

Barren County Schools

Employee Handbook

This manual is also available online at

www.barrenschoools.com



Barren County Schools

2020-2021 Employee Handbook

Barren County Board of Education
202 West Washington Street
Glasgow, KY 42141
Phone (270) 651-3787 • Fax (270) 651-8836

As required by law, the Board of Education does not discriminate on the basis of race, color, national or ethnic origin, age, religion, sex, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

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Introduction

Welcome

Welcome to Barren County Schools. As an employee of Barren County Schools, you are an important and integral part of our educational team. You are joining an outstanding professional and support staff for the purpose of nurturing the intellectual, physical and emotional development of our young people.

We realize the challenging nature of this task and appreciate your willingness to accept the challenge and provide service to our students and staff.

This handbook has been developed to provide you with important information and guidelines that will enable you to provide our students with the best possible education. We do that by putting children first and we welcome your contributions toward this end. On behalf of the Barren County Board of Education and the rest of our educational team, we wish you a successful, productive and rewarding school year.

*Bo Matthews
Superintendent
Barren County Schools*

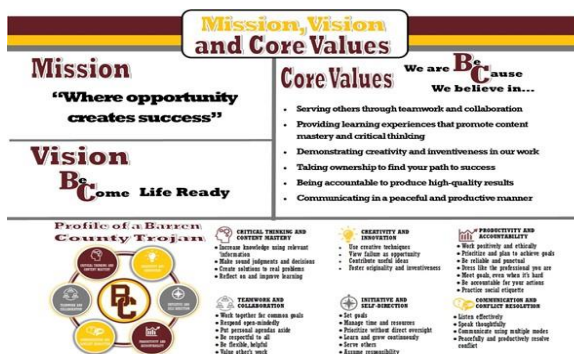
This Handbook is a **general** source of information; it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this Handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Central Office, in the Principal's office and on the District's website. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action.**01.5**

In some instances, school council policies, which are also available from the Principal, may apply to employment and job responsibilities in your school. **02.4241**

In this Handbook **bolded policy codes** indicate the Board of Education policies related to the referenced topic; for example, policy **03.2232** is the District's Sick Leave policy. Related administrative procedures may follow the policy statement; for example,

03.2232 AP.21 is a Request to Donate Sick Leave form. Be aware that some policies may have more than one related administrative procedure (**AP**). If an employee has questions about the policies/administrative procedures included in this handbook, s/he should contact his/her immediate supervisor.

District Mission



Future Policy Changes

Although every effort will be made to update the Handbook on a timely basis, the Barren 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.

Central Office Phone/Fax Numbers

Person/Address	Telephone #	Fax #
Bo Matthews, Superintendent Stephanie Spence, Administrative Assistant 202 W. Washington St. Glasgow, KY 42141	270-651-3787	270-651-8836
Cortni Crews, Assistant Superintendent 202 W. Washington St. Glasgow, KY 42141	270-651-3787	270-651-8836
Scott Harper, Kathy Burris, Directors of Instruction Lacie Burks, Administrative Assistant 202 W. Washington Street Glasgow, KY 42141	270-651-3787	270-651-8836
Anthony Frazier, Director of Facilities Vivian Garrett, Administrative Assistant 1309 Roseville Road, Glasgow, KY 42141	270-678-3313	270-678-4262
Chip Jenkins, Director of Transportation Sharon Curtis, Administrative Assistant 590 Harry King Road Glasgow, KY 42141	270-678-7335	270-678-7740
Cynthia York, Director of Special Programs Jamie Riley, Administrative Assistant 202 W. Washington St. Glasgow, KY 42141	270-651-3787	270-651-8836
Anthony Frazier, Director of Pupil Personnel Tammi Furlong, Attendance Associate 202 W. Washington St. Glasgow, KY 42141	270-651-3787	270-651-8836
Joe Murley, Director of Finance Amanda Nunn, Asst. Director of Finance Charlene Jackson, Administrative Assistant 202 W. Washington St. Glasgow, KY 42141	270-651-3787	270-651-8836
Victoria Hunley, Payroll Manager 202 W. Washington St. Glasgow, KY 42141	270-651-3787	270-651-8836
CheyAnne Fant, Director of Nutrition Services Stacy Hammer/Lisa Yarberry, Nutrition Services Accounting & Compliance Assistants 202 W. Washington St. Glasgow, KY 42141	270-651-3787	270-651-8836

Star McClard, Employee Benefits Coordinator 202 W. Washington St. Glasgow, KY 42141	270-651-3787	270-651-8836
Sonya Davis, Community Education/21st CCLC Innovation Zone, 475 Trojan Trail Glasgow, KY 42141		
Debby Browning, Brenda Campbell, Receptionist/Administrative Assistant 202 W. Washington St. Glasgow, KY 42141	270-651-3787	270-651-8836

