

Ludlow Independent Schools



Home of the Panthers

CERTIFIED EMPLOYEE HANDBOOK

Ludlow Board of Education

525 Elm Street
Ludlow, KY 41016
859/261-8210 (Office)
859/291-6811 (Fax)

The Ludlow Independent School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, disability, veteran status, or genetic information.

BOARD MEMBERS

Mr. Wesley Darger, Ms. Amy Hayden, Ms. Melanie Hazlewood, Ms. Kym King, Ms. Cindy Powell

SUPERINTENDENT

Mr. Mike Borchers

EVERY STUDENT. EVERY DAY.

Dear Employee:

The Certified Employee Handbook has been prepared by our staff and provided for your information and future reference concerning your responsibilities and expected performance and behavior while working in the Ludlow Independent School District.

This handbook will answer the most commonly asked questions by employees and address the basic policies and procedures, which govern and affect your employment with the Ludlow Independent Schools.

You are expected to become familiar with the contents of this handbook and to utilize the information contained in it so that you can make significant and positive contributions to the tradition of excellence in the Ludlow Independent Schools.

You may obtain further details concerning the items in this handbook by talking with your immediate supervisor, or by contacting Human Resources.

Please print, sign and return the signature sheets at the end of this handbook indicating that you have reviewed this handbook and agree to abide by the policies, procedures, rules and statements as written.

Thank you for choosing the Ludlow Independent School District, and I wish you the best of luck in your career.

Sincerely,



Michael J. Borchers
Superintendent

LUDLOW INDEPENDENT SCHOOLS
Sources for Additional Information

Superintendent, Director of Human Resources & Pupil Personnel	Mike Borchers
District Office Administrative Manager	Kellie Trammel
Director of Student Services	Jenny McMillen
Director of Special Education/Preschool	Aubrey Cahill
Chief Information Officer	Kyle Fancher
School Resource Officer	Tony Rouse
Director of Teaching & Learning / Safe Schools Coordinator	Jason Steffen
School Based Health Center Nurse	Ashley Baumgardner
SHINE Program Director	Shannon Adcock
SOAR Program Director	Melanie Beccaccio
Maintenance Director	Todd Brewer
Transportation Director	Todd Brewer
Food Service Director	Lisa Brownfield
Finance Officer	Vikki Wofford
Family Resource & Youth Service Center Coordinator	Jordan Goodpaster
Board of Education Members	Wesley Dorger Amy Hayden Melanie Hazlewood Kym King Cindy Powell

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PRINT, SIGN & RETURN TO DISTRICT OFFICE ASAP PLEASE!

CODE OF ETHICS

CERTIFIED SCHOOL PERSONNEL IN THE COMMONWEALTH:

- Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach.
- Shall believe in the worth and dignity of each human being and in educational opportunities for all.
- 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 nondiscriminatory manner and in consonance with accepted best practice known to the educator.
- Shall respect the constitutional rights of all students.
- Shall take reasonable measures to protect the health, safety, and emotional well-being of students.
- Shall 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 of physical harm, and sexual assault.

TO PARENTS:

- Shall make reasonable effort to communicate to parents the information that 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 THE 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.

MISSION STATEMENT



*The Ludlow Independent School District
is committed to fostering a culture of rigor,
excellence, and personal accountability
by developing meaningful relationships
with students, families, and community members
to support and empower students to graduate
with college and career readiness skills.*

SPECIAL NOTICE

Dear Parent/Guardian, District Employee, or Health Professional:

The Ludlow Board of Education has implemented a special program of Integrated Pest Management (I.P.M.) in order to control pests in a way that minimizes economic, health, and environmental risks via a monitoring and inspection program and the judicious use of pesticides. Those individuals applying pesticides will be properly certified in keeping with applicable legal requirements for this special program.

If you want to be notified twenty-four (24) hours in advance of a planned pesticide application, other than when gel bait is used, or as soon as possible when an emergency pesticide application is necessary, please register at the front office of the school. You may also register by calling your school office at: 859/261-8211 (high school), or 859/261-2100 (elementary school).

Labels and Material Safety Data Sheets (M.S.D.S.) of the gel bait are on file with the I.P.M. Coordinator, Todd Brewer. For questions or if requesting copies of the Labels or Material Safety Data Sheets (M.S.D.S.) you may call the I.P.M. Coordinator at 859/261-8210.

FACULTY PROCEDURES AND REMINDERS

ARRIVAL AND DEPARTURE

Staff hours are 7:30am to 3:20pm. All staff members are encouraged to be present every day and prompt with their attendance. Staff members should plan to remain at school all day long. If it is necessary to leave before 3:20pm, staff members must get approval from their Principal. Staff members are required to sign in and out each day on the roster in the school office.

ABSENCES

Teachers should not be absent without proper notification. If sick, teachers must contact their Principal personally by phone. It is best to notify them as early as possible (even the night before if possible). Principals will arrange for any substitute teachers needed. It is the teacher's responsibility to send in appropriate lesson plans in a timely manner for the day(s) s/he is out sick. Plans should either be left with school office personnel, emailed, or faxed to the school office. Teachers are encouraged to have an emergency folder that includes plans/activities and important scheduling/roster information in case the teacher can absolutely not send in any plans that day.

CONTACT INFORMATION FOR ABSENCES

ELEMENTARY STAFF

Tonya Brummer, Principal
513/515-0301
Office Phone: 859/261-2100
Office Fax: 859/655-8793
mary.cloud@ludlow.kyschools.us

HIGH SCHOOL STAFF

Travis Caudill, Principal
859/669-0449
Office Phone: 859/261-8211
Office Fax: 859/655-7536
susan.mahan@ludlow.kyschools.us

Use the Principal's phone number for reporting absences.

Use the office phone, fax, or Administrative Assistant emails for sending in lesson plans.

DRESS

All faculty members are expected to dress in professional attire each day.

WHO DO I CONTACT FOR...?

Help with adding an announcement to those read daily? Mary Cloud (ES), Susan Mahan (HS AM announcements) and Pam Johnson (HS PM announcements)

Help With Infinite Campus? Pam Saylor, Jenny McMillen, or Kyle Fancher

Help with technology software, hardware, or classroom telephone? Kyle Fancher (work order)

Help/Report error with the building copier? Mary Cloud (ES) or Susan Mahan (HS)

Help with items in my room, such as problems with the heater/air conditioner, windows, or door/locks? Todd Brewer (work order)

Help with scheduling transportation for a field trip? Principal Approval, then Todd Brewer

Help with posting an item on the marquee or in the local newspaper? Jenny McMillen

Help with purchasing items with my department/grade level budget? Confirm the balance with your Principal, then Finance Officer can assist with the purchase order process.

Help with activity account purchases / fundraisers for clubs/athletic teams/classes? Susan Mahan

Help with payroll, retirement, insurance policies, certification, or extended sick leaves? Kellie Trammel

MORNING MEETINGS

Morning meetings generally begin promptly at 7:30am. It is important that all faculty members attend and arrive on time. Working together as a team becomes difficult when everyone is not present to participate. All staff will be a member of a number of teams and PLCs (Professional Learning Communities).

REPORTING STUDENT ATTENDANCE

It is extremely important that the school office keep accurate records on a student's attendance. It is critical that all teachers confirm and post their absences accurately each morning and throughout the day as requested by your Principal. If you are missing a student who is listed as being present that day, notify the office immediately.

MONITORING OF STUDENTS

Transitioning Students

Proper monitoring of students will help ensure a safe environment. It is crucial that students are monitored closely when moving to different classrooms/labs, going to and from the cafeteria, and going to the park. Teachers should stay with their class while transitioning.

Cafeteria

Both elementary and high school teachers should walk their class to and from the cafeteria. Please keep your class together in a line and walk with them. It is important that classes remain quiet going to and from the cafeteria, especially since the noise affects classrooms in the opposite school.

In the Classroom/Labs/Library

It is important that teachers monitor students around school property. Students should be taught to take care of their textbooks, library books, desks, computers, and other classroom items and furniture. It is the teacher's responsibility to ensure that items in their classroom remain clean, intact, and in working condition. If something happens to materials or furniture in your room that you cannot fix yourself, then the office should be contacted.

Respect Toward One Another

It is important that teachers monitor as much as possible the verbal and nonverbal communication/actions between students to remain aware of inappropriate, disrespectful, bullying, or harassing behaviors. Students often report to the office that "the teacher saw/heard it happen and didn't do anything." Please remain aware of what is going on and if you feel like something should be addressed, please take a few minutes to address the situation. Many times, it could be just talking to a student for a minute privately before or after class. Obviously if a more serious issue is taking place, please involve your Principal/Assistant Principal/Counselor. Letting your students know that you take these behaviors seriously builds a more positive and safe school environment that is conducive to learning.

