

EMPLOYEE HANDBOOK



Whitley County Schools

Whitley County Schools

EMPLOYEE HANDBOOK



Whitley County Schools...Making Great Things Happen

Whitley County Schools

300 Main Street

Williamsburg, KY 40769-7006

Phone 606.549.7000 • FAX 606.549.7006

www.whitley.kyschools.us

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

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Introduction

Educational Philosophy



We believe that the Whitley County School System should provide a challenging program for all pupils regardless of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, age, religion, sex, political affiliation, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions in employment, educational programs, or activities. Each individual should be given an equal opportunity for maximum development of his/her potential in the areas of physical, cultural, social, and moral life.

We believe that our program should contribute to opportunities for academic achievement and cultural enrichment. The curriculum should include a wide range of courses of study and extracurricular activities varied enough to give opportunities for self-expression.

We realize the need for each pupil to live a happy, useful, and worthwhile life. Therefore, the school has a definite responsibility in the establishment of constructive attitudes.

We believe that moral values and citizenship responsibilities need to be firmly and consistently stressed in our efforts to help the pupil determine his/her standards of behavior and to assume responsibility for his/her own behavior.

We believe pupils must be the center of every decision made with efforts directed toward the activation of educational curiosity and the reinforcement of citizenship responsibilities.

We believe that the American system of education must be the most forceful institution in perpetuating democracy.

Each pupil must be taught that the privileges of democracy must be balanced with individual responsibility.

Educational Goals

- To provide guidance for all children in order for them to develop their physical, mental, emotional, and social abilities that will help them to become creative, productive individuals in society.
- To teach basic learning skills to student so they may attain competency consistent with their abilities.
- To maintain an educational system where students' progress is based on achievement.
- To provide a course of study designed to train students in the field(s) that best fit their interests and abilities, one that fits the needs of the college-bound student as well as the student destined for the world of work.
- To stimulate the development of students through involving them in the learning process with provisions made for individual interests. Each classroom should be a happy, wholesome situation.

- To encourage participation in extracurricular activities as a learning experience.
- To provide a program of activities in music, art, dramatics, health, and physical education in which the student will find self-expression and a wholesome outlet during leisure time.
- To encourage each child to cultivate high ethical and moral standards. Each teacher should be aware of the responsibility for this important phase of the educative process.
- To help each child recognize his/her responsibilities as a citizen with proper respect for authority and civil law as well as for school law. The child must be taught to have an understanding of and respect for patriotism so that s/he may have an earnest desire to promote the general welfare of all people.
- To encourage each department or classroom of the school to be cooperative with other departments or classrooms with the welfare of all students and the entire school as their prime objective.
- To furnish school buildings, equipment, books, and materials of quality that will be conducive to the highest achievement of each child.

In order to accomplish these goals, the citizens of Whitley County must be expected to provide for the total educational program and cooperate with the school staff in reaching the goals of democratic education.

Educational Beliefs

- We believe that education improves the quality of life.
- We believe that student values are influenced by family support.
- We believe that a positive self-image is essential.
- We believe that education is valuable to the individual and to the community.

Welcome

Welcome to the Whitley County School District for the 2023 – 2024 school year. Thank you for making Whitley County Schools a place where great things are happening.

The purpose of this *Handbook* is to acquaint you with general Board of Education policies that govern and affect your employment and to outline the benefits available to you as an employee of the Whitley County School District.

You are expected to be familiar with policies and procedures that are related to your job

Because this *Handbook* is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this *Handbook* and Board policy or administrative procedure, the policies and procedures govern. It is the employee’s responsibility to refer to the actual policies and/or administrative procedures for further information. Board of Education policies and procedures are available at the Central Office, in each Principal’s office, and in each school library. Policies and procedures also are available on line via the District’s web site or through this Internet address: <http://policy.ksba.org/w07/>. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. ✓ **Policy 01.5**

School council policies, which are also available from the Principal, may also apply in some instances. ✓ **Policy 02.4241**

In this *Handbook* bolded policy codes indicate related Board of Education policies and procedures. If you have questions, contact your immediate supervisor or the Central Office.

Return the completed Acknowledgment Form to the Central Office.

Located in the back of this *Handbook* is an Acknowledgment Form. Once you review this *Handbook*, please read the Acknowledgment Form, sign and date the Form, and return the Form to the Central Office.

Board of Education Mission

The mission of the Whitley County School System is to ensure the mastering of essential skills, learning necessary social skills, completing high school, and developing a positive attitude toward continuing education through effective teaching, appropriate curriculum, and family and community involvement in a positive learning environment.






Future Policy Changes

Although every effort will be made to update the *Handbook* on a timely basis, the Whitley County School District reserves the right and has the sole discretion to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right and has the sole discretion to modify or change any portion of this *Handbook* at any time.

Whitley County Board of Education

The Board of Education meets on the third Thursday of each month
At 5:00 P.M. at the Whitley County Board of Education, Central Office.

