

# EMPLOYEE HANDBOOK

## 2019/2020

### Our Mission

The Mission of the Magoffin County School District is to challenge and engage all students by providing pathways to become college and /or career ready through effective teaching and personalized learning in a safe, supportive environment.

### Our Vision

All learners believe in their power to embrace learning, to excel, and to own their future.

## PROFESSIONAL CODE OF ETHICS

### Section 1. Certified personnel in the Commonwealth

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

### TO STUDENTS

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

## **TO PARENTS**

- Shall make reasonable effort to communicate to parents' information which should be revealed in the interest of the student.
- Shall endeavor to understand community cultures and diverse home environments of students.
- Shall not knowingly distort or misrepresent facts concerning educational issues.
- Shall distinguish between personal views and the views of the employing educational agency.
- Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
- Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.
- Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

## **TO EDUCATION PROFESSION**

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

## **HIRING PROCEDURES**

The Magoffin County Board of Education attempts to recruit and select the best possible candidate for employment in any capacity. The immediate supervisor shall ensure the new employee receives adequate orientation regarding his/her employment.

## **ABUSE OF A TEACHER (KRS 161.190)**

Whenever a teacher or school administrator is functioning in his/her capacity as an employee of a board of education or a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.

## **DUTY TO REPORT NEGLECT OR ABUSE (KRS 620.030)**

Any person who knows or has reasonable cause to believe that a child is dependent, neglected or abused shall immediately cause an oral or written report to be made to a local law enforcement agency, the Kentucky State Police, the cabinet or its designated representative, the Commonwealth's Attorney, or the county attorney by telephone or otherwise.

## **TEACHER ARRIVAL AND DEPARTURE**

Instructional personnel are to be in their assigned school and shall be on duty in the classroom before the scheduled start of the first class of the day and shall remain until 3:30 p.m. unless excused by the principal. Teachers assigned to bus duty will handle the supervision of the loading and/or unloading of students.

## **BUS DUTY**

Bus duty is defined as the total supervision of all students entering and/or leaving the campus during a teacher's assigned times. Thus, he/she are not only responsible for the supervision of loading and unloading of buses but also the supervision of loading and unloading students in privately owned means of transportation.

Every certified faculty member will have bus duty during the school year, unless excused by the principal. The principal will prepare a written schedule with morning and evening bus duty assignments.

While on bus duty, the teacher is responsible for the discipline and conduct of all students, elementary through high school. The same care should be taken by the teacher, to ensure the safety of the students as he/she would take for the classroom.

The time for a teacher to arrive for morning bus duty shall be set by building principal. The time for departure on evening bus duty is when the last student leaves campus for home. Teachers assigned morning or evening bus duty shall have access to the school facility and a telephone at all times.

If a teacher must be absent from school for any reason while on assigned bus duty, the principal must make arrangements for a substitute to provide proper supervision of students.

## **PERSONNEL RECORDS**

### **Confidential Files and Records**

Confidential files and records shall be available only to the Superintendent and administrators directly concerned with the supervision of the employee. School personnel may review his/her own personal file and/or contents therein.

### **Permanent Files and Records**

The permanent file and records shall include documents and records of a general statistical nature and a verifiable history of employment and performance. These records shall be available to the administrative staff and to the employee. The employee may attach statements to these records should he/she disagree with the contents thereof.

## **TEACHING PERSONNEL**

Teachers shall observe and faithfully carry out the policies and regulations of the Magoffin County Board of Education in accordance with adopted job descriptions and established procedures. Policies and regulations concerning teachers are applicable to all certified personnel.

## **STAFF CONFLICTS OF INTEREST**

**KRS 156.480**

**KRS 45A.455**

Employees may not use for their private gain the privileges which may accrue by virtue of their employment in the Magoffin County School District. Employees shall not profit monetarily through use of confidential information gained in the course of or by reason of their position of employment with the district.

A teacher may have no pecuniary interest in supplying goods or services to school districts for which school funds are expended, nor receive directly or indirectly any reward, gift, or promise to use his influence for such purposes.

