety conditions make walking to school extremely hazardous, pupils shall be eligible for transportation without regard to the distance to their school.
**Preschool Transportation**

Students attending preschool programs of the District shall be transported in accordance with the provisions of [702 KAR 005:150](#) and other appropriate laws and regulations.

**Modification**

The Board reserves the right to modify the distance limitation where conditions make it advisable to include certain geographic, subdivision, or neighborhood areas.

Students shall be required to walk to certain centralized bus stops on public roads where traffic hazards would not make it feasible to stop buses in front of their homes. Students who live close together shall be required to assemble themselves at a certain point to be picked up by the bus.

**Transfer Students**

Students who attend a school, other than their assigned schools, shall provide their own transportation to and from school.

**Nonresident Students**

Provided they reimburse the Board for the average cost per pupil transported, load and disembark at a regular bus stop within the District, and do not interfere with the regular transportation of pupils, nonresident students may be transported to and from school.

**Persons Not Eligible**

Persons not of school age, parents of students, and persons not associated with the schools shall not be permitted to ride the buses during the scheduled transporting of students.

**Regular Bus Stops**

**Discharge of Pupils**

The bus driver shall discharge pupils at their regularly scheduled stops only, except with written authorization from the Principal to discharge a pupil at another location.\(^1\) Preschool students shall be transported in accordance with applicable regulations.\(^2\)

The Principal shall have authorization from a child's parents before permitting discharge at a location other than the regular stop.

**Exception**

The driver may discharge a pupil for disciplinary reasons in accordance with Policy 06.34 of this manual and with 702 KAR 005:080.

**Conduct on Bus**

**Principal Responsible**

The Principal shall oversee the deportment of his students who ride on the school bus and who walk to and from the school.

**Reporting of Violations**

The bus drivers shall promptly report any violation of district policy or school rules to the Principal on the appropriate “Bus Conduct Report” form.
DISCHARGE OF PUPILS FROM BUS
The driver is in charge of his bus, and his first responsibility shall be to the safe transportation of his passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, as a last resort the driver is authorized to order the offending pupils from the bus. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends or the Superintendent and the student's parent or legal guardian.\(^1\)

WITHHOLDING OF RIDING PRIVILEGES
The Principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld.

The Superintendent or his designee may withhold bus-riding privileges up to the remainder of the school year.

RESTITUTION OF DAMAGES
The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

STUDENTS WITH DISABILITIES
Students with disabilities who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and the legal obligations and standards adopted by the Board.\(^2\)

Hazards in and on Bus

PROHIBITED ITEMS
Passengers shall not bring any item on the school bus that might block the center aisle, step well, emergency door, entrance door, or any windows that would be dangerous in case of collision or that would present an additional fire hazard, or that would take up needed pupil seating space.

A driver shall not knowingly permit any of the following to be transported on the bus:

1. Firearms or weapons, either operative or ceremonial;
2. Fireworks or any other explosive materials of any type;
3. Live animals, except for an animal that is to enable a person to safely utilize the bus transportation as documented by adequate medical evidence or a student's Individual Education or 504 Plan, and that is not a risk to other bus riders;
4. Preserved specimens that would likely frighten any pupil or cause a commotion on the bus; or
5. Glass objects or helium balloons.
**BUS CONDUCT REPORT**

Woodford County Schools
330 Pisgah Pike
Versailles, KY  40383

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Student’s Name___________________________________________ Date of Incident____________________________

Driver’s Name___________________________________ Bus No._________  School__________________________

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**BEHAVIOR VIOLATION**

<table>
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<tr>
<th>Mark Violation</th>
<th>Warning And/Or Remedial Training</th>
<th>3 Days Off Bus</th>
<th>5 Days Off Bus</th>
<th>10 Days Off Bus</th>
<th>Handled Under Student Discipline Code</th>
<th>Referred For Bus Expulsion</th>
<th>Driver Removes Immediately</th>
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<tbody>
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<tr>
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<tr>
<td>Fight/Open Flames/Fireworks</td>
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<td>Sexual Behavior</td>
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<td>Use of Tobacco Products</td>
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<tr>
<td>Profanity</td>
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<td>Pushing/Tripping/Throwing</td>
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<td>Screaming/Hanging out window</td>
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<td>Possession of Prohibited Items</td>
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<td>X</td>
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</tr>
</tbody>
</table>