School Phone/Fax Numbers

Person/Address	Telephone #	Fax #
Austin Tracy Elementary School 2477 Austin Tracy Rd. Lucas, KY 42156 Principal: Joey Bunch Secretary: Amber Proffitt Counselor: Darla Beckham	270-646-2236	270-646-2291
Barren County High School 507 Trojan Trail Glasgow, KY 42141 Principal: Amy Irwin Asst. Principals: Letitia Hughes/Lee Johnson/Trina Rickard Secretary –Jill Bryant Counselors: Jill Leftwich, Angie Frazier, Carrie Bunch	270-651-6315	270-651-9211
Barren County High School Trojan Academy 505 Trojan Trail Glasgow, KY 42141 Assistant Principal: Daryl Murphy Secretary:	270-629-5505	270-629-5504
Barren County Middle School 555 Trojan Trail Glasgow, KY 42141 Principal: Stacy Thomas Assistant Principal: Jonathan DeVore/Olivia Dooley Secretaries – Lena Carver/Vickie Pace Registrar: Ashley Turner Counselor: Jason Rickard	270-651-4909	270-651-5137
Eastern Elementary School 4601 New Salem Rd. Glasgow, KY 42141 Principal: Erika DeVore Secretary: Tammy Jolly Counselor: Haley Johnson	270-678-2722	270-678-5885
Hiseville Elementary School P.O. Box 90 – Cardinal Blvd. Hiseville, KY 42152 Principal: Shari Alexander Secretary: Micki Lindsey Counselor: Michelle Murphy	270-453-2611	270-453-2612

North Jackson Elementary School 2002 North Jackson Highway Glasgow, KY 42141 Principal: Jeannie London Assistant Principal: Leah Kate Pniewski Secretary: Alison Trigg Counselor: Alicia Haley	270-629-2300	
Park City Elementary School 45 Indian Mill Road – P.O. Box 45 Park City, KY 42160 Principal: Beth Davidson Secretary: Tiffany Wilson Counselor: Nikki Poland	270-749-5665	270-749-5074
Red Cross Elementary School 215 Parkview Drive Glasgow, KY 42141 Principal: Michael Davis Assistant Principal: Josh Maples Secretaries: Janet Sturgeon/ Stacie Sewell Counselors: Cindy Alexander, Erica Nesbitt	270-659-2400	270-659-0052
Temple Hill Elementary School 8788 Tompkinsville Rd. Glasgow, KY 42141 Principal: Cory Edwards Secretary: Melissa Hardin Counselor: Dana Bailey	270-427-2611	270-427-4176
College Street Campus 304 College Street Glasgow, KY 42141 Principal: Anthony Janes Secretary: Amy Peden Counselor: Cynthia Holland	270-678-5554	270-678-7442
Special Programs School Psychologists: Ann Epperson, Bridget Wilfert, Dan Belding Assistant: Sherri Perkins Central Region Migrant Program: April Harper – Regional Director Bobbi Mayes – Regional Clerk Becca Neal – Regional Advocate Assistant Tarsis Hicks, Laney Deckard, Connie Granados – Regional Recruiters Sherry Stephens – District Migrant Advocate	270-678-9475	
Barren County Area Technology Center 491 Trojan Trail Glasgow, KY 42141 Principal: Ashley Burd	270-651-2196	270-651-2197
Barren County Innovation Zone 475 Trojan Trail Glasgow, KY 42141 Secretary: Belinda Dillon	270-629-3967	270-629-3966

Section

1

General Terms of Employment

Equal Opportunity Employment

The Barren County Board of Education is an Equal Opportunity Employer. As required by law, the District does not discriminate on the basis of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.

District personnel will make reasonable accommodation for individuals with disabilities or limitations related to pregnancy, childbirth, or related medical conditions will be provided as required by law.

If considerations of sex, age, or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age, or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

A list of all District job openings is available at the Central Office and online at www.barrenschools.com. If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact Associate Superintendent, Bill Walter, at the Board of Education's Central Office. **Board Policies 03.113/03.212**

Harassment/Discrimination

The Barren County Board of Education intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against employees, students, or visitors to the school or District, or any act prohibited by Board policy that disrupts the workplace or the educational process and/or keeps employees from doing their jobs.

Any employee who believes that s/he or any other employee student or visitor to the school or District is being or has been subjected to harassment or discrimination shall bring the matter to the attention of his/her Principal/immediate supervisor or the District's Title IX/Equity Coordinator as required by Board policy. The District will investigate any such concerns promptly and confidentially.

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. **Board Policies 03.162/03.262**

The following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973:

Anthony Frazier, 202 W Washington St, Glasgow KY 42141 (270)651-3787
Title IX Coordinator Name Address Telephone

Cynthia York, 202 West Washington St, Glasgow KY 42141 (270)651-3787
Section 504 Coordinator Name Address Telephone

01.1

Employees wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, program.intake@usda.gov.

http://www.ascr.usda.gov/complaint_filing_cust.html

07.1

Hiring

- Except for noncontracted substitute teachers, all personnel, including regular full-time and part-time classified employees, are required to sign a written contract with the District.
- When the District hires full-time certified and classified employees previously retired under the Kentucky Teachers' Retirement System or the Kentucky Retirement System, those employees shall participate in the District's health insurance program.
- Employees may be requested to indicate their availability for employment for the following school year.
- For further information on hiring, refer to **Board Policies 03.11/03.21**.

Transfer of Tenure

Certified Employees: All teachers who have attained continuing-contract status from another Kentucky district shall serve a one (1)-year probationary period before being considered for continuing-contract status in the District. **Board Policy 03.115**

Job Responsibilities

Every employee is assigned an immediate supervisor. All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. **Board Policies 03.132/03.232**

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as District property. In addition, employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. **Board Policies 03.133/03.233**

Certified Employees: All teachers in the District shall review records of assigned students to determine whether an IEP or 504 plan is in place.