No employee may use board vehicles, buildings, equipment, instructional materials or any other property for personal or private use or gain without prior approval of the board.

No person may use or promise to use, directly, or indirectly, any official authority or influence, whether possessed or anticipated to secure or attempt to secure for any person an appointment or advantage in appointment to a position as teacher or employee of any district board of education, or an increase in pay or other advantage in employment in any such position, for the purpose of influencing the vote or political action of any person.

School personnel are prohibited from accepting gifts and gratuities from any commercial or other organization or person from whom the school district is purchasing or may purchase supplies or services.

Exceptions to this policy will be in those cases where businesses as a matter of common practices offer discounts to various employee groups.

## **PROFESSIONAL STAFF MEETINGS**

Attendance at faculty meetings and other meetings called by administrative staff is a duty and shall be regarded as part of the working day of employees. Attendance at these meetings shall be mandatory unless arrangements to be absent have been approved by the person calling the meeting.

## **STAFF TIME SCHEDULES**

Employees will report in and remain on assigned duty in accordance with time and duty schedules as established by the superintendent, principal, and/or school council.

Employees may not leave the school during their hours of assigned duty without obtaining approval from their immediate supervisor or his designee.

### **Planning Periods**

Teacher planning periods will be devoted to the following activities: The instructional program; conferring with parents, pupils, administrators, and supervisors; studying and maintaining records; developing lesson plans and any other instructional duties as deemed appropriate by the principal. Such time will not be used for personal business or teacher organization business or activities.

### **Duty-Free Lunch Period**

In accordance with House Bill 6, all classroom teachers are to be provided a duty-free lunch period.

## **TEACHER STANDARDS**

All teachers are evaluated according to the Magoffin County Evaluation Procedures on the following standards:

**(Charlotte Danielson's Framework for Teaching, 2011- adapted for the Kentucky Department of Education)**

*The Framework for Teaching is a research-based set of components of instruction, aligned to the INTASC standards, and grounded in a constructivist view of learning and teaching. The complex activity of teaching is divided into multiple standards clustered into four domains of teaching responsibility:*

- 1. Planning and Preparation**
- 2. Classroom Environment**
- 3. Instruction**
- 4. Professional Responsibilities**

*It is important to realize that this Framework takes into account the Kentucky Teacher Standards, the Kentucky Board of Education's Program of Studies, Kentucky Academic Standards, and the Kentucky Department of Education's Characteristics of Highly Effective Teaching and Learning*

### **Domain 1**

#### **Planning & Preparation**

- A. Demonstrating Knowledge of Content and Pedagogy
  - i. Knowledge of Content and the Structure of the Discipline
  - ii. Knowledge of Prerequisite Relationships
  - iii. Knowledge of Content-Related Pedagogy
- B. Demonstrating Knowledge of Students
  - i. Knowledge of Child and Adolescent Development
  - ii. Knowledge of the Learning Process
  - iii. Knowledge of Students' Skills, Knowledge, and Language Proficiency
  - iv. Knowledge of Students' Interests and Cultural Heritage
  - v. Knowledge of Students' Special Needs
- C. Selecting Instructional Outcomes
  - i. Value, Sequence, and Alignment
  - ii. Clarity
  - iii. Balance
  - iv. Suitability for Diverse Learners
- D. Demonstrating Knowledge of Resources
  - i. Resources for Classroom Use
  - ii. Resources to Extend Content Knowledge and Pedagogy
  - iii. Resources for Students
- E. Designing Coherent Instruction
  - i. Learning Activities
  - ii. Instructional Materials and Resources
  - iii. Instructional Groups
  - iv. Lesson and Unit Structure
- F. Designing Student Assessment
  - i. Congruence with Instructional Outcomes
  - ii. Criteria and Standards
  - iii. Design of Formative Assessments
  - iv. Use for Planning

## **Domain 2**

### **Classroom Environment**

- A. Creating an Environment of Respect and Rapport
  - i. Teacher Interaction with Students
  - ii. Student Interactions with One Another
- B. Establishing a Culture for Learning
  - i. Importance of the Content