John Siler, Superintendent
Whitley County Schools
300 Main Street
Williamsburg, KY 40769-1115
606.549.7000

BOARD MEMBER	ADDRESS	PHONE	E-MAIL
Kenneth Carr 	1063 Wolf Creek River Road Williamsburg, KY 40769	606.304-2520	<i>kocarr@gmail.com</i>
Paula Grubb 	636 Ainer Jackson Road Corbin, KY 40701	606.524.5735	<i>pgrubb78@gmail.com</i>
Brenda K. Hill, Board Chair 	6948 Meadow Creek Rd. Williamsburg, KY 40759	606.539.9488 or 606.344.5339	<i>bkhill@hughes.net</i>
Joe E. Jones Board Vice-Chair 	2180 Hwy. 1804 Williamsburg, KY 40769	606.786.4069 or 606.786.9686	<i>je.jones@whitley.kyschools.us</i>
Brenda Rose 	7263 Cumberland Falls Hwy. Corbin, KY 40701	606.521.0888	<i>brenda.rose@whitley.kyschools.us</i>

Central Office Personnel

TITLE	CONTACT	PHONE	E-MAIL
Superintendent	John Siler	606.549.7000	john.siler@whitley.ky.schools.us
Deputy Superintendent	Paula Rickett	606.549.7000	paula.rickett@whitley.kyschools.us
Administrative Assistant	Angie Griffith	606.549.7000	angie.griffith@whitley.kyschools.us
Director of Pupil Personnel Homebound Supervisor Director of Safe Schools	Patrick Bowlin	606.549.7000	patrick.bowlin@whitley.ky.schools.us
Attendance/Data Technician	Reta Elson	606.549.7000	reta.elson@whitley.kyschools.us
Receptionist	Dallas Sawyers	606.549.7000	dallas.sawyers@whitley.kyschools.us
PAVE Coordinator/HR Assistant/	Stacey Sasko	606.549.7000	stacey.sasko@whitley.kyschools.us
Chief Finance Officer/Treasurer	Alicia Logan	606.549.7000	alicia.logan@whitley.kyschools.us
Assistant Finance Officer	Jack Lawson	606.549.7000	jack.lawson@whitley.kyschools.us
Purchasing/Fixed Assets Clerk	Mike Harris	606.549.7000	michael.harris@whitley.kyschools.us
Finance Assistant/Payroll Manager	Heather Kersey	606.549.7000	heather.kersey@whitley.kyschools.us
Payroll Clerk II	Tonya McCullah	606-549-7000	tonya.mccullah@whitley.kyschools.us
Director of Human Resources & Public Relations	Tania Sharp	606.549.7000	tania.sharp@whitley.kyschools.us
Director of Food Services	Sharon Foley	606.549.7000	sharon.foley@whitley.kyschools.us
Food Service Secretary	Rhonda Bowling Stacy Smith	606.549.7000	rhonda.bowling@whitley.kyschools.us stacy.smith@whitley.kyschools.us
Director of Special Education 504 Coordinator	Ralph Johnson	606.549.7000	ralph.johnson@whitley.kyschools.us
IDEA Office Manager	Crystal Barton	606.549.7000	crystal.barton@whitley.kyschools.us
School Psychologist	Kellyn Mitchell	606.549.7000	kellyn.mitchell@whitley.kyschools.us
School Psychologist	Brittany Powers	606.549.7000	brittany.powers@whitley.kyschools.us
Instructional Coach P.D. & Grant Coordinator	Kim Creekmore	606.549.7000	kim.creekmore@whitley.kyschools.us
Instructional Coach	Laurel Bowlin	606.549.7000	laurel.bowlin@whitley.kyschools.us
Instructional Coach	Benjamin Croley	606.549.7000	benjamin.croley@whitley.kyschools.us
Instructional Coach Save The Children	Heather Stewart	606.549.7000	heather.stewart@whitley.kyschools.us
Gifted & Talented Coordinator	Ruth Osborne	606.549.7000	ruth.osborne@whitley.kyschools.us
Early Childhood Education Liaison	Cymbre Crisologo	606.549.7000	cymbre.crisologo@whitley.kyschools.us
Psychological Assessment Specialist	Rachel Logan	606.549.7000	rachel.logan@whitley.kyschools.us
Homeless Liaison	Judy Petrey	606.549.7000	judy.petrey@whitley.kyschools.us
Chief Information Officer	Kevin Anderson	606.549.7000	kevin.anderson@whitley.kyschools.us
Technology Manager	Tammie Baird	606.549.7000	tammie.baird@whitley.kyschools.us
Technology Integration Resource Teacher	Kellie Anderson	606.549.7000	kellie.anderson@whitley.kyschools.us
Technology Communication Manager	Daniel Housman	606.549.7000	daniel.housman@whitley.kyschools.us
Technology Assistant	Debbie Paul	606.549.7000	debbie.paul@whitley.kyschools.us
Technology Assistant	Theresa Hinkle	606.549.7000	theresa.hinkle@whitley.kyschools.us