Criminal Background Check and Testing

Applicants, employees, and student teachers must undergo records checks and testing as required by law. (See policy numbers 03.11/Certified and 03.21/Classified.)

New hires and student teachers assigned within the District must have both a state and a federal criminal history background check and a letter (CA/N check) from the Cabinet for Health and Family Services documenting the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet.

An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11/03.21**

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

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

Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational, 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. Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence.

Access to be Limited

Employees may only access student record information in which they have a legitimate educational interest. **Board Policies 03.111/03.211/03.15/03.25/09.14/09.213/09.43**

Information Security Breach

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.

Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**

Salaries and Payroll Distribution

Certified employee salaries are based on a single-salary schedule reflecting the school term as approved by the Board in keeping with statutory requirements. Compensation for employment is prorated on the employee's base pay.

Employees transferring to the District from a public, nonpublic, or parochial elementary or secondary school or from a college or university that is approved by the public accrediting authority in the state in which professional experience was rendered shall be credited with experience as defined in KRS 157.320.

Determination of and changes to certified employees' rank and experience are made on September 15 of each year. Candidates for National Board certification shall notify the Superintendent/designee in writing prior to September 15 that certification is pending in order for the employee to receive any rank-related increase retroactive to the beginning of the school year. Two exceptions to the September 15 deadline include a change from Emergency Rank IV to Rank III and when a teacher achieves National Board Certification.

No later than forty-five (45) days before the first student attendance day of each year or June 15th, whichever comes first, the Superintendent will notify certified personnel of the best estimate of their salary for the coming year. **Board Policy 03.121**

Classified employees may be paid on an hourly or salary basis, as determined by the Board. **03.221**

If verified, the District may grant up to three (3) years prior comparable work experience on the appropriate classified salary schedule when confirmed. Active military experience not to exceed six (6) years and verified by a DD214 will be granted in increments of one year in addition to professional experience granted.

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

All certified and classified employees have to be paid 140 days during the school year to receive one (1) year of experience credit for salary purposes.

Active military experience not to exceed six (6) years and verified by a DD214 will be granted for all employees in increments of one year in addition to professional experience granted.

Payroll checks will be issued by direct deposit according to a schedule approved by the Board.

At the end of the school year, employees who have completed their duties will be paid their remaining salary by June 30. **Board Policies 03.121/03.221**

Each employee is responsible for completing all employee payroll documentation.

Hours of Duty

Certified employees who are assigned to a school shall be prompt in attendance and shall remain on duty the entire school day.

Other certified employees shall be prompt in attendance and shall remain on duty as specified by school policy or their immediate supervisor. Certified employees are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor. **03.1332**

Classified employees who are assigned to a school shall be prompt in attendance and shall remain on campus the entire school day, which shall be as designated in their contract.

Classified employees are not allowed to leave their job assignment during duty hours without following school policy or without the express permission of the Superintendent/designee.

All employees may be required to perform additional duties as directed by school policy or assigned by the Superintendent/designee.

Classified Personnel Certification of Time

Each hourly employee shall complete and submit this form to the immediate supervisor for each pay period at the time designated by Central Office personnel.

NAME _____ POSITION _____

STARTING TIME _____ LUNCH _____ QUITTING TIME _____ LOCATION _____

PAY PERIOD BEGINNING _____ PAY PERIOD ENDING _____

[illegible]

¹Supervisor will direct employee how to calculate in terms of breaks, lunch period, etc.

²Overtime shall be authorized in accordance with policy 03.221.

**TOTAL HOURS FOR
PAY PERIOD**

*I hereby certify that this **time sheet** is a correct statement of actual hours worked during this pay period.*

Signature of Employee

Date _____

Signature of Supervisor

Date _____

³LEAVE KEY

E=emergency

H=holiday

J=jury

M=military/disaster

P=personal

S=sick

U=unpaid

V=vacation



Barren County Board of Education
Classified Time Sheet

Time Sheet

Employee _____ School _____

	Week 1	COVID-19	Sick	Regular Hours	Overtime	Add Time	Total
Monday							0
Tuesday							0
Wednesday							0
Thursday							0
Friday							0
Saturday							0
Sunday							0
Week 2							
Monday							0
Tuesday							0
Wednesday							0
Thursday							0
Friday							0
Saturday							0
Sunday							0
Week 3							
Monday							0
Tuesday							0
Wednesday							0
Thursday							0
Friday							0
Saturday							0
Sunday							0
Week 4							
Monday							0
Tuesday							0
Wednesday							0
Thursday							0
Friday							0
Saturday							0
Sunday							0
Week 5							
Monday							0
Tuesday							0
Wednesday							0
Thursday							0
Friday							0
Saturday							0
Sunday							0
Total hours			0	0	0	0	0

I hereby certify that this time sheet is a correct statement of actual hours worked during this pay period.

I am aware that I am being paid for these services through Barren County 21st CCLC which is a Federally funded program. I also certify that any additional hours related to COVID-19 maybe paid by FEMA funds.

This FEMA funds for afterschool hours to help with additional requirements as related to supervision of children, and/or related items, and additional cleaning and sanitizing.