ACCIDENTS AND INJURY

Anytime a student or adult is injured, the office should be notified, as well as the School Nurse. Do not move the adult or student if the injury seems severe. Accident Report Forms can be obtained from the school office. It is better to err on the side of caution instead of risking further injury or an upset parent who was not contacted about the incident. If you have any doubt, please notify the office and send the student to the nurse.

COMMUNICATION WITH FAMILIES

Building a positive relationship with students, families, and community members is a large part of our mission statement. Our small, family-like environment is what makes our school successful. As a teacher, you are a large part of that relationship-building. It is no surprise that building positive relationships with your students is critical to their academic and emotional success. However, sometimes we forget to extend that to their families. This is an issue on which we must all focus. All teachers are encouraged to follow these best practices when communicating with families:

1. Find a positive reason to make your first contact with a parent. Maybe it's a nice note sent home, a complimentary email, or a positive phone call.
2. Use a regular classroom newsletter, calendar, agenda, or syllabus. Make sure your classroom rules, homework guidelines, policies, grading system and contact information is communicated clearly to them. Having a parent/guardian sign off on one of these items may help ensure they have seen it and understand the information.
3. Use Infinite Campus Messenger on a weekly basis to communicate classroom assignments, upcoming quizzes, tests, projects, or news.
4. It's important that your teacher webpage stays current. Refer students and parents to it often. Post your classroom rules, homework guideline, policies, and grading system for their easy access. The more handouts or assignments you post there will minimize student excuses for not having it complete.

5. As soon as you have concerns, please contact the student's family. The earlier you make the contact, the sooner you can work together to put a solution into place.
6. Keeping your grades/comments/assignments current in Infinite Campus is a way of communicating with your parents. Especially for older students, many of our parents check these often. Updating them often allows parents to make students more accountable for their work if they notice low grades or missing assignments.
7. Invite your families to parent/teacher conferences and other school events. It's a great time to discuss concerns, but also positive things too.

CELL PHONE USAGE

Teachers are asked not to use their cell phone throughout the day while supervising students. We ask teachers to limit personal calls or texts during the school day. Social networking during the school day is strongly discouraged, even if it is on your personal phone/network. We ask that your focus remains on your students and your classroom activities.

CHANGE OF NAME, ADDRESS, PHONE NUMBER, HOUSEHOLD MEMBERS, MARITAL STATUS

If you have a change in any of these items, it is important to contact your Principal, as well as the District Office Administrative Manager in the District Office. Your Principal and the Administrative Manager will update directory information. If your changes involve your name, household members, or marital status, the District Office Administrative Manager can also help if changes need to be made to your retirement, insurance, benefits, etc.

SIGN UP FOR REMIND

In order to receive quick communication regarding weather alerts or other important staff news, please sign up for Mr. Borchers' Remind Messages. Find out more about this mobile app from Mr. Borchers, Mrs. McMillen, or your principal.

PURCHASE REQUEST PROCEDURES

**** This approval process from time of original submission could take up to 48 hours. ****

The Finance Officer can assist with any of these purchasing procedures.

Your Principal will be able to share your budget's balance with you.

PURCHASE ORDER PROCESS

1. Obtain a Purchase Request form from the school office or from the T: Drive (forms). Fill out the Purchase Request form with all required information. Please use the standard High School/Elementary Purchase Request form.
2. Send the completed form over to the Finance Officer.
3. The Finance Officer will enter the requisition request in MUNIS for approval.
4. Principals/Administrators are notified via MUNIS Workflow that a requisition exists that needs approval/denial.
5. The Finance Officer receives notification of Administrator's approval/denial.
6. The Finance Officer converts requisition into a Purchase Order. This PO number is needed to place the order.
7. The Finance Officer submits the order to the vendor or returns the Purchase Request to the teacher for them to order it.
8. Packing lists will be required to be submitted for payment of purchase orders.
9. All invoices are sent to the Finance Officer for payment.

REQUESTING PROFESSIONAL DEVELOPMENT

1. Obtain a Purchase Request form from the school office. Fill out the Purchase Request form with all required information. Please use the standard High School/Elementary Purchase Request form.
2. Discuss any travel requests with your principal first. Once a travel request is approved, send a copy over to Finance Officer for registration.
3. The Finance Officer will enter the requisition request in MUNIS for approval.
4. Principals/Administrators are notified via MUNIS Workflow that a requisition exists that needs approval/denial.
5. The Finance Officer receives notification of Administrator's approval/denial.
6. The Finance Officer converts requisition into a Purchase Order. This PO number is needed to place the order.
7. The Finance Officer submits the order to the vendor or returns the Purchase Request to the teacher for them to order it.
8. Packing lists will be required to be submitted for payment of purchase orders.
9. All invoices are sent to the Finance Officer for payment.

REQUESTING MILEAGE REIMBURSEMENT

1. Obtain a Mileage Request form from the T: drive, complete and attach a copy of the detailed Mapquest route with 525 Elm Street as the starting location.

CREDIT CARD POLICY AND PROCEDURES

The District has a credit card to allow personnel access to efficient and alternative means of payment for approved expenses, especially those related to business travel and certain classroom supplies.

Credit Card Policies

1. School credit cards will be issued to staff, only with approval from the District Office.
2. Credit cards will only be used for business purposes. Personal purchases of any type are not allowed.
3. The following purchases are not allowed:
 - Alcoholic beverages/tobacco products
 - Controlled substances
 - Personal items or loans
 - Any other items deemed inconsistent with the values of the school district
4. Cash advances on credit cards are *not* allowed.

Credit Card Procedures

1. Credit cards may be requested by staff in writing through the purchase order approval process. A credit card may not be checked out without an approved purchase order.
2. Detailed receipts must be retained and returned with the credit card to the District Office. In the case of meals and entertainment, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations.
3. The staff member requesting the credit card must be the person to check out and return the credit card to the District Office. Credit cards should be checked out, used, and returned the same day when possible.
4. Cardholders should make every effort to ensure that purchases **do not** include sales tax. Tax-exempt certificates are available through the finance department. Purchases should not be made if the vendor is going to charge sales tax.
5. Ample time is needed for the purchase order approval process in order to use a credit card (at least 48 hours).

STATEMENT OF CONFIDENTIALITY

All employees of the Ludlow Board of Education shall maintain the confidentiality of any and all students of the Ludlow Independent Schools.

Confidentiality

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

Personally Identifiable

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

1. Name of a child or youth;
2. Name of a parent of a child or youth or other family member;
3. Address of a child or youth or family member;
4. A personal identifier, such as a social security number, or student number
5. A list of personal characteristics or traits that could make identity of a child or youth easily traceable.
6. Other information that would make identity of a child or youth easily traceable.

Protection

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

Disclosure

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

Directory Information

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

Hiring (03.11)

SUPERINTENDENT'S RESPONSIBILITIES

All appointments, promotions, and transfers of certified personnel for positions authorized by the Board shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes.

When a vacancy occurs, the Superintendent shall notify the Commissioner of Education fifteen (15) days before the position is to be filled.

When a vacancy needs to be filled in less than fifteen (15) days to prevent disruption of necessary instructional or support services of the school District, the Superintendent may seek a waiver of the fifteen (15)-day advance notice requirement from the Commissioner of Education. If the waiver is approved, the appointment shall not be made until the person selected by the Superintendent has been approved by the Commissioner of Education.

EFFECTIVE DATE

Personnel actions shall not be effective until the employee receives written notice of such action from the Superintendent. Certified employees may be appointed by the Superintendent for any school year at any time after February 1 next preceding the beginning of the school year.

QUALIFICATIONS

The Superintendent shall employ only individuals who are certified for the positions they will hold and who possess qualifications established by law, regulation and Board policy, except in the case where no individual applies who is properly certified and/or who meets established qualifications set by Board policy.

Hiring of certified personnel who have previously retired under TRS shall be in compliance with applicable legal requirements.²

All teachers shall meet applicable certification or licensure requirements as defined by state and federal regulation.³

CRIMINAL BACKGROUND CHECK AND TESTING

Applicants, employees, and student teachers assigned within the District shall undergo records checks and testing as required by applicable statutes and regulations.¹

Each application or renewal form provided to applicants for a certified position shall conspicuously state the following:

"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES."

Initial employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in KRS 17.165 or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Employment shall also be contingent on receipt of a letter from the Cabinet provided by the individual documenting that the individual does not have a substantiated finding of child abuse or neglect in records maintained by the Cabinet.

Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

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>

Criminal records checks on persons employed in Head Start programs shall be conducted in conformity with 45 C.F.R. § 1302.90.