- ii. Expectations for Learning and Achievement
- iii. Student Pride in Work
- C. Managing Classroom Procedures
  - i. Management of Instructional Groups
  - ii. Management of Transitions
  - iii. Management of Materials and Supplies
  - iv. Performance of Non-Instructional Duties
  - v. Supervision of Volunteers and Paraprofessionals
- D. Managing Student Behavior
  - i. Expectations
  - ii. Monitoring of Student Behavior
  - iii. Response to Student Misbehavior
- E. Organizing Physical Space
  - i. Safety and Accessibility
  - ii. Arrangement of Furniture and Use of Physical Resources

### **Domain 3**

#### **Instruction**

- Communicating with Students
  - i. Expectations for Learning
  - ii. Directions and Procedures
  - iii. Explanation of Content
  - iv. Use of Oral and Written Language
- B. Using Questioning and Discussion Techniques
  - i. Quality of Questions
  - ii. Discussion Techniques
  - iii. Student Participation
- C. Engaging Students in Learning
  - i. Activities and Assignments
  - ii. Grouping of Students
  - iii. Instructional Materials and Resources
  - iv. Structure and Pacing
- D. Using Assessment in Instruction
  - i. Assessment Criteria
  - ii. Monitoring of Student Learning
  - iii. Feedback to Students
  - iv. Student Self-Assessment and Monitoring of Progress
- E. Demonstrating Flexibility and Responsiveness
  - i. Lesson Adjustment
  - ii. Response to Students

iii. Persistence

#### **Domain 4**

##### **Professional Responsibilities**

- A. Reflecting on Teaching
  - i. Accuracy
  - ii. Use in Future Teaching
- B. Maintaining Accurate Records
  - i. Student Completion of Assignments
  - ii. Student Progress in Learning
  - iii. Non-Instructional Records
- C. Communicating with Families
  - i. Information about the Instructional Program
  - ii. Information about Individual Students
  - iii. Engagement of Families in the Instructional Program
- D. Participating in a Professional Community
  - i. Relationships with Colleagues
  - ii. Involvement in a Culture of Professional Inquiry
  - iii. Service to the School
  - iv. Participation in School and District Projects
- E. Growing and Developing Professionally
  - i. Enhancement of Content Knowledge and Pedagogical Skill
  - ii. Receptivity to Feedback from Colleagues
  - iii. Service to the Profession
- F. Demonstrating Professionalism
  - i. Integrity and Ethical Conduct
  - ii. Service to Students
  - iii. Advocacy
  - iv. Decision Making

\*To access Charlotte Daniel’s Framework for Teaching in its entirety go to:

<https://education.ky.gov/teachers/PGES/TPGES/Documents/Kentucky%20Framework%20for%20Teaching.pdf>

To see the updated Evaluation Plan for Magoffin County, use the link below:

<http://www.magoffin.kyschools.us/administrativeDepartment.aspx?aid=15>

\*The person being evaluated has the right to appeal this evaluation to the Evaluation Appeals Committee.



## **EXTRACURRICULAR ACTIVITIES**

The superintendent, with the approval of the board, shall differentiate between teaching duties that are a normal part of teacher's duties and those that the board will consider as supplemental duties.

### **Regular Extracurricular Duties**

In addition to instructional duties, the teacher may be assigned other responsibilities normally associated with teacher responsibilities that are not unreasonable, arbitrary or discriminatory.

### **Extra Service Day**

The board, upon the recommendation of the superintendent, may issue supplemental contracts to employees for duties requiring significant amounts of additional time of the employee, specialized skills, and time in addition to the normal school year or other requirements.

## **USE OF ALCOHOL, TOBACCO AND DRUGS BY EMPLOYEES**

Any employee reporting for work, at work or at any school function while under the influence of alcohol or illegal drugs not prescribed for the employee by a physician shall be suspended until the board determines the disciplinary measures to be taken. Tobacco use of any type is prohibited in all Magoffin County Schools.