Signature of Employee

Date

Signature of Supervisor

Date



Barren County Board of Education
Nutrition Services

Time Sheet

Employee _____

School _____

Week 1	COVID-19	Sick	Regular Hours	Overtime	Add Time	Total
Monday						0
Tuesday						0
Wednesday						0
Thursday						0
Friday						0
Saturday						0
Sunday						0
Week 2						
Monday						0
Tuesday						0
Wednesday						0
Thursday						0
Friday						0
Saturday						0
Sunday						0
Week 3						
Monday						0
Tuesday						0
Wednesday						0
Thursday						0
Friday						0
Saturday						0
Sunday						0
Week 4						
Monday						0
Tuesday						0
Wednesday						0
Thursday						0
Friday						0
Saturday						0
Sunday						0
Week 5						
Monday						0
Tuesday						0
Wednesday						0
Thursday						0
Friday						0
Saturday						0
Sunday						0
Total hours		0	0	0	0	0

I hereby certify that this time sheet is a correct statement of actual hours worked during this pay period.

I am aware that I am being paid for these services through Barren County Nutrition Services which is a Federally funded program. I also certify that any additional hours related to COVID-19 maybe paid by FEMA funds.

This FEMA work is to package, deliver, and transport food and complete additional cleaning and sanitizing.

Signature of Employee _____

Date _____

Signature of Supervisor _____



Barren County Board of Education
Transportation Services

Time Sheet

Employee		School														
Week 1	AM Route	PM Route	2nd PM Route	Preschool	Field Trip	Inspection	21st CCLC	Dock Time	Drug Testins	Steering Committee	Weather Spotters	COVID-19	Other	Total		
Monday																
Tuesday																
Wednesday																
Thursday																
Friday																
Saturday																
Sunday																
Week 2																
Monday																
Tuesday																
Wednesday																
Thursday																
Friday																
Saturday																
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Week 3																
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Thursday																
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Saturday																
Sunday																
Week 4																
Monday																
Tuesday																
Wednesday																
Thursday																
Friday																
Saturday																
Sunday																
Week 5																
Monday																
Tuesday																
Wednesday																
Thursday																
Friday																
Saturday																
Sunday																

I am aware that I am being paid for these services through Barren County Transportation Services which is a funded program. I also certify that any additional hours related to COVID-19 maybe paid by FEMA work is to package, deliver, and transport food and complete additional cleaning and sanitization.

Signature of Employee _____ Date _____ Signature of Supervisor _____ Date _____

Supervision Responsibilities

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. All District employees are required to assist in providing appropriate supervision and correction of students.

Employees shall not send a student on an errand off school property without the prior approval of the Principal.

Only those students who are involved in school activities and under the direct supervision of a faculty member or other approved school personnel shall be permitted in school buildings after school hours.

Board Policy 09.221

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

The Student Discipline Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. **Board Policies 03.162/03.262/09.422/09.42811**

Bullying

"Bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process. **09.422**

Benefits and Leave

Section

2

Insurance

The Board provides unemployment, workers' compensation, and liability insurance for all employees. In addition, the state of Kentucky provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation.

Employees who qualify for Worker's Compensation shall be offered the opportunity to participate in the District's Early Return to Work Program. Transition employment **is not** required to be in the same job classification or location but must comply with the designated treating physician's restrictions and amendments until the participating employee achieves maximum medical recovery.

Board Policies 03.124/03.224

Optional insurance coverage available to employees includes policies offered by various vendors.

Salary Deductions

The Barren County School District makes all mandatory payroll deductions required by law:

- ❖ State and federal income taxes;
- ❖ Occupational tax, when applicable;
- ❖ All state retirement systems including the Teachers' Retirement System and the Classified Employee Retirement System;
- ❖ Any deductions required as a result of judicial process, e.g., salary attachments, etc.; and
- ❖ Medicare (FICA) - applicable to personnel newly hired after 3/31/86. **Board Policies 03.1211/03.2211**

All employees are eligible to participate in the District's cafeteria plan of benefits. **Board Policies 03.1213/03.2212** including:

- ❖ Board approved health/life insurance program;
- ❖ Board approved Tax Sheltered Annuity program;
- ❖ State approved deferred compensation plan;
- ❖ State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans;
- ❖ Membership dues in professional/job-related organizations.

Deductions for membership dues of an employee organization, association, or union shall only be made upon the express written consent of the employee. This consent may be revoked by the employee at any time by written notice to the employer. **03.1211/03.2211**

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses school personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent/designee and, when appropriate, by the school council. Allowable expenses include mileage (paid at the current state rate) when an employee uses his/her personal vehicle, gasoline used for Board vehicles, tolls and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (as authorized by policy and/or procedure), and lodging. Allowable expenses for overnight travel shall be reasonable and necessary as determined by the Superintendent. Expenditures for lodging when an overnight stay is required for an out-of-District trips will be reimbursed only when the destination is in excess of 100 miles from the Central Office. **Board Policies 03.125/03.225, 03.125 AP.21, 03.125 AP.22**

The District will reimburse only \$50.00 daily for meals. A maximum of fifteen percent (15%) will be reimbursed for tips. The tip allowance is not included in the \$50.00 meal reimbursement. All claims for expense reimbursement must be supported by a receipt. Receipts should be grouped by day in the order in which they are listed on the claim form. Expenses other than meals, mileage, tolls, parking and room charges should be listed in the space provided on the back of the form. Receipts must support these expenses. Meal allowances are reimbursed only when overnight lodging is required. **Board Policies 03.125 AP.21/03.125 AP.22/03.225 AP.2**

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

Employees must submit travel vouchers within one (1) week of travel and will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **Board Policies 03.125/03.225**

Holidays/Non-Contracted Days/Vacations

Holidays

All full-time employees shall be paid for four (4) holidays, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day, as designated in the official school calendar. These are part of the minimum school year required by state law.