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**PRELIMINARY ACTION TAKEN BY DRIVER**

Student Warned________   Student Assigned Seat_____________ Other_____________

**DRIVER’S COMMENTS**

---

**PRESENT ACTION TAKEN BY PRINCIPAL**

Student Warned/Remedial Training   Conference with Student’s Parents

Student suspended from riding all buses starting _______________ for _____ days.

The date the student can return riding the bus will be ____________.

**PRINCIPAL’S COMMENTS**

---

Drivers Signature___________________________ Principal’s Signature___________________________

Date ____________________________ Date ____________________________

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REFER TO THE BOARD POLICY MANUAL FOR A COMPLETE LISTING OF POLICIES
School-Sponsored Trips

USE OF SCHOOL VEHICLES

The use of Board-owned vehicles for special trips depends upon the availability of vehicles and qualified, licensed drivers.

Groups who wish to use Board-owned vehicles for special trips shall submit in advance an application to the Principal who shall forward the completed application to the Superintendent for approval.

For further information about school-sponsored trips, see policy 09.36.

LIMITS

The Superintendent shall recommend to the Board, after consulting with the proper officials within the Department of Education, the appropriate limits of liability and collision insurance for all Board-owned vehicles.

Use of Buses by Outside Groups

The Board may, at its discretion, enter into contracts to lease Board-owned vehicles to outside groups or individuals. Such lease agreements shall include the following express conditions:

1. School buses may be used only when they are not being used for school purposes. They shall not be used at any time that may conflict with their availability for school use.
2. School buses shall only be leased or rented in exchange for reasonable and adequate compensation.
3. Groups or individuals contracting for the use of school buses shall show evidence of insurance sufficient to cover all liability and losses of all persons who might reasonably be held responsible including the members of the Board of Education and the District. The Board shall be listed as an additional insured.
4. The groups or individuals using the vehicle or vehicles shall carry adequate collision insurance to cover the value of said vehicle or vehicles.
   - Property Damage Each Accident $100,000.
   - Bodily Injury Liability Per Person $250,000.
   - Bodily Injury Liability Per Bus Load $2,000,000.
   - Uninsured Motorist Coverage Allowable Limit Per Person Per Accident
   - No Fault Coverage Per Person $50,000.
5. Groups that are not trained in emergency evacuation drills will be given training prior to the trip.

FOOD SERVICE PERSONNEL

FOOD SERVICE DIRECTOR

The District (or food service area to which the District belongs) shall appoint/select a Food Service Director (FSD) to oversee and manage the school food service program.
FOOD SERVICE EMPLOYEES

All food service employees shall meet the qualifications of and be in compliance with the responsibilities noted in 702 KAR 006:045. In addition, food service directors and school cafeteria managers shall meet training and credential requirements specified in statute.

SERVICE NOTIFICATION

The Superintendent or his designee shall notify in writing each full-time food service employee of his hours, terms, and conditions of employment; lines of authority; general responsibilities; and shall include a service termination policy.

Full-time food service employees shall be paid in accordance with a uniform pay scale.

SERVICE TERMINATION FOR FOOD SERVICE EMPLOYEES

Full-time food service employees are employed annually for the period of time students are in school and for reasonable periods at the beginning and end of the school year, as determined by the Board.

TERMINATION FOR CAUSE

Employment of food service employees may be terminated for cause at any time by the Superintendent for the reasons specified in policy 03.27.

SUSPENSION WITHOUT PAY

A food service employee may be suspended without pay for good reason by the Superintendent, pending action to consider the employee's status.