REPORT TO SUPERINTENDENT

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

JOB REGISTER

The Superintendent or the Superintendent's designee shall maintain in the Central Office a job register listing all current job openings in the District. The register shall describe the duties and qualifications for each opening, and District employment policies shall be attached to the register. The job register shall be open to public inspection during Central Office business hours.

VACANCIES POSTED

Under procedures developed by the Superintendent, a listing of all District job openings shall be posted in the Central Office and in each school building on a timely basis and shall refer interested persons to the Central Office job register for additional information. Postings of vacancies may be made with other agencies, as appropriate.

When a vacancy for a teaching position occurs in the District, the Superintendent shall conduct a search to locate minority candidates to be considered for the position.

REVIEW OF APPLICATIONS

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

RELATIONSHIPS

The Superintendent shall not employ a relative of a member of the Board.

CONTRACT

A relative may be employed as a substitute for a certified or classified employee if the relative is not:

1. A regular full-time or part-time employee of the District;
2. Accruing continuing contract status or any other right to continuous employment;
3. Receiving fringe benefits other than those provided other substitutes; or
4. Receiving preference in employment or assignment over other substitutes.¹

A relative of the Superintendent shall not be employed except as provided by KRS 160.380.

Except for non-contracted substitute teachers, all certified personnel shall enter into annual written contracts with the District.

JOB DESCRIPTION

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

INTENT

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

REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT

Each year all full-time and part-time certified employees shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

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

EMPLOYEES SEEKING A JOB CHANGE

Other than the routine transmission of administrative and personnel files, District employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that such school employee,

contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law and such school employee, contractor, or agent does not meet the exceptions outlined in 20 U.S.C. § 7926.

Medical Examination (03.111)

NEWLY EMPLOYED PERSONNEL

All newly employed certified personnel, including substitute teachers, shall present documentation in the form of a medical examination performed by a designated licensed physician, physician assistant (PA), or Advanced Practice Registered Nurse or by a licensed medical practitioner of the employee's choice. Through appropriate personnel documents, such as handbooks and/or job applications, employees shall be notified as to who will pay for medical examinations required for initial employment. Medical examinations performed within a ninety (90)-day period prior to initial employment will be accepted.

REPORT

The medical examination shall be reported on the form required by Kentucky Administrative Regulation. A copy of the form and a statement indicating the employee's medical status must be filed with the Superintendent prior to assuming assigned duties.

TUBERCULOSIS SCREENING/TESTING

Each medical examination shall include a risk assessment for tuberculosis as required by Kentucky Administrative Regulation. Individuals identified by that assessment as being high risk for TB shall be required to undergo a tuberculin skin test as required by 702 KAR 001:160. A person who tests positive for TB shall be required to comply with the directives of the local board of health and the Kentucky Department for Public Health, Cabinet for Health and Family Services, for further evaluation and treatment of the tuberculosis infection.

PRESENT PERSONNEL

When, in the opinion of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties because of health problems or when the employee poses a health threat to students or other employees, the Superintendent may require the employee to provide evidence of fitness in the form of an examination and report by a physician of the Superintendent's choosing.

The Board shall bear the cost of this examination.

SCHOOL TO REPORT

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

MEDICAL CONFIDENTIALITY

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

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

Certification and Records (03.112)

CERTIFICATION

The Board shall set certification requirements for teachers of all grades/courses, including elective courses, in compliance with applicable legal requirements.

All persons appointed to positions requiring Kentucky certification shall present to the Superintendent a copy of the required certificate prior to assuming the duties of the position.

It shall be the responsibility of the employee to see that the required certification is on file in the Superintendent's Office and is kept current at all times.

NOTICE TO PARENTS OF TEACHER'S QUALIFICATIONS/CERTIFICATION

If the school receives Title I funds, the District shall notify parents of students attending the school annually that they may request the District to provide information regarding the professional qualifications of their child's classroom teachers. In complying with such requests, the District shall provide the information designated by federal law.

Schools receiving Title I funds shall notify parents when their child has been assigned to, or has been taught for four (4) or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

CERTIFICATION FOR TEACHING ELECTIVE COURSES

The Principal/designee shall forward to the Superintendent the course description for proposed new or revised elective courses, with a proposal for certification requirements for teachers of the course.

Courses identified as electives may be taught by a certified teacher teaching out of field. In determining certification requirements for elective courses, the Board shall observe the following standards:

1. A teacher's preparation program should align with the basic structure of the elective course.
2. Teachers of interdisciplinary electives should be certified in at least one (1) of the disciplines included in the course.

Equal Employment Opportunity (03.113)

NONDISCRIMINATION

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

INDIVIDUALS WITH DISABILITIES

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

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

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

REASONABLE ACCOMMODATION

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

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

ADVISING EMPLOYEES

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

Transfer of Tenure (03.115)

The Board may require newly employed teachers who have attained continuing contract status from another Kentucky district to serve a one (1) -year probation period before being considered for continuing contract status in the school District.

Coaches and Assistant Coaches (03.1161)

Any middle or high school coach (head or assistant, paid or unpaid) shall successfully complete all training required by the District, the Kentucky Board of Education, the Kentucky High School Athletic Association, and state law and regulation. This shall include safety and first aid training and providing the school documentation of successful completion of a C.P.R. course that includes the use of an automatic defibrillator and first aid training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association, or other bona fide accrediting agency. Initial certification shall use in-person instruction with certification updated as required by the approving agency.

Non-faculty coaches and non-faculty assistants shall complete District training that includes information on the physical and emotional development of students of the age with which they will be working, the District's and school's discipline policies, procedures for dealing with discipline problems, and safety and first aid training. Follow-up training shall be provided annually.

Compensation and Benefits (03.12)

ESTABLISHMENT

The Board shall annually establish salary schedules and employee benefits for all certified personnel.

COBRA

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

Salaries (03.121)

SINGLE SALARY BASIS

All salaries for certified personnel shall be based on a single salary schedule providing for the minimum number of days of employment as required by law.

A District may provide monetary compensation, in addition to that provided through the single salary schedule, to all classroom teachers employed in a school that is identified by the Kentucky Department of Education as being in targeted or comprehensive support and improvement status.

Although a school may submit a request for an increment for an extended employment position, extra service, or related adjustments, the Board must set increments in pay for positions requiring services beyond those normally expected of other positions if the duties rendered extend beyond the regular school day or require extended days.

EXTENDED EMPLOYMENT

Compensation for employment contracted beyond the minimum number of days required by law shall be prorated.

Extended employment positions shall be established in a position job description, funded in the District budget, and specified in an addendum to the employee's contract.

Addition of days to be worked beyond the original contract or additional days of extended employment for a position require prior Board approval before the change goes into effect.

EXTRA SERVICES, SUPPLEMENTS AND SUPERVISION

The Board shall annually establish a schedule of compensation for extra services and supervision. As provided under law, teachers who attain certification from the National Board for Professional Teaching Standards shall be given an annual salary supplement of \$2000 for the life of the certificate.

RANK AND EXPERIENCE

The rank and experience of certified personnel shall be determined at time of hire. The Board shall direct the Superintendent to validate all experience of professional personnel employed in the District.

Changes in rank and experience shall be determined on September 15 of each year.

To assist with the budgeting process, 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.

EXCEPTION

The Superintendent's salary may be established without regard to the above-mentioned schedules.

PAYROLL DISTRIBUTION

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

QUALIFICATIONS

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

NOTICE OF SALARY

Not later than forty-five (45) days before the first student attendance day of the succeeding school year or June 15, whichever occurs earlier, the Superintendent shall notify all certified personnel of the best estimate of the salary for the coming year.

PAYROLL DEDUCTIONS

The Board shall approve all payroll deductions as specified by KRS 161.158 and Board Policy 03.1211.

Salary Deductions (03.1211)

No optional payroll deduction, authorized by the Board, shall be deducted from an individual employee's salary without a signed request from that employee affirmatively requesting the optional deduction. Such request must be filed on an annual basis on forms to be developed by the Superintendent. The Superintendent shall develop the manner and time for filing such requests.

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.

Reduction in Salary and Responsibility (03.1212)

Salaries for teachers shall not be less than the preceding year unless such reduction is part of a uniform plan affecting all teachers in the entire District or unless there is a reduction of responsibilities.

Reduction of responsibility for teachers may be accompanied by a corresponding reduction in salary. Written notice that states the specific reason(s) for the reduction shall be furnished teachers no later than ninety (90) days before the first student attendance day of the school year or May 15, whichever occurs earlier.

Holidays and Vacations (03.122)

All certified employees shall be paid for four (4) holidays which shall be designated on the official school calendar. These are part of the school year required by state law.

ANNUAL LEAVE

Certified personnel who are employed for 230 days annually shall be entitled to accumulate a maximum of sixty (60) days of annual leave. Compensation for accrued annual leave shall be made at time of retirement at a rate not to exceed the daily salary rate calculated from the employee's last annual compensation.