Any employee who is convicted of illegal possession, use or distribution of a controlled substance shall be dismissed by the board. Upon being charged by legal authorities, the employee will be suspended without pay until the case is resolved. If the employee is convicted, the employee's contract will be terminated as of the date of suspension. If not convicted, the employee shall be reinstated with full pay, retroactive to the date of suspension.

## **SALARY**

Personnel shall be paid every other Friday from the approved salary schedule. Each employee shall receive a salary schedule furnished by Magoffin County Board of Education. This schedule, drawn up by the superintendent, shall be board approved.

Salaries shall be based upon teaching experience and professional development.

All teaching experience outside Magoffin County and military experience, which were earned during a board approved leave of absence, shall be recognized on the salary schedule.

No salary shall be given to an employee of the board until certificates, records, and reports have been completed and approved by the business office. Years of experience for classified employees shall be based on actual years of employment in Magoffin County Schools.

Deduction for professional dues, insurance, tax sheltered annuities and other approved items will be made as directed by the individual employee.

## **PERSONNEL ABSENCE**

In order that children may be properly supervised and taught during a teacher's absence from school the Magoffin County Board of Education Policy should be followed:

- (1) Notify the principal prior to 7:00 a.m. if you need to be absent.
- (2) Obtain prior approval from principal for a personal day.
- (3) Be sure absence card is properly filled out and filed with the principal immediately upon the employee's return to school;
- (4) To properly fill out absence card, put down reason for being absent under "nature of illness" unless a personal day was taken.

The filing of an absence report is the responsibility of the employee. It is necessary as a part of the permanent records filed at Magoffin County Board of Education.

## **SICK LEAVE**

Each employee of the Magoffin County Board of Education is allowed ten (10) days of sick leave during each school year, without deduction of salary. Sick leave shall be granted to an employee if he/she presents a personal affidavit or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of his/her immediate family who was ill. "Immediate family" shall mean the employee's spouse, children including stepchildren, parents and spouse's parents without reference of the location or residence of said relative. Sick leave may be granted for death in the immediate family.

The ten (10) days of sick leave herein granted may be taken by an employee on any ten (10) days of the school year and shall be granted in addition to accumulated sick leave days that have been credited to the employee under the provisions of KRS 161.155.

Days of sick leave not taken by an employee during any school year shall accumulate without limitation and be credited to that individual. Accumulated sick leave may be taken in any school year.

Any accumulated days of sick leave shall be granted to an employee, if prior to the opening day of the school year, an affidavit or a certificate of a physician is presented to the district board of education, stating that the employee is unable to commence his/her duties on the opening day of the school year, but will be able to assume his/her duties within a period of time that the board determines to be reasonable.

## **PERSONAL LEAVE**

Magoffin County Board of Education employees may be granted personal leave days not to exceed three (3) days per contract.

## **LEAVES OF ABSENCE**

Leaves of absence shall be granted based upon procedures & eligibility as determined by Magoffin County Board of Education policies.

## **TEACHER CONTRACT**

### **Certified Personnel**

The Magoffin County Board of Education shall, upon the recommendation of the superintendent, enter into a limited or continuing contract with each teacher approved by the Board. The superintendent may require the signing of letter of intent, placements or assurances of contract agreement.

Limited contracts shall be issued to teachers who have taught less than four (4) consecutive years in this district or four (4) years within a period of six (6) years.

Teachers having attained continuing contract status in another school district in this state shall be employed under a limited contract for one (1) year as a probationary term.

The superintendent shall recommend a teacher for continuing contract when a teacher meets the requirements of the law and state regulations.

## **JURY DUTY**

Any certified employee serving on jury will receive full compensation, less any compensation received as jury pay, for the period of actual jury service. Days served on the jury will be in addition to other leave to which the employee is entitled.

## **FINANCIAL AFFAIRS**

### **Minimum Salary Schedule**

The Board compensates teachers holding properly authorized certificates according to a single salary schedule based on rank and experience. Each teacher will receive an estimated salary schedule to be in effect for the coming school year.

Payments for extra duties and services will be made at the same time and on the date as payments of regular salaries are made.