All full-time, 256-day contract employees shall receive two (2) additional paid holidays, Memorial Day and the Fourth of July.

Certified Employees/Non-Contracted Days

Employees shall work the days specified in their contracts. The Superintendent/designee must approve in advance the use of non-contracted days.

Classified Employees/Vacation

All beginning, full-time, 256-day contract employees shall be entitled to five (5) paid vacation days. Persons employed for less than a full year contract shall receive a pro-rata part of the five (5) day entitlement calculated to the nearest ½ day as follows: for each fifty-two (52) days worked, the employee shall receive one (1) vacation day and for each twenty-six (26) days worked, the employee shall receive ½ vacation day.

Thereafter, all full-time, 256-day contract employees shall be entitled to twelve (12) vacation days with pay each July 1.

Full-time, 256-day contract employees who are employed a minimum of eighty (80) hours per month but less than full-time shall receive vacation days on a pro-rata basis.

Persons employed on a full-year contract but scheduled to work for less than eighty (80) hours per month shall not receive vacation days.

The Superintendent/designee must approve the use of vacation day(s). Approval shall be contingent upon the availability of qualified substitute employees, if required. Those employees making earliest application shall be given preference.

Employees taking a vacation day must file a vacation day affidavit on their return to work to document the vacation day(s).

On June 30, a maximum of fifteen (15) unused vacation days may be carried forward to be added to the classified employee's twelve vacation days earned on July 1 for an accumulated total of twenty-seven (27) vacation days. **Board Policies 03.122/03.222**

Leave Policies

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the Board provides various types of leave under which absences may be authorized.

In all cases of absence, employees are required to notify the Principal/Supervisor or designee of the need for a substitute as far in advance as possible.

Employees shall not experience loss of income or benefits, including sick leave, when they are assaulted while performing assigned duties and the resulting injuries qualify them for workers' compensation benefits. **Board Policies 03.123/03.223**

Unpaid Leave

Requests for leave without pay must be made in writing to the Board for approval. All leave requests shall be made through the employee's Principal/immediate supervisor. **Board Policies 03.123/03.223**

Paid Leave

Following is general information regarding several specific types of **paid leave** available to employees. Please note that in many cases a written request, submitted for approval before leave begins, is required.

Employees on extended leave, including those on professional leave serving in charter schools, who plan to return the next school year must notify the Superintendent/designee in writing of their intention to return to work by April 1 of the current school year.

Authorization of leave and time taken off from one's job shall be in accordance with a 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. **Board Policies 03.123/03.223**

For complete information regarding leaves of absence, refer to the District's *Policies and Procedures Manual*.

Personal Leave

Full-time employees are entitled to three (3) days of paid personal leave each school year. Persons employed for less than a full year contract shall receive a prorata part of the authorized personal leave days calculated to the nearest $\frac{1}{2}$ day.

Employees may not take personal leave on the day before a holiday or vacation, on the first day following a holiday or vacation, on the first day or last two (2) weeks of the school year, or on school/District scheduled professional development days.

Personal leave days not taken during the current school year will be transferred and credited to the employee's sick leave account. **Board Policies 03.1231/03.2231**

Classified employees employed on a full year contract but scheduled for less than eighty (80) hours per month shall not receive personal leave days.

The Superintendent/designee must approve the leave date, but no reasons will be required for the leave. Approval is contingent on the availability of qualified substitute employees. Those who make the earliest application for personal leave shall be given preference. Employees taking personal leave must file a personal affidavit on their return to work stating that the leave was personal in nature. **Board Policy 03.2231**

Sick Leave

Full-time employees are entitled to ten (10) days of paid sick leave each school year. Persons employed for less than a full year contract shall receive a prorata part of the authorized sick leave days calculated to the nearest $\frac{1}{2}$ day.

Classified employees employed on a full year contract but scheduled for less than eighty (80) hours per month shall not receive sick leave days. Qualifying employees can take sick leave for personal illness, including illness or temporary disabilities arising from pregnancy. 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. Upon return to work an employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that s/he was ill, was attending to a member of the immediate family who was ill or was mourning a member of his/her immediate family.

Employees coming to Barren County Schools from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave, provided an employee has no break in service. **Board Policies 03.1232/03.2232**

Sick leave days not taken during the school year they were granted accumulate without limit for all employees. See the "Retirement" section for information about reimbursement for unused sick leave at retirement. **Board Policies 03.175/03.273**

Maternity Leave

Employees may use up to thirty (30) days (six weeks) of sick leave immediately following the birth or adoption of a child.

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

The parent of a newborn or an employee who adopts a child may also request an unpaid leave of absence not to exceed the remainder of the school year in which the birth or placement occurred. Thereafter, leave may be extended in increments of no more than one (1) year. **Board Policies 03.1233/03.2233**

The Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law. **03.1233**

Sick Leave Donation Program

Employees who have accumulated more than fifteen (15) days of sick leave may request to donate sick leave days to another employee who is authorized to receive the donation.