In the event of retirement, resignation, or termination, annual leave shall be prorated and accrue on a monthly basis at the rate of 1/10 of the eligible annual leave per month, not to exceed total leave time available.

Recognition of annual leave for KTRS purposes shall be governed by applicable statutes and regulations. For an individual who became a member of KTRS on or after July 1, 2008, payment for annual or compensatory leave shall not be included in determining the member's last annual compensation.

NON-WORKING DAYS

The scheduling of non-working days beyond the minimum days required on the school calendar must be approved in advance by the Superintendent or designee. Five (5) non-working days may be carried over to the next school year, upon written request.

WORK SCHEDULE

All employees working beyond the 187-day school calendar shall complete and submit a work schedule prior to July 1. The work schedule shall note the specific dates that the employee will not be scheduled to work. When changes are necessary, a revision of the original request must be filed prior to the change occurring. The immediate supervisor shall approve all work schedules and revisions prior to being submitted to the District personnel office.

Leaves and Absences (03.123)

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

NOTIFICATION

In all cases of absence, teachers shall notify the Principal before the opening of school or the night before, if possible, and the Principal shall call substitute teachers from the official substitute list approved by the Superintendent.

Employees on leave covered by the related policies listed below shall notify the Superintendent in writing by April 1 of the year the leave terminates of the date of their intent to return to the school system. Employees who fail to notify the Superintendent of their return by April 1 cannot be guaranteed employment for the following school year. If an employee on leave has not contacted the Superintendent by April 1,

the Superintendent is authorized to fill the position for the following school year. Where an employee in the final year of leave fails to contact the Superintendent by April 1, to either request an extension of leave or to provide a date of return, the Superintendent may determine whether personnel action is required.

LEAVE FOLLOWING ASSAULT

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

PLACEMENT UPON RETURN

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

FMLA

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

REQUEST FOR MEDICAL INFORMATION

Per KRS 161.770, 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.

Personal Leave (03.1231)

NUMBER OF DAYS

Full-time certified employees shall be entitled to two (2) days of personal leave with pay each school year. Persons employed for less than a full year contract shall receive a prorated part of the authorized personal leave days calculated to the nearest 1/2 day.

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

APPROVAL

The employee's immediate supervisor must approve the leave date, but no reasons shall be required for the leave.

Approval shall be contingent upon the availability of qualified substitute employees. Those employees making earliest application shall be given preference.

AFFIDAVIT

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

ACCUMULATION

Personal leave days not taken during the school year shall accumulate to a maximum of three (3) days. On June 30, accumulated unused personal leave days in excess of three (3) shall be transferred and credited to the employee's accumulated sick leave account.

Sick Leave (03.1232)

NUMBER OF DAYS

Full-time certified employees shall be entitled to one (1) day of sick leave with pay for each month employed.

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

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

ACCUMULATION

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the certified employee to whom they were granted.

DEFINITION

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

FAMILY ILLNESS/MOURNING

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

TRANSFER OF SICK LEAVE

Teachers coming to the District from another Kentucky school district, from an out of state district, or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

SICK LEAVE DONATION PROGRAM

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

Certified employees are eligible to receive donated days if they meet the criteria established in statute.

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

AFFIDAVIT

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

Family and Medical Leave (03.12322)

REASONS

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

1. For the birth and care of an employee's newborn child or for placement of a child with the employee for adoption or foster care;
2. To care for the employee's spouse, child, or parent who has a serious health condition, as defined by federal law;

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

NOTICES AND DEADLINES

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

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

The District shall designate an employee's leave, paid or unpaid, as FMLA-qualifying and shall provide a designation notice indicating whether the request is approved or if additional information is needed. Leave may be delayed if the employee does not provide proper notice (30 days advance notice for a foreseeable leave); otherwise, notice as soon as the need becomes known).

Deadline for Notice to be Provided: Absent extenuating circumstances, within five (5) business days of learning that an FMLA reason supports the leave.

ELIGIBILITY

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

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

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

RESTRICTIONS

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

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

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

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

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

Depending on the date family and medical leave is to begin, instructional employees as designated by federal regulation may be required to continue on leave until the end of the school term to avoid disruption.

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

INTERMITTENT LEAVE/REDUCED HOURS

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

CONTINUATION OF BENEFITS

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

RETURN TO WORK

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

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

NOTICE

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

Maternity Leave (03.1233)

PAID SICK LEAVE

Childbirth and recovery therefrom, which prevent the employee from performing assigned duties, shall entitle the employee to sick leave benefits as provided in Board Policy 03.1232.

An illness of the newborn shall entitle the employee to sick leave benefits as provided in Board Policy 03.1232.

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

UNPAID MATERNITY LEAVE (KRS 161.770)

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

Employees on maternity leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.123. Employees who fail to notify the Superintendent of their return by the date prescribed in Policy 03.123 cannot be guaranteed employment for the following school year.

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

FMLA

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

REQUEST FOR MEDICAL INFORMATION

Per KRS 161.770, 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.

Extended Disability Leave (03.1234)

This policy shall be applied in a manner consistent with policy 03.113 and the Americans with Disabilities Act (ADA), when those provisions are applicable.

UNPAID LEAVE

Unpaid disability leave shall be granted by the Board, upon written request, for the remainder of the school year. Thereafter, leave may be extended by the Board in increments of no more than one (1) year, provided the employee submits a written request to the Superintendent by April 1 preceding the school year for which the leave is requested.

FMLA

In compliance with the Family and Medical Leave Act of 1993, medical leave shall be granted in accordance with Board Policy 03.12322.

NOTIFICATION OF RETURN

Employees on extended disability leave shall notify the Superintendent in writing of their intent to and date of return to the school system on or before the date prescribed in Policy 03.123. Employees who fail to notify the Superintendent of their return by the date prescribed in Policy 03.123 cannot be guaranteed employment for the following school year.

VERIFICATION

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

REQUEST FOR MEDICAL INFORMATION

Per KRS 161.770, 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.

PLACEMENT UPON RETURN

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

INVOLUNTARY DISABILITY LEAVE

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

The employee shall have the right to a hearing on such involuntary leave and its renewal or extension in accordance with the provisions for hearing and appeal in KRS 161.790.¹

The Board may suspend the employee temporarily pending the physician's examination and may grant an involuntary leave of absence and renewals thereof following the physician's examination.

RETIREMENT DISABILITY

Retirement disability shall be handled in accordance with KRS 161.662.²

Jury Leave (03.1237)

SALARY

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

NOTICE

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

Military/Disaster Services Leave (03.1238)

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

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

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

The Board may grant disaster services leave to requesting eligible employees. An "eligible employee" means one who is a certified disaster services volunteer of the American Red Cross. Disaster services leave shall be with pay and shall not exceed thirty (30) work days in any twelve (12)-month period.²

Insurance (03.124)

INSURANCE

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

WORKERS' COMPENSATION

Employees who qualify for workers' compensation benefits following an assault and injury while performing assigned duties should refer to policy 03.123.

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

COORDINATION WITH SICK LEAVE

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

EMPLOYEE ELECTION

In order to maintain full salary, employees may voluntarily elect to use sick leave to which they are entitled. To coordinate benefits in connection with the employee's election to use sick leave, the employee shall pay to the district, a sum equal to workers' compensation income benefits received for the same period that the employee uses sick leave. The employee may make such payments by endorsing the workers' compensation benefits check to the district or by paying the district by personal check or cash. The employee's sick leave balance shall then be reinstated to the extent of such payment.

Expense Reimbursement (03.125)

Provided the Superintendent/designee has given prior approval to incur the expense, the Board shall reimburse school personnel for school related travel when such travel is a required part of the duties of the employee or for school related activities approved by the Superintendent. In the case of expenses reimbursed from internal accounts, the Principal shall be the authority for approving reimbursement. The Board will be responsible only for actual expenses. Allowable expenses are:

MILEAGE

Actual mileage between official work stations within the school system and actual mileage for trips outside the school system which have been approved by the Superintendent will be reimbursed at the current federal employee reimbursement rate when the employee uses his/her own vehicle. Employees should complete and turn in the mileage form and a mileage printout from mapquest.com (or similar site) to confirm the distance of the trip being reimbursed.

TOLLS AND FEES

All tolls or parking fees incurred due to school-related travel must be substantiated by a ticket or receipt. (Tolls aren't to be charged for district vehicles being operated in an official capacity.)

CAR RENTAL

Car rental charges when approved by the Superintendent and, when appropriate, the Council in SBDM schools. Charges must be substantiated by a receipt.