### **Reduction of Salary**

Upon recommendation of the superintendent and approval of the Magoffin County Board of Education, reduction of responsibility for a teacher may be accompanied by a corresponding reduction in salary provided that written notification setting forth the specific reason or reasons for such reduction shall be provided to the employee not later than May 15.

### **Substitute Pay**

Substitute teachers are paid according to board adopted salary schedules. They are paid on a per diem basis according to the number of days taught during a two week payroll period.

### **Preparation of Salary Schedule**

The superintendent is responsible for preparation of the salary schedule.

### **Payroll Deductions**

All personnel desiring payroll deductions for insurance, tax sheltered annuities, professional dues, etc. must request these deductions in writing to the payroll clerk. Those desiring cancellations of the above must also put the request in writing to the payroll clerk.

Professional organizations available (and payroll deductible) are the Magoffin County Education Association, Kentucky Education Association, National Education Association and the Association of School Administrators. When 40 staff members request a payroll deduction it shall be granted. When requests drop to fewer than 20 the deduction will no longer be granted.

### **Teacher Retirement System**

All certified personnel are members of the Kentucky Teacher's Retirement System. Contributions (determined by the Retirement System and the Legislature) are deducted from the teacher's gross salary by the payroll clerk.

Regulations and provisions of the retirement system are sent to the teachers by the retirement system. Questions concerning retirement should be directed to the payroll clerk or the Director of the Teacher's Retirement System, Frankfort, Kentucky 40601.

### **Workmen's Compensation**

Workmen's compensation is provided for all personnel.

### **Health Insurance**

Full-time employees are eligible for the Employee Benefit Program for hospital, surgical and major medical coverage as described in the master contract between the Commonwealth of Kentucky and specific private health insurance programs. You must request this insurance through the payroll office using the membership application form.

### **Life Insurance**

Each full-time employee has life insurance with Investor's Heritage Insurance Company. This insurance (\$15,000.00) is provided by the Magoffin County Board of Education at no cost. Additional insurance is available at nominal cost. Contact Investor's Heritage for further information. Commonwealth of Kentucky provides \$20,000 life insurance for all full-time employees with CAN (Continental Assurance).

## **TEACHERS RESPONSIBILITIES**

Teachers are responsible for those performance responsibilities as set forth by the adopted Magoffin County Job Description Manual. Some of the records and duties are:

### **Daily Class Records**

Teachers should keep accurate attendance records and grade books for each class and/or homeroom assignment. These records will be submitted at the end of each grading period and cumulatively at the school year and filed for reference purposes.

### **Attendance Records**

Each teacher shall keep a record of assigned student's daily attendance. The records shall be given to the principal at specified times.

### **Cumulative Records**

Each teacher is responsible for recording current objective data called for on the student's cumulative record and for inserting in the folder other necessary records such as immunization records, health records, birth certificates, annual recording of height and weight, etc. as required.

### **Student Report Cards**

Each council shall establish procedures for student report cards. All conferences must be verified through the principal's office.

## **Professional Development**

Professional development may be scheduled throughout the school year. The days, by legislative action, are for the purpose of improving instruction.

## **Arrangements for Substitutes**

In all cases of absence, it is the duty of the employee to notify the principal before the opening of school or the night before, if possible, so that a substitute may be provided. The principal will call substitute teachers from the official substitute list. If an employee expects to be absent more than five (5) consecutive days the superintendent shall be notified in writing.

Each teacher shall have on file lesson plans for daily activities and directions for emergency response procedures within his/her classroom with directions so that a substitute teacher could proceed with scheduled instruction. Each teacher shall leave or provide a class record of all students and classes assigned.

When a teacher or employee is absent from school, he/she should call the principal as soon as possible (preferably the evening before and no later than 7:00 a.m. the day of the absence). If possible, please call the principal before 2:00 p.m. if you do not plan to return the following day. This enables the principal to contact your substitute and ask him/her to return. If you do not call, it will be assumed you will return the following day.

## **Supervision of Pupils**

Each teacher shall assume his/her share of extra school duties equitably assigned by the principal.