Certified employees may donate sick days only to other certified employees; classified employees may donate sick days only to other classified employees.

Under procedures developed by the Superintendent, 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 donating employee's sick leave balance to less than fifteen (15) days. Employees are eligible to receive donated days if they meet the criteria established in statute. Any unused donated sick leave shall be returned on a proportionate/pro-rated basis to the employees who donated days. **Board Policies 03.1232/03.2232**

Family and Medical Leave

Employees are eligible for up to twelve (12) workweeks of family and medical leave each school year, if they have been employed by the District for twelve (12) months, have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave, and otherwise qualify for family and medical leave for one of the reasons below:

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

5. To care for a covered service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

When family and medical military caregiver leave is taken based on a serious illness or injury of a covered service member, an eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve-month period.

Paid leave used under this policy will be subtracted from the twelve (12) workweeks to which the employee is entitled. Employees should contact their immediate supervisor as soon as they know they will need to use Family and Medical Leave. **Board Policies 03.12322/03.22322**

Following is a summary of the major provisions of the Family and Medical Leave Act (FMLA) provided by the United States Department of Labor.

FML Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements - Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".

Benefits and Protections - During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements - Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Definition of Serious Health Condition - A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave - An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave - Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities - Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities - Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers - FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement - An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Extended Disability Leave

Unpaid disability leave for the remainder of the school year is available to employees who need it. Thereafter, the Board may extend disability leave in one (1) year increments.

The Superintendent may require an employee to secure a medical practitioner's verification of a medical condition that will justify the need for disability leave. **Board Policies 03.1234/03.2234**

The Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law. **03.1234**

Jury Leave

Any employee who serves on a jury in local, state, or federal court will be granted paid leave (minus any jury pay, excluding expense reimbursement) for the period of her/his actual jury service. Payments for jury duty are to be submitted to the payroll office.

Employees who will be absent from work to serve on a jury must notify their immediate supervisor in advance. **Board Policies 03.1237/03.2237**

Military/Disaster Leave

Military leave is granted under the provisions and conditions specified in **KRS 61.373, 61.375, 61.394, and 61.396**.

As soon as they are notified of an impending military-related absence, employees are responsible for notifying their immediate supervisor.

The Board may grant disaster services leave to requesting eligible employees. An "eligible employee" means one who is a certified disaster services volunteer of the American Red Cross. Disaster services leave shall be with pay and shall not exceed thirty (30) work days in any twelve (12)-month period. **Board Policies 03.1238/03.2238**

Educational Leave

Certified Employees: The Board may grant unpaid leave for one (1) year for educational or professional purposes. The Board may grant leave for an additional year. To be eligible for educational/professional leave, an employee shall have attained continuing-contract status.

Leave may be granted for full-time attendance at universities or other training or professional activities approved by the Board when those activities are related to the employee's job or to other jobs an employee might hold in the school system. Leave also may be granted to an employee to serve as a professional consultant or to perform critical government services.

Leave will not be granted for part-time educational activities

No more than two percent (2%) of certified employees may take educational/professional leave at one time. When requests exceed two percent (2%), those employees submitting the earliest requests will be given first consideration.

The Board shall grant a two (2) year unpaid leave to employees under continuing service contracts who have been offered employment with a charter school.

A teacher with continuing status shall notify the District of the teacher's intent to work in a converted charter school.

A teacher working in a converted charter school shall notify the District of the teacher's intent to return to employment the next school year by April 15 of each year of the granted leave.

Written application for educational/professional leave must be made at least sixty (60) days before the leave is to begin. **Board Policy 03.1235**

Classified Employees: Upon recommendation of the Superintendent, the Board may grant classified personnel short-term leaves 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 within the school system. The employee shall file a summary of the training or in-service activity with the Superintendent. **Board Policy 03.2235**

Section

3

Personnel Management

Transfer

Certified Employees: Transfer or reassignment of certified personnel will be made no later than thirty (30) days before the first student attendance day of the school year except to fill vacancies created by illness, death, or resignations; to reduce or increase personnel because of a shift in school population; to make personnel adjustments after consolidation or merger; or to assign personnel according to their major or minor fields of training. **03.1311/03.2311**

Employee transfers 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.

Voluntary requests to transfer are included in the District's "Intent Form." **Administrative Procedures 03.11 AP.26 and 03.21 AP.26.**

Employees charged with a felony offense may be transferred to a second position with no change in pay until such time as they are found not guilty, the charges are dismissed, their employment is terminated, or the superintendent determines that further personnel action is not required. **03.1311/03.2311**

Employee Discipline

Certified employees who violate provisions of the Professional Code of Ethics for Kentucky School Certified Personnel may be subject to disciplinary action, up to and including termination. Certified employees who resign or terminate their contracts must do so in compliance with **KRS 161.780**.

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.

Termination and nonrenewal of contracts is the responsibility of the Superintendent. **Board Policies 03.17/03.27/03.2711**

Retirement

Employees who decide to retire should give the Superintendent/designee notice as far in advance as possible, but no later than two (2) weeks before retirement. Retirement benefits are solely a matter of contract between the employee and her/his retirement system (the Teachers' Retirement System or the County Employees' Retirement System).