COMMON CARRIERS

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

OUT OF STATE TRAVEL

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

FOOD

Employees shall be eligible for a per diem reimbursement for meal expense while traveling, if the employee's travel requires an overnight stay and the employee is in travel status during specific time period at a rate not to exceed forty dollars (\$40.00) per day. Receipts will not be required to claim reimbursement for meals under the per diem method. The only authorized exception shall be for special meals prearranged as a part of a conference or meeting. The cost of such meals in "high cost" areas will be reimbursed in full based on itemized receipts.

LODGING

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

REGISTRATION FEES

Reimbursement for registration fees shall be made for school-related activities approved by the Superintendent or Principal. Charges must be substantiated by a receipt.

REIMBURSEMENT FORM

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

Planning Time

In schools not operating under SBDM, the Principal shall cause class schedules to be developed that will provide as much planning time as possible for teachers. In other schools, the council shall provide for planning time through its policies for assignment of instructional and non-instructional staff time and determination of the schedule of the school day.

Due to emergencies -- lack of substitutes or other unusual situations -- teachers may be required to supervise classes or activities during their planning period.

The planning period shall be used for appropriate instructional duties and relaxation. It may not be used for personal out-of-school activities.

Assignment (03.131)

The assignment of all certified personnel shall be made by the Superintendent. The Superintendent shall make all appointments, promotions, and transfers of certified personnel for positions authorized by the Board and, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

The Superintendent shall assign personnel who are certified for the positions they will hold and who possess qualifications established by Board policy, except in the case where no individual applies who is properly certified and/or who meets qualifications set by Board policy. The Superintendent shall not assign the relative of a school Principal to the school where the Principal is assigned unless the relative is not the spouse and was employed in that school during the 1989-90 school year. No spouse of a Principal shall be assigned to the school where the Principal is assigned unless the spouse was assigned in that school during the 1989-90 school year and there is no other position in the District for which the spouse is certified or unless the spouse was employed in the 1989-90 school year and the District has no more than one (1) elementary school, one (1) middle school, and one (1) high school. A Principal's spouse employed in the Principal's school shall be evaluated by another school administrator.

The Superintendent shall not assign a certified employee to an alternative education program as defined in KRS 160.380 as part of any disciplinary action pursuant to KRS 161.790 or as part of a corrective action plan established pursuant to the District's evaluation plan.

Transfer (03.1311)

Transfers of certified personnel shall be made by the Superintendent who, at the first meeting following the transfer, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent. Certified personnel shall be transferred into a position only if they meet the requirements of a "highly qualified" teacher as defined by the Educational Professional Standards Board for that position.

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.

TRANSFER OF EMPLOYEES CHARGED WITH A FELONY

Notwithstanding any other policy provision, the Superintendent may transfer an employee charged with a felony offense as permitted under KRS 160.380.

Promotion (03.1312)

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

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

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

Under procedures developed by the Superintendent, a listing of all District job openings shall be posted in the Central Office and in each school building on a timely basis and shall refer interested persons to the Central Office job register for additional information.

Demotion (03.1313)

In accordance with statutory provisions, the demotion of certified personnel shall be made by the Superintendent, who at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

Supervision (03.132)

SUPERVISION

IMMEDIATE SUPERVISOR

Supervision shall be provided for all certified employees. Employees shall be informed as to whom their immediate supervisor is and to whom they will be responsible.

JOB DESCRIPTION

Each employee shall be provided a job description, which shall delineate all essential functions and the general duties and responsibilities of the position held by the employee. Job descriptions shall not be considered all-inclusive descriptions of the job but shall indicate the general

parameters of the duties and responsibilities of the position. The immediate supervisor may, as needed, assign other reasonable duties to the employee.

Use of School Property (03.1321)

All personnel shall be responsible for the school equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property shall be reported to the employee's immediate supervisor.

OUTSIDE WORK

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

The Board may authorize the use of school property where a demonstrable benefit to the school or community as a whole is provided.

ELECTRONIC COMMUNICATIONS

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

DRIVING RECORD

Employees who have occasion to drive any Board owned vehicle and/or transport students shall annually provide the Superintendent with a copy of their driving record from the Kentucky Department of Transportation. Any traffic citation received during the year shall be reported to the Superintendent prior to driving a Board owned vehicle or transporting students.

USE OF ASSIGNED TELECOMMUNICATION DEVICES

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

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

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

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

Use of Personal Cell Phones/Telecommunication Devices (03.13214)

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

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

day that are not open to the public are not considered to be in the public arena. Such devices include, but are not limited to, personal cell phones and tablets.

Solicitations (03.1323)

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

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

Political Activities (03.1324)

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

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

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

SCHOOL BOARD ELECTIONS

The Superintendent shall inform all District employees of the provisions of KRS 161.164.

Disrupting the Educational Process (03.1325)

Any employee who participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events and activities, shall be considered to have committed an act of insubordination, improper conduct, or unprofessional conduct, and may be subject to disciplinary action, including termination of contract.

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

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

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 03.162, which addresses harassment/discrimination allegations.

Drug Free/Alcohol Free Schools (03.13251)

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

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

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving 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.

DEFINITIONS

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

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

AUTHORIZED DRUGS

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

WORKPLACE DEFINED

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

SUSPENSION/TERMINATION/NON-RENEWAL

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

ALTERNATIVE

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

REPORTING

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the 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.

NOTIFICATION BY EMPLOYEE

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

POST-DISCIPLINE DRUG TESTING

Following determination by an administrative or judicial proceeding that s/he engaged in misconduct involving the illegal use of controlled substances, a teacher who has been reprimanded or disciplined for misconduct involving illegal use of controlled substances shall submit to random or periodic drug testing in accordance with applicable Kentucky Administrative Regulation for a period not to exceed twelve (12) months from the date of such reprimand or disciplinary action.

EMPLOYEE RESPONSIBILITY

Employees who participate in counseling/rehabilitation programs shall do so at their own expense.

Domestic/Dating Violence Reporting and Education (03.13253)

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.

These reporting requirements covering domestic violence and abuse or dating violence and abuse do not relieve school personnel of the duty to report any known or suspected abuse, neglect, or dependency of a child pursuant to KRS 620.030. This separate reporting requirement covers abuse, neglect or dependency of a child committed or caused by a parent, guardian, other person exercising control or supervision, or a person in a position of authority or special trust.

If individual school personnel has reasonable cause to believe that a victim with whom s/he has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, s/he shall provide educational materials to the victim relating to such form(s) of abuse and including information on access to regional domestic violence programs or rape crisis centers and how to access protective orders. These materials shall be made available to school personnel in print form or on the web by the primary domestic violence, shelter, and advocacy service provider designated by the Cabinet for Health and Family Services to serve the school District's area.

Use of Tobacco, Alternative Nicotine, or Vapor Products (03.1327)

USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS PROHIBITED

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

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

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

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

Duties (03.133)

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

JOB DESCRIPTION

Prior to the authorization of any personnel position in the District budget, the Superintendent, collaborating with other District authorities with personnel assignment responsibilities, shall develop, for Board approval, a job description which establishes all essential functions of the position. The description shall encompass supervision responsibilities, completion of records and reports, and achievement of professional goals identified to enhance student achievement and help the school and/or District meet goals established by statute and/or Board policy. Certified personnel shall also be held responsible for cooperation with students, professional associates, parents, staff, and community groups.

INVESTIGATIONS

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

ACCOMMODATION

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

Outside Employment or Activities (03.1331)

OUTSIDE EMPLOYMENT

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

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

EXCEPTION

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

Hours of Duty 03.1332)

REGULAR HOURS

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

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

ADDITIONAL HOURS

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

Staff Meetings (03.1335)

Unless they are on leave or have been excused by the Principal/designee, staff members shall attend meetings called by the Principal or other authorized administrator.

SCHEDULE OF REGULAR STAFF MEETINGS

The Principal and administrative staff shall develop and present to the council for its review and comment a proposed schedule of routine staff meetings that will take place after the end of the regular instructional school day. The schedule shall include the projected dates and anticipated time frames for the meetings.

The final meeting schedule shall then be shared with staff members by the Principal/designee in a timely manner.

Changes may be made to the approved schedule and additional staff meetings may be called on short notice to address urgent school problems. Every reasonable effort shall be made to give appropriate advance notice in such cases.

Health and Safety (03.14)

SAFETY

It is the intent of the Board to provide a safe and healthy working environment for all employees. Employees shall report any unsafe conditions to their immediate supervisor, who shall cause the situation to be remedied or reported to the proper authority for remedy.

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

HAZARD COMMUNICATION PLAN

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

1. The assignment of a District employee to be responsible for the implementation and coordination of the Hazard Communication Plan;
2. The inventory of all chemicals used at each school and worksite;
3. The identification of each chemical in the inventory that is covered by the OSHA Hazard Communication Standard;
4. Maintenance of a Material Safety Data Sheet (MSDS) for each substance on the chemical inventory list for as long as the District uses the substance, plus thirty (30) years;
5. Labeling of all containers of each chemical identified as required by the Hazard Communication Standard;
6. The development of an employee Hazard Communication Information and Training Program; and
7. The development, implementation and maintenance of a written Hazard Communication Program.