A member of the school faculty or a member of the administrative staff must accompany students on all school sponsored trips.

No teacher/administrator is allowed to give internal medicine to a child unless it has been prescribed by a physician and written permission is given by the parent.

## **DISMISSAL AND DELAY OF SCHOOL**

Occasionally, school is dismissed or delayed due to inclement weather or other emergencies. School Messenger and social media will be used to notify parents, students and staff of delays or school dismissal.

## **EQUAL SHARED EXTRA DUTIES**

Any and all duties necessary to the efficient operation of the school program shall be shared equally among all certified staff in a school. The school principal shall be responsible for the assignment and scheduling of these duties.

## **CURRICULUM**

Each teacher shall provide instruction based upon Magoffin County Board of Education prescribed curriculum. Failure to do so constitutes grounds for dismissal. The use of supplementary materials is encouraged.

## **EMPLOYEE CHECKLIST**

Your file must contain the following:

1. A valid teaching certificate.
2. A transcript of your college credits (at the time of application for employment).
3. A teacher's retirement membership form.
4. A valid health record (not more than 6 months old, at time of initial employment).
5. Verification of previous experience.
6. Certificates of attendance for instructional leadership training program (if applicable).
7. An updated transcript shall be provided (at any time) by the teacher upon request of the superintendent.

\*Certified employees are responsible for updating certification as required and payment of all fees.

## **LEADERSHIP TRAINING PROGRAM**

Certified employees whose position requires leadership training shall adhere to the state mandated requirements regulating this training. It is the responsibility of the employee to maintain proper documentation and to submit this documentation of the professional development coordinator upon completing of these hours. Forty-two hours of instructional leadership hours are required every two (2) years.

## **SCHOOL FUNDS**

Receipts must be provided for all funds collected for school purposes. These funds must be turned in to the principal. The school Principal is responsible for all school funds and must follow regulations as set forth by the Magoffin County Board of Education (Board Policy #012.12).

## **OPEN RECORDS**

Records of the Magoffin County Board of Education, except those specifically exempted by Kentucky Revised Statutes and the Family Rights and Privacy Act, are open to public inspection at the superintendent's office or any school office where records are housed throughout the district. Provisions and regulations for records inspection are available in the superintendent's office.

## **FIELD TRIPS**

For specific regulations regarding field trips refer to Board Policy #09.36.

It is the belief of the Magoffin County Board of Education that properly planned field trips that are in integral part of the program of classroom instruction are a valuable part of the learning experience. Written plans for field studies or trips to various locations for the purpose of curriculum – related field studies shall be submitted by the teacher and building principal for approval. Trips approved by principal are forwarded to the superintendent or his designee for approval/disapproval. The Magoffin County Board of Education also

recognizes that co-curricular activities and other activities directly related to the instructional program as specified by the “Program of Studies for Kentucky Schools, Grades K-12,” are educationally important to the total program.

In accordance with 702 KAR &:010, the following are approvable activities that may be conducted during the six (6) hour instructional school day:

1. Courses and activities included in the “Program of Studies for Kentucky Schools, Grade K-12”; Kentucky Core Content; Magoffin County Curriculum.
2. Enrichment courses approved by the State Board of Education;
3. Experimental courses or programs approved by the State Board of Education;
4. Co-curricular activities, such as club meetings and assemblies, as long as such are related directly to the instructional program and are scheduled so as to minimize absences from classroom instruction.
5. Other educational activities approved by principal, superintendent and or his designee.

Additionally, 702 KAR 7:050 states that pupils shall not be counted in attendance unless they are absent from school as participants in school activities which have been authorized by the local board of education and which are definite part of the instructional program of the school or otherwise as noted by KRS 158.240 and KRS 159.035. Pupils shall not be counted in attendance when they are absent as spectators at school activities.