The Board compensates employees only upon initial retirement for each unused sick day at the rate of thirty percent (30%) of the daily salary, based on the employee's last annual contract salary. Upon death of an employee in active contributing status who was eligible by reason of service, the District shall compensate the estate of the employee. **Board Policies 03.175/03.273**

Evaluations

All employees are given an opportunity to review their evaluations and an opportunity to attach a written statement to the evaluation. Any employee who believes that s/he was not fairly evaluated may appeal his/her evaluation in accordance with Policies.

Certified Employees: Administrators and limited-contract certified employees shall be evaluated annually. **03.18**

Classified Employees: Classified employees shall be evaluated at least once each year. The Principal or immediate supervisor shall perform this evaluation. **Board Policy 03.28**

Training/In-Service

The Board provides a high quality, personalized and evidence-based program for professional development. The District may use up to one (1) day to provide District-wide training and training that is mandated by state or federal law. With the Superintendent's approval, the fourth day may be assigned to the school. **See KRS 158.070 03.19**

Certified Employees: Unless an employee is granted leave as approved under appropriate Board policy, failure to complete and document required professional development during the academic year will result in a reduction in salary and may be reflected in the employee's evaluation. **Board Policy 03.19**

Classified Employees: The Superintendent shall develop and implement a program for continuing training for selected classified personnel. **Board Policy 03.29**

District Training

Procedure 03.129 AP.23 may be used to track completion of local state employee training requirements that apply across the District and maintain a record for the information of the Superintendent and Board.

Retention of Recordings

Employees shall comply with the statutory requirement that school officials are to retain any digital, video, or audio recording as required by law. **01.61**

Personnel Records

An official personnel file is maintained in the Central Office for each employee. Medical information is maintained separately from an employee's personnel file only for bus drivers. The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. Employees may inspect their personnel files. **Board Policies 03.15/03.25**

Section

4

Employee Conduct

Absenteeism, Tardiness/Substitutes

Teachers shall notify the Principal of the need for a substitute as far in advance as possible. **Board Policies 03.123/03.223**

Staff Meetings

Unless they are on leave or have been excused by the administrator who called the meeting, staff members shall attend called meetings. **03.1335**

Political Activities

Employees shall not promote, organize, or engage in political activities while performing their duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

- Encouraging students to adopt or support a particular political position, party, or candidate; or
- Using school property or materials to advance the support of a particular political position, party, or candidate. **03.1324/03.2324**

In addition, KRS 161.164 prohibits employees from taking part in the management of any political campaign for school board.

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

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

An employee, an employee organization, its officers, agents, or members may not assist, engage, or take part in, or cause, induce or encourage any strikes, sanctions, slowdowns, sick-ins, picketing, refusal to cross picket lines, boycotts, interruptions of work, other public demonstrations, or any concerted effort which interferes with, impedes, or impairs the normal operation of the District or the Board. Violation by an employee of any or all of the above conditions allows the Superintendent, at his/her sole determination, to take such disciplinary action as he/she may decide, up to and including dismissal of the employee. **Board Policies 03.1235/03.2325**

Previewing Student Materials

Except for current events programs and programs provided by Kentucky Educational Television, teachers shall review all materials presented for student use or viewing before use. This includes movies and other videos in any format. **Board Policy 08.234**

Controversial Issues

Teachers who suspect that materials or a given issue may be inappropriate or controversial shall confer with the Principal prior to the classroom use of the materials or discussion of the issue. **Board Policy 08.1353**

Drug-Free/Alcohol-Free Schools

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

- Alcoholic beverages;
- Controlled substances, prohibited drugs and substances, and drug paraphernalia; and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
- 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 prescription drugs for the purpose of sale or distribution.

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

Employees who know or believe that the District's alcohol-free/drug-free policies have been violated by students must promptly make a report to the local police department, sheriff, or Kentucky State Police.

Board Policy 09.423

Any employee convicted of a workplace violation of criminal drug statutes must notify the Superintendent/designee of the conviction within five (5) working days.

Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances. **Board Policies 03.13251/03.23251**

Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse for CDL/CLP Operators

Reporting of the following information on individual drivers to the federal Clearinghouse is required: verified positive, adulterated, or substituted test results; confirmed alcohol tests at .04 or higher; refusal to submit to required tests; the reporting of actual knowledge (as defined by federal regulation) of Department of Transportation (DOT) regulatory violations, including violations based on prohibited on duty, pre-duty, or post-accident alcohol use and controlled substance use; and regulatory return to duty and follow-up testing information as applicable.

The District shall not allow a driver to perform any safety-sensitive function if the results of a Clearinghouse query on the driver demonstrate a disqualification as provided by regulation and such driver may be subject to personnel action up to and including termination. 06.221

Weapons

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument, including hunting knives, in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except School Resource Officers (SROs) as provided in KRS 158.4414, and for authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

Employees who know or believe that this policy has been violated must promptly make a report by telephone or otherwise to the local police department, sheriff, or Kentucky State Police. **Board Policy 05.48**

Tobacco Products

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

School employees shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth by Board. **03.1327/03.2327/06.221**

Use of School Property

Employees are responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. Employees shall immediately report to their immediate supervisor any property that is damaged, lost, stolen, or vandalized.