BLOOD BORNE PATHOGEN CONTROL

The Superintendent/designee shall develop an Exposure Control Plan to eliminate or minimize District occupational exposure to blood borne pathogens.

The plan shall address:

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

10. A schedule for implementing all provisions required by the OSHA standard.

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

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

LOCKOUT/TAGOUT

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

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

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

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

REPORTING FATALITIES, AMPUTATIONS, HOSPITALIZATIONS, OR LOSS OF EYE

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

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

ASBESTOS MANAGEMENT

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

Personnel Records (03.15)

EMPLOYEE FILE

The District shall have only two (2) files for each employee: the master primary personnel file documenting employment history, and the school file. The primary personnel file shall be kept in the Central Office. The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. These folders may contain:

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

Contents of the school file, with the exception of the most recent evaluation, shall be placed in the primary personnel file no later than thirty (30) days after the close of the evaluation cycle (either one (1) or three (3) years).

The personnel file may be inspected by the employee. The Superintendent shall develop procedures to ensure the security of the files, including those in electronic format.

PUBLIC INSPECTION

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

MEDICAL INFORMATION

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

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

Grievances (03.16)

PROCEDURES

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

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

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

GENERAL GRIEVANCES

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

The Board of Education members may be contacted by email at boardofeducation@ludlow.kyschools.us.

PERSONNEL ISSUES

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

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

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

EXCEPTION

Harassment/Discrimination allegations shall be governed by Policy 03.162.

Harassment/Discrimination (03.162)

DEFINITION

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

PROHIBITION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

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

DISCIPLINARY ACTION

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

GUIDELINES

Employees who believe they or any other employee, student, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. If an employee is not assigned to a particular school, a report of harassment/discrimination may be made to the employee's immediate supervisor or to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

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

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) working days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.
2. The Superintendent/designee may take interim measures to protect complainants during the investigation.

3. A process to identify and implement, within five (5) working days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
4. A process to be developed and implemented to communicate requirements of this policy to all staff, which may include, but not be limited to, the following:
 - written notice provided in publications such as handbooks, staff memoranda, and/or pamphlets;
 - postings in the same location as are documents that must be posted according to state/federal law; and/or
 - such other measures as determined by the Superintendent/designee.Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy.
5. Annual training explaining prohibited behaviors and the necessity for prompt reporting of alleged harassment/discrimination; and
6. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

PROHIBITED CONDUCT

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

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing an employee to believe that he or she must submit to unwelcome sexual conduct in order to maintain employment or that a personnel decision will be based on whether or not the employee submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve individuals with disabilities in antisocial, dangerous or criminal activity where they, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

CONFIDENTIALITY

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

APPEAL

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

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

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

RETALIATION PROHIBITED

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

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

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 03.113, 03.1325 and/or 09.422.

Termination/Non-Renewal/Separation by Employee (03.17)

Termination and nonrenewal of contracts shall be the responsibility of the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

CODE OF ETHICS

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.

TERMINATION

No contract shall be terminated except upon notification of the Board by the Superintendent. Prior to notification of the Board, the Superintendent shall furnish the teacher with a written statement specifying in detail the charge against the teacher.

Termination of contracts of certified personnel shall be made in compliance with the requirements of KRS 161.790.

ALTERNATIVES TO TERMINATION

As an alternative to termination, the Superintendent, upon notifying the Board and providing written notification to the teacher, may impose sanctions in accordance with KRS 161.790.

NONRENEWAL

The Principal/immediate supervisor shall provide the Superintendent with notice of recommended non-renewals by March 15. Nonrenewal of limited contracts of certified personnel shall be made no later than May 15 in compliance with the requirements of KRS 161.750.

SEPARATION BY EMPLOYEE

Certified employees seeking to resign or terminate contracts in force shall do so in compliance with KRS 161.780.

REPORTING

The Superintendent shall comply with the reporting requirements of KRS 161.120.

Reduction in Force (03.171)

When, by reasons noted in KRS 161.800, it becomes necessary to reduce the number of certified personnel, the Superintendent shall do so in compliance with the statute.

The Superintendent, at the first meeting following a reduction in force, 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.

CRITERIA

When it is necessary to reduce the number of teachers, the Superintendent shall proceed to suspend contracts in accordance with the staffing levels approved by the Board. S/he shall, within each teaching field affected, give preference to full-time teachers holding continuing contracts and to full-time teachers who have greater seniority. Part-time employees and employees with the lowest seniority in the subject

field affected shall be the first reduced. Seniority shall be determined District-wide based on the earliest date of full-time employment within the District.

- The effective date of employment shall be the date of the contract from the Superintendent confirming employment on a full-time basis regardless of when duties actually began.
- In the event two (2) or more persons began their employment on the same date, the Superintendent will consider the employees' performance evaluations and will reduce first the employee with the greatest need for improvement. If the employees remain equal in all respects, the employee with the highest overall performance rating shall be given preference. If a tie still remains, a casting of lots shall be held by a method mutually agreeable to all parties involved.
- An employee on an approved leave of absence will not lose his/her seniority standing.
- Employees who resign and then are re-employed will have the latest date of employment as the effective date of seniority. Should an employee resign during his/her tenure with the District and then return at a later date, seniority will be calculated by subtracting the amount of time the person was not employed by the District from the initial date of hire.

The Superintendent shall submit the names of teachers whose continuing contracts have been suspended due to a reduction in force to the Principal for consideration for reinstatement after consultation with the SBDM Council.

Conflict of Interests (03.1721)

PECUNIARY INTEREST PROHIBITED

No administrator or other employee of the District with decision-making authority over the financial position of the school District shall have any pecuniary interest, either directly or indirectly, in an amount exceeding twenty-five dollars (\$25.00) per year, at the time of or after appointment, in supplying any goods, services, property or merchandise for which school funds are expended. Nor shall any such person receive directly or indirectly any gift, reward, or promise of reward for goods, services, property, or merchandise of any kind for which school funds are expended.

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

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

Employees shall not profit monetarily through use of confidential information gained in the course of or by reason of their position of employment with the District.

EXCEPTION

This policy shall not prohibit the Board from approving no contracted personal services for the benefit of the District.

Retirement (03.175)

DEFINITION

Retirement means retirement as determined by Teachers' Retirement System guidelines.

NOTICE

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

RESPONSIBILITY

Retirement benefits shall be solely a matter of contract between the employee and the Teachers' Retirement System and shall not be the responsibility of the Board except that the Board shall deduct and send to the Teachers' Retirement System, in the manner prescribed, those amounts required under law.

UNUSED SICK DAYS

Only upon initial full retirement, certified employees, or their estate, shall be compensated at the rate of thirty percent (30%) of the daily salary for each unused sick day. This calculation is based on the employee's last annual salary. For employees who retire at any other time than at the close of a school year, the last annual salary for the purpose of calculating compensation for unused sick leave, shall be the employee's salary during the preceding school year.

These calculations shall be based on the employee's last annual salary. For personnel who begin employment with a local school district on or after July 1, 2008, unused sick leave days to be recognized in calculating reimbursement under [KRS 161.155](#) shall not exceed 300 days.¹ For personnel who become members of the Teachers' Retirement System on or after January 1, 2022, payment for unused sick leave days shall not be incorporated into the annual compensation used to calculate the retirement allowance in the foundational benefit but may be deposited into the member's supplemental benefit component. The District shall provide compensation for unused sick leave days when the employee provides proof s/he qualifies as an annuitant who will receive a retirement or disability allowance from the Teachers' Retirement System. Upon death of an employee in active contributing status who was eligible to retire by reason of service, the District shall compensate the estate of the employee.

ESCROW ACCOUNT

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

Evaluation (03.18)

DEVELOPMENT OF SYSTEM

The Superintendent shall recommend for approval by the Board and the Kentucky Department of Education a personnel evaluation system, developed by an evaluation committee, for all certified employees below the level of District Superintendent, which is in compliance with and which shall be implemented consistent with applicable statute and regulation. . The District's certified evaluation plan shall be aligned with the Kentucky Framework for Personnel Evaluation.

PURPOSE

The purpose of the personnel evaluation system shall be to: support and improve performance of all certified school personnel and to inform individual personnel decisions. The District certified evaluation plan for certified personnel assigned to the District level for purposes of evaluation shall be specific to the evaluatee's job category.

FREQUENCY OF SUMMATIVE EVALUATIONS

At a minimum, summative evaluations shall occur annually for certified employees below the level of superintendent who have not attained continuing service status. Summative evaluations shall occur at least once every three (3) years for a teacher or other professional who has attained continuing service status, as well as principals, assistant principals, and other certified administrators.