### **FIELD TRIP PROCEDURES**

1. Complete all information requested form entitled “School Related Student Trip Request Form.”
2. Submit this form to principal for approval/disapproval.
3. If the request includes an out of state destination, principal submits the field trip request form to the superintendent or his designee at least one (1) week prior to the board meeting preceding the date of the requested trip. The Magoffin County Board of Education approves/disapproves all out of state field trips.
4. All trips shall be under the direct supervision of certified school personnel.
5. Arrangements for transportation are to be made through the office of the Director of Transportation by the principal at least three (3) days before the approved trip.
6. At least three (3) days preceding the approved trip, a “Class Trip Roster” listing all students’ names participating shall be submitted to the principal.
7. Parental permission slips must be signed by a parent or guardian and turned in to the trip sponsor at least three (3) days before the trip.



STUDENTS

09.36 AP.21

**School-Related Student Trip Request Form**

SUBMIT THIS FORM  ONE WEEK  TWO WEEKS  OTHER, SPECIFY PRIOR TO THE TRIP.

SCHOOL \_\_\_\_\_ FACULTY MEMBER(S) SPONSORING TRIP \_\_\_\_\_

TYPE OF TRIP (CHECK ONE):  CLASSROOM FIELD TRIP  CLASS TRIP (I.E., JUNIOR, SENIOR),

SPECIFY \_\_\_\_\_  ORGANIZATION/CLUB TRIP ,SPECIFY \_\_\_\_\_  OTHER (ATHLETIC, BAND, IF APPLICABLE)

DESTINATION \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

Out of State  Out of County  Within County  Overnight; give name, address, phone of lodging \_\_\_\_\_

DATE(S) OF TRIP \_\_\_\_\_ DEPARTURE TIME \_\_\_\_\_ RETURN TIME \_\_\_\_\_

PURPOSE/EDUCATIONAL VALUE \_\_\_\_\_

SOURCE OF FUNDING FOR TRIP \_\_\_\_\_

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY. BILL TRIP EXPENSES TO:  SPONSORING ORGANIZATION  SCHOOL COUNCIL  BOARD  OTHER, SPECIFY \_\_\_\_\_

NUMBER OF: STUDENTS \_\_\_\_\_ FACULTY SPONSORS \_\_\_\_\_ OTHER CHAPERONES TOTAL # OF PARTICIPANTS \_\_\_\_\_

MODE OF TRANSPORTATION IS DISTRICT TRANSPORTATION NEEDED?  NO  YES, SEE PROCEDURE 09.36 AP.212.

CERTIFICATED COMMON CARRIER; SPECIFY \_\_\_\_\_  PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) \_\_\_\_\_

SUPERVISION (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP.)

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?  Yes  No

\_\_\_\_\_  
*Signature of Faculty Member* *Date*

Trip has been  approved  disapproved. Reason for disapproval \_\_\_\_\_  
\_\_\_\_\_  
*Signature of Superintendent/Designee* \_\_\_\_\_ *Signature* \_\_\_\_\_ *of*  
*Superintendent/Designee* \_\_\_\_\_ *Date* \_\_\_\_\_

For overnight and/or out-of-state trips, approval of the Superintendent and/or Board may be required by policy 09.36.

RELATED PROCEDURES:  
09.36 AP.211, 09.36 AP.212, 09.36 AP.22, 09.36 AP.23

Review/Revised: 7/19/2001

**TRANSFER STUDENTS**

**Public Schools**

Grades, credits or promotions and retentions assigned by another public school are valid at any other public school. Upon transferring to the Magoffin County Schools from another school district, before being permitted to enroll, a transfer student must provide the following documents:

1. Transcripts from previous schools attended or name and address of previous school attended.
2. Proper immunization certificate (EPID 230)
3. First time entry to public school – eye exam by optometrist or ophthalmologist on KY approved form.
4. Medical examination (KDE 167-000-003)
5. Official birth certificate

### **STUDENT DISCIPLINE**

All employees shall refer to Magoffin County Board of Education Policy Manual, Code of Student Conduct Handbook; and or SBDM Discipline Policies for specific procedures to follow in administering discipline to students.

### **ACCEPTABLE USE POLICY**

The Board accepts the right of students, employees and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner. Board Policy 08.2323 – AP.22