No employee shall perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities.

Outside Work: Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are District property. **Board Policies 03.1321/03.2321**

E-mail and Internet: Employees shall use electronic mail and Internet only for purposes directly related to work-related activities. Employees may 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 of the information in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time. **Board Policies 03.1321/03.2321**

Board Vehicles: Employees who have occasion to drive any Board-owned vehicle and/or transport students must annually provide the Superintendent/designee with a copy of their driving record from the Kentucky Department of Transportation. Employees who receive a traffic citation during the year must report the citation to the Superintendent/designee before driving a Board-owned vehicle or transporting students.

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. **Board Policies 03.1321/03.2321**

Use of Personal Cell Phones/Telecommunication Devices

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

For exceptions, see Board Policies 03.13214/03.23214

Health, Safety, and Security

It is the intent of the Board to provide a safe and healthful working environment for all employees. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor.

In addition, employees are required to notify their supervisor immediately after sustaining a work-related injury or accident. A report should be made within 24-48 hours of the occurrence and prior to leaving the work premises UNLESS the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care.

For information on the District's plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout, Personal Protective Equipment (PPE), and Asbestos Management, contact your immediate supervisor or see the District's *Policy Manual* and related procedures.

Employees should use their school/worksite two-way communication system to notify the Principal, supervisor, or other administrator of an existing emergency. **Board Policies 03.14/03.24/05.4**

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral, written or electronic) to their immediate supervisor.

Under provisions of state law (KRS 158.150) and regulation (702 KAR 5:080), school personnel may remove threatening or violent students from a classroom or from the District's transportation system pending further disciplinary action. However, before the need for removal arises, employees should familiarize themselves with policy and procedures that are required. **Board Policy 09.425**

Child Abuse

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused, or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make a report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney, or the County Attorney. **Board Policy 09.227**

Use of Physical Restraint and Seclusion

Use of physical restraint and seclusion shall be in accordance with Board policy and procedure. **09.2212**

Civility

Employees should be polite and helpful while interacting with parents, visitors, and members of the public. Individuals who come onto District property or contact employees on school business are expected to behave accordingly. Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures, including dismissal.

In cases involving physical attack of an employee or immediate threat of harm, employees should take immediate action to protect themselves and others. In the absence of an immediate threat, employees should attempt to calmly and politely inform the individual of the provisions of Board **Policy 10.21** or provide him/her with a copy of the policy.

If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the caller; ending a meeting; asking the individual to leave the school; calling the site administrator/designee for assistance; and/or calling the police.

As soon as possible after any such incident, employees should submit a written incident report to their immediate supervisor.

Grievances/Communications

The Superintendent/designee has developed specific procedures to assist employees in making a complaint. For full information refer to **Board Policies 03.16/03.26** and related procedures.

Grievances are individual in nature and must be brought by the individual employee. The Board shall not hear grievances or complaints concerning simple disagreement or dissatisfaction with a personnel action.

Gifts

Any gift presented to a school employee for the school's use must have the prior approval of the Superintendent/designee. After approval and acceptance, gifts become the property of the Board of Education. **Board Policies 03.1322/03.2322**

Employees shall not accept, for personal use, gifts from current or potential supply vendors.

Outside Employment or Activities

Employees may not perform any duties related to an outside job during their regular working hours. **Board Policies 03.1331/03.2331**

Required Reports

Although you may be directed to make additional reports, the following reports are required by law and/or Board policy:

- Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**
- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11/03.21**
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**
- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**
- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse. **03.13253/03.23253/09.425**
- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident.. **03.14/03.24, 05.4**

- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262, 09.42811**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**
- If you know or believe that the District's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you 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. **05.48**
- District bus drivers taking medication either by prescription or without prescription shall report to their 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. **06.221**
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in such an incident.

Within forty-eight (48) hours of the original report of the incident, the Principal also shall file with the Board and the local law enforcement agency or the Department of Kentucky State Police or the County Attorney a written report containing the statutorily required information. **09.2211**

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, you shall **immediately** make a report to a local law enforcement agency or Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney. (See **Child Abuse** section.) **09.227**
- District employees shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board Policy **09.42811**.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy **09.2211**; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas. **09.422**

Code of Ethics for Certified School Personnel

SOURCE: 16 KAR 1:020

Section 1. Certified personnel in the Commonwealth:

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

(a) To students:

1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
2. Shall respect the constitutional rights of all students;
3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
4. Shall not use professional relationships or authority with students for personal advantage;
5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
6. Shall not knowingly make false or malicious statements about students or colleagues;
7. Shall refrain from subjecting students to embarrassment or disparagement; and
8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

(b) To parents:

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;

6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(c) To the education profession:

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:585.

Acknowledgement Form

2020-2021 School Year

I, _____, have received the web address to
Employee's Name

access the Barren County School District's Employee Handbook and understand and agree that I am to review this Handbook in detail and to consult District and school policies and procedures with my Principal/supervisor if I have any questions concerning its contents. The Barren County website address is www.barrenschoools.com. If I have difficulty accessing the website, I will contact the Employee Benefits Coordinator at 270-651-3787 for assistance.

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 District may modify any or all of these policies, in whole or part, at any time, with or without prior notice; and
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.

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

Employee's Name (please print)

Employee's Signature

Date

Return this signed form to the Central Office.