REPORTING

Results of evaluations shall not be included in the accountability system under KRS 158.6455.

NOTIFICATION

The evaluation criteria and evaluation process to be used shall be explained to and discussed with certified school personnel no later than the end of the evaluatee's first thirty (30) calendar days of the school year as provided in regulation.

CONFIDENTIALITY

Evaluation data on individual classroom teachers shall not be disclosed under the Kentucky Open Records Act.

REVIEW

All employees shall be afforded an opportunity for a review of their evaluations. All written evaluations shall be discussed with the evaluatee, and he/she shall have the opportunity to submit a written response to be included in the certified employee's personnel record. Both the evaluator and evaluatee shall sign and date the evaluation instrument.

All evaluations shall be maintained in the employee's personnel file.

APPEAL PANEL

The District shall establish a panel to hear appeals from summative evaluations as required by law.

ELECTION

Two (2) members of the panel shall be elected by and from the certified employees of the District. Two (2) alternates shall also be elected by and from the certified employees, to serve in the event an elected member cannot serve. The Board shall appoint one (1) certified employee and one (1) alternate certified employee to the panel.

TERMS

All terms of panel members and alternates shall be for one (1) year and run from July 1 to June 30. Members may be reappointed or reelected.

CHAIRPERSON

The chairperson of the panel shall be the certified employee appointed by the Board.

APPEAL TO PANEL

Any certified employee who believes that he or she was not fairly evaluated on the summative evaluation may appeal to the panel within five (5) working days of the receipt of the summative evaluation. Both the evaluator and the evaluatee shall be given the opportunity, at least five (5) days in advance of the hearing to review documents that are to be presented to the District evaluation appeals panel, and may have representation of their choosing.

APPEAL FORM

The appeal shall be signed and in writing on a form prescribed by the District evaluation committee. The form shall state that evaluation records may be presented to and reviewed by the panel.

CONFLICTS OF INTERESTS

No panel member shall serve on any appeal panel considering an appeal for which s/he was the evaluator.

Whenever a panel member or a panel member's immediate family appeals to the panel, the member shall not serve for that appeal. Immediate family shall include father, mother, brother, sister, husband, wife, son, daughter, uncle, aunt, nephew, niece, grandparent, and corresponding in-laws.

A panel member shall not hear an appeal filed by his/her immediate supervisor.

BURDEN OF PROOF

The certified employee appealing to the panel has the burden of proof. The evaluator may respond to any statements made by the employee and may present written records that support the summative evaluation.

HEARING

The panel shall hold necessary hearings. The evaluation committee shall develop necessary procedures for conducting the hearings.

PANEL DECISION

The panel shall deliver its decision to the District Superintendent, who shall take whatever action is appropriate or necessary as permitted by law. The panel's written decision shall be issued within fifteen (15) working days from the date an appeal is filed. No extension of that deadline beyond April 25th shall be granted without written approval of the Superintendent.

REVISIONS TO PREVIOUSLY APPROVED DISTRICT EVALUATION PLAN

If a revision adding or removing a source of evidence or changing a decision rule or calculation in the summative rating formula in the District's certified evaluation plan is made by the local certified evaluation committee, the revised certified evaluation plan shall be reviewed and approved by the Board. If the Board determines that changes do not meet the requirements of KRS 156.557, the certified evaluation plan shall be returned to the certified evaluation committee for revision. The Superintendent shall submit proposed revisions to the evaluation plan to the Board for its review to ensure compliance with applicable statute and regulation. Upon adoption, all revisions to the plan shall be submitted to the Kentucky Department of Education for approval.

Professional Development (03.19)

PROGRAM TO BE PROVIDED

The Board shall provide a high quality, personalized, and evidence based professional development (PD) program that meets the goals established in KRS 158.6451, the Every Student Succeeds Act (ESSA), and in the local needs assessment. At the direction of the Superintendent or designee and in conjunction with each school, the PD coordinator shall facilitate the development and implementation of this program for all certified employees. Programs may also include classified staff and parent members of school councils and committees.

The PD program for the District and each school shall be incorporated into the Comprehensive School/District Improvement Plan. Prior to the implementation of the program, the school PD plan shall be made public, and the District PD plan shall be posted to the District web site.

The program shall be based on a Board-approved PD plan for the District, which is designed;

1. to help achieve student capacities established by KRS 158.645 and goals established by KRS 158.6451;
2. to support the District's mission, goals and assessed needs; and
3. to increase teachers' understanding of curriculum content and methods of instruction appropriate for each content area based on individual school plans.

The PD plan shall reflect individual needs of schools and be aligned with the Comprehensive School/District Improvement Plan, ESSA requirements, and teacher growth plans..

ACTIVE SHOOTER SITUATIONS

By November 1, annually, a minimum of one (1) hour of training on how to respond to an active shooter situation shall be required for all District employees with job duties requiring direct contact with students. The training shall be provided either in person, by live streaming, or via a video recording prepared by the Kentucky Department of Education in collaboration with the Kentucky Law Enforcement Council and the Center for School Safety and may be included in the four (4) days of professional development under KRS 158.070. When a staff member subject to the training requirements of this subsection is initially hired after the training has been provided for the school year, the District shall provide materials on how to respond to an active shooter situation.

SCHOOL RESPONSIBILITIES

Each school shall plan professional development with the PD coordinator and, when appropriate, with other schools to maximize training opportunities. In addition, each school's PD plan shall be submitted to the Board for review and comment.

DOCUMENTATION

The school/District PD plan shall include the method for evaluating impact on student learning and using evaluation results to improve professional learning.

Documentation of completed professional development, including a written evaluation, shall be required. Unless an employee is granted leave under an appropriate Board policy, failure to complete and document the required hours of professional development during the academic year shall result in a reduction in salary and may be reflected in the employee's evaluation.

Instructional Leaders' Training (03.1912)

Instructional leaders, as defined by the Educational Professional Standards Board (EPSB), shall participate in a continuing intensive training program designed especially for instructional leaders.

REQUIRED HOURS

Each school year an instructional leader shall complete no less than twenty-one (21) participant hours in an intensive training program approved by the Kentucky Board of Education. As required by Kentucky Administrative Regulation, the District shall report the name of any instructional leader who fails to complete the required twenty-one (21) hours of training.

PROBATION

Failure to participate in the required training shall result in one-year probation. Those instructional leaders who fail to complete the training hours for the prior year and the current year during the probationary period shall have their administrative certificates revoked by the Education Professional Standards Board.

Weapons (05.48)

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

WEAPONS PROHIBITED

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

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

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed under Policy 09.435. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

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

Exceptions:

- An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in [KRS 527.070](#).
- Law enforcement officials, including peace officers and police as provided in [KRS 527.070](#) and [KRS 527.020](#), are authorized to bring weapons onto school property in performance of their duties.

FEDERAL REQUIREMENTS REGARDING STUDENTS

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

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

STATE POSTING REQUIREMENTS

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

STATE POSTING REQUIREMENTS (CONTINUED)

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

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

STATE REPORTING REQUIREMENTS

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

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

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

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

ENFORCEMENT

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

BENEFIT INFORMATION

HEALTH INSURANCE

Eligibility

Certified employees working .7 and above are eligible for health insurance.

Payment

The State pays a set amount each month toward the cost for each employees' health insurance. (Check with Benefit Administrator for specific amount.) A choice of plans is provided to state employees working at Ludlow Independent Schools. The plan selected will go into effect on the first day of the second month of employment.

HRA

If health insurance is waived, an employee may be eligible to receive a fixed monthly contribution from the state into a Health Reimbursement Account. Unused money may be rolled over to the following year, as long as the employee continues to waive health insurance.

Medical & Dependent Care Flexible Spending Account

Employees may contribute their own money into a flexible spending account for medical and/or dependent care reimbursement.

1. Up to \$500.00 of the unused amount carries over to the following year
2. Year ending December 31
3. All employees who qualify for state-sponsored health insurance are eligible.

Dental Insurance

Employees are eligible to enroll in Anthem Dental Plan, which offers three (3) plans.

1. Bronze
2. Silver
3. Gold

Vision Benefits

Employees are eligible to enroll in Anthem Vision Plan, which offers three (3) plans.

1. Bronze
2. Silver
3. Gold

All fulltime employees are eligible.

LIABILITY INSURANCE

Liability insurance is provided by the Board of Education in the amount of \$1,000,000. All employees are eligible.

RETIREMENT SYSTEM

Eligibility

All certified employees, including part time, are entitled to participate in Kentucky Teachers' Retirement System (KTRS), 502-573-3266.

Payment

Employees will have 12.855% withheld from their paychecks. There will be a state-mandated percentage matched by the employer, and employee Medicare deduction will be 1.45%.

Vested

Employees must be members of KTRS for five (5) years to be vested.

Unused Sick Days

At retirement, employees may convert 30% of unused sick leave.

TAX DEFERRED ANNUITY

ANNUITY PLAN

All employees are eligible to participate in a tax deferred annuity plan whereby payment of income tax may be deferred on money saved for retirement purposes. Lists of plans available are in the Human Resources Department.

CAFETERIA PLAN

Employees may participate in an elective offering of specialty insurance programs that may be purchased as a salary deduction, which is tax-free. There is an enrollment period.

CREDIT UNION

PAYROLL DEDUCTIONS

All employees are eligible for payroll deductions with the Northern Kentucky Education Federal Credit Union (859.441.3405).

Acceptable Use Policy for Staff

The Ludlow independent School District (LISD) believes that children can benefit from relevant and educational experiences involving a wide array of technological and electronic resources. Access to various software, email, and the Internet will enable students and staff to explore thousands of libraries, databases and internet sites while exchanging messages with users throughout the world. The purpose of this section is to provide guidelines for insuring appropriate use of electronic resources by students and staff. This Acceptable Use Policy (AUP) addresses the use of the Network and also the use of technology resources provided by LISD, including desktop computers, laptop computers, net books, tablets, peripheral telephone usage and other instructional technology equipment.

In addition to providing students and staff with the understanding and skills needed to use technology resources and telephone services in an appropriate manner, LISD reserves the right to monitor all activity on the Network, including Internet, Email and instant messaging. Furthermore the LISD:

1. Reserves the right to monitor computer use or lack of use.
2. Reserves the right to deny access to the Network, including Internet, Email and instant messaging to any individual.
3. Shall establish procedures that will maximize the Network system security.

GENERAL GUIDELINES

1. Internet access through the school is to be used for instruction, research, and school administration.
2. School access is not to be used for private business.
3. Internet access for students must be agreed upon by the parents/guardians of students.
4. Although LISD does implement filters to decrease the risk, users should be warned that some material accessible via the Network may contain items and information that are illegal, defamatory, inaccurate, sexually explicit, or otherwise potentially offensive to some people.
5. Adults should not permit nor encourage students to reveal their full name and personal information, such as address, phone number, financial information, social security number, etc. ("Personally Identifiable Information").
6. Do not give our/your password to anyone.
7. Do not create or share computer viruses.
8. Do not destroy or alter another person's data.
9. Do not login, share or alter anyone else's local or Internet accounts.
10. You may not use the Network for commercial purposes.
11. You may not monopolize the resources of the LISD Network by such things as running large programs and applications over the network, sending massive amounts of e-mail to other users or using the system for games, streaming movies or streaming music.
12. You may not break or attempt to break into the LISD Network.
13. You may not play multi-user games via the Network.
14. No illegal activities may be conducted via the LISD Network.
15. You may not circumvent security measures of the computer or Network. This includes using a "proxy redirect" website or program to access web pages that have been blocked.
16. Do not transmit obscene, abusive or sexually explicit language or material.
17. No Privacy Guarantee – The Superintendent/designee has the right to access and review files and communications to maintain system integrity and ensure that individuals are using the system responsibly.
18. Installing or using any unlicensed software or hardware on the Network or on any LISD owned electronic instructional device.

TELECOMMUNICATION USAGE

1. Telephone service is available primarily to provide two-way communications with the school office and for contact with parents.
2. Staff will refrain from using telephones during instructional time, whether it is for voice calls, social networking, or texting/messaging.
3. Instructional time will not be interrupted to transfer calls except in emergencies.

4. All standards and regulations contained within the AUP and accompanying procedures governing inappropriate language apply to telephone usage. The regulations governing telephone usage also apply to District cellular phones and other District wireless telecommunication systems.

TEACHER AND STAFF SUPERVISION OF STUDENT TECHNOLOGY USE

1. Teachers and others whose duties include classroom management and/or student supervision shall sign an Acceptable Use Policy agreement acknowledging responsibility for exercising reasonable supervision of student access to Internet and electronic mail.
2. Teachers shall not direct or advise students accessing school computing and communications networks to use electronic mail systems other than the Kentucky Education Technology System standard email system.
3. In the same way that a teacher or library media specialist provides various levels of guidance to students visiting a library, the teacher/staff member supervising student use will want to structure various levels of Internet access depending upon age, grade level, or student performance.

ELECTRONIC COMMUNICATION REGULATIONS, INCLUDING EMAIL, INSTANT MESSAGES, AND SOCIAL NETWORKING

As a technology resource operator, you are expected to make appropriate use of technology resources and Electronic Instructional Devices provided by LISD. Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related entities. Only the Kentucky Education Technology Systems email can be used.

1. Be polite. Do not write/send abusive, harassing, insulting, or threatening messages to others.
2. Do not forward chain letters, jokes or other emails not related to school.
3. Do not swear, use vulgarities or any other inappropriate language.
4. Do not send documents containing pornographic, obscene or sexually explicit material.
5. Do not send email messages using another person's name or account.
6. Do not send email messages anonymously.
7. Ensure that you have kept a copy of all documents required for legal document retention.
8. Electronic mail is not private. District personnel do have access to all email, and email usage is monitored.

LISD employees may set up blogs and other social networking accounts using LISD resources and following this Policy to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

In order for LISD employees to utilize a social networking site using LISD owned or LISD provided technology resources for instructional, administrative or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent.
2. If permission is granted, staff members will set up the site following any LISD guidelines developed by the Superintendent's designee.
3. If written parental consent is not otherwise granted through AUP forms, staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access.
4. Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use; and
 - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

Staff members are discouraged from creating *persona*/social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk. ALL school personnel should remember that they are required by KRS 620.030 to report to the proper authorities in writing *any* knowledge of a student who is in danger of being harmed by him/herself or another or any students who is neglected. This would include information gathered from a social networking site.

DISREGARD OF RULES

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

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

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

RESPONSIBILITY FOR DAMAGES

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

**Copy of the
Teacher Laptop Usage Agreement**

Name of Employee: _____

Description: Lenovo IIE Yoga

I agree to the following conditions:

1. Do not use the laptop for private purposes if those purposes require installing software or altering the operating system or would interfere in the laptop's ability to perform the functions for which it is intended. You may install personal printer drivers.
2. The Ludlow Independent Schools Technical Staff is not responsible for any data on the laptop computer and will not attempt to restore data in the case of computer failure. The user is solely responsible for backing up data on the computer.
3. You have a professional responsibility to ensure the security of the laptop at all times.
4. Do not expose computer/laptops to excessive heat. Humidity levels should be 50 or higher.
5. Do not leave the computer/laptop in a car for an extended period of time. (Cars get very hot during sunny days). Be sure to lock your car when leaving the laptop in the car. Put the laptop in the trunk or out of sight.
6. If you enter personally identifiable information about students or staff members into the computer or compile this data you must ensure that the confidentiality of that information is maintained.
7. The computer may not be used to make copies of any software unless the software's publisher has granted permission.
8. Don't connect the laptop to the same electrical circuit as a major appliance (such as an air conditioner, heater, refrigerator, etc.) – fluctuating line voltage may create serious problems.
9. Avoid vibrations while using the laptop and secure the computer/laptop when transporting.
10. Individuals shall reimburse the Board for replacement of District property lost, stolen, damaged, or vandalized while under their care.

I have received, read, understand, and will abide by the *Laptop Usage Agreement* and the *Acceptable Use Policy* for Staff.

Signature of Employee

Date

Print, sign & return form to the District Office as soon as possible.

CERTIFIED EMPLOYEE VERIFICATION FORM

Please read this carefully before signing:

I verify that I have received a copy of and reviewed the Certified Employee Handbook of the Ludlow Independent School District. I will abide by the statements, rules, and policies in this handbook. I have reviewed the Code of Ethics in this handbook and will abide by them.

I have read the Ludlow Independent School District's Acceptable Use Policy. I understand and will abide by the stated terms and conditions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken. I understand if I engage in unauthorized conduct that results in liability, I will assume full responsibility for that liability and release and hold the Ludlow Independent School District harmless for any consequences that result from my conduct. I understand and will abide by the Teacher Laptop Usage Agreement.

I agree to promote the Student Acceptable Use Policy with each of my students. I agree to instruct students on acceptable use of the Network and Internet and proper Network/Internet etiquette. During the times students are assigned to my care, I agree to direct students to acceptable Network/Internet resources and monitor their use at all times. Neglect in my responsibility as an instructor could result in disciplinary action.

Name (Please print): _____

Job Title: _____

Signature: _____ Date: _____

Print, sign & return form to the District Office as soon as possible.