Central Annex Office Personnel

TITLE	CONTACT	PHONE	E-MAIL
Secretary	Terry Wells	606.549.7001	terry.wells@whitley.kyschools.us
Health Services Coordinator	DeeDee Bishop	606.549.7001	deedee.bishop@whitley.kyschools.us
Save The Children/Sponsorships	Heather Mulberry	606.549.7001	heather.mulberry@whitley.kyschools.us
Save The Children	Tessa Stack	606.549.7001	tessa.stack@whitley.kyschools.us
Save The Children	Tammy Meadors	606.549.7001	tammy.meadors@whitley.kyschools.us

School Directory

OFFICE/SCHOOL	PRINCIPAL	TELEPHONE	SCHOOL #	SCHOOL LEVEL	E-MAIL
Whitley County High School 350 Blvd. of Champions Williamsburg, KY 40769	Julie Osborne	606.549.7025	430	9 – 12	Julie.osborne@whitley.kyschools.us
Whitley County Middle School 351 Blvd. of Champions Williamsburg, KY 40769	Stuart Conlin	606.549.7050	435	7 – 8	stuart.conlin@whitley.kyschools.us
Boston Elementary School 3291 Highway 1804 Williamsburg, KY 40769	Heather Roaden	606.549.7872	060	P – 6	heather.roaden@whitley.kyschools.us
Oak Grove Elementary School 4505 Cumberland Falls Rd. Corbin, KY 40701	Tonya Faulkner	606.549.7867	290	P – 6	tonya.faulkner@whitley.kyschools.us
Pleasant View Elementary School 5554 Highway 25W South Williamsburg, KY 40769	Randy Love	606.549.7085	320	P – 6	randy.love@whitley.kyschools.us
Whitley East Elementary School 13781 Highway 92E P.O. Box 949 Siler, KY 40763	Mike Partin	606.549.7097	062	P – 6	mike.partin@whitley.kyschools.us
Whitley County Central Elementary School 520 Blvd. of Champions Williamsburg, KY 40769	Brandon Anderson	606.549.7060	365	P – 2	brandon.anderson@whitley.kyschools.us
Whitley County North Elementary School 6670 Highway 26 Rockholds, KY 40759	Larry Brown	606.549.7869	350	P – 6	larry.brown@whitley.kyschools.us
Rockholds Alternative School 351 Boulevard of Champions Williamsburg, KY 40769	Terry Huddleston	606.539.2389	225	7 – 12	terry.huddleston@whitley.kyschools.us
Whitley County Intermediate School 2940 North US 25W Williamsburg, KY 40769	Susan Brashear	606.549.8011	061	3 – 6	susan.brashear@whitley.kyschools.us

2023 – 2024 School Calendar

Whitley County School District 2023-24 School Calendar

Board Approved 2/16/23

July 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2023				
M	T	W	T	F
	1 PD	2 PD	3 PD	4 PD
7	8 O	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September 2023				
M	T	W	T	F
				1
4 H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 9 1st Day for Students

October 2023				
M	T	W	T	F
2	3	4	5	6
X	X	X	X	X
16	17	18	19	20
23	24	25	26	27
30	31			

November 2023				
M	T	W	T	F
		1	2	3
6	X	8	9	10
13	14	15	16	17
20	21	X	23 H	X
27	28	29	30	

December 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
X	X	X	X	X
25 H	X	X	X	X

January 2024				
M	T	W	T	F
1 H	2	3	4	5
8	9	10	11	12
X	16	17	18	19
22	23	24	25	26
29	30	31		

February 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	X

April 2024				
M	T	W	T	F
1 M	2 M	3 M	4 M	5 M
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13 C	14 M	15 M	16 M	17 M
20 M	21 E	22 M	23 M	24 M
27 M	28 M	29 M	30 M	31

June 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 10 Last Day for Students

- | | |
|--|--|
| <p>4 Holidays</p> <p>Sept. 4 Labor Day</p> <p>Nov.23 Thanksgiving Day</p> <p>Dec. 25 Christmas Day</p> <p>Jan. 1 New Years Day</p> <p>4 PD Days August 1-3, August 4 Principal Provided</p> <p>1 Opening August 8</p> <p>1 Closing May 13</p> <p>5 Flexible Planning Days at Superintendent or Principal Discretion</p> | <p>O Opening</p> <p>C Closing</p> <p>ER Early Release</p> <p>F Flex Day</p> <p>H Holiday</p> <p>M Makeup</p> <p>PD Professional Development</p> <p>N Non-traditional Instruction Day</p> <p>W Weather Cancellation</p> |
|--|--|

District Web Site

The Web site contains a wealth of information about our District.

Employees are strongly encouraged to acquaint themselves with and to use the District's Web site (www.whitley.kyschools.us). From the home page, you can access information about our schools, view the school calendar and comprehensive plans, and link to various resources for teachers and students.

Employee Expectations



As an Employee of Whitley County Schools

I WILL.....

1. Maintain a primary focus on student learning.
2. View all students as able to succeed.
3. Demonstrate a commitment to develop the “whole” student.
4. Build and maintain positive, professional relationships with students and parents.
5. Create a climate that promotes fairness and equity.
6. Understand the long-term goals of teaching and learning.
7. Modify instruction to increase student learning.
8. Build and maintain positive, professional relationships with colleagues.
9. Collaborate positively with others.
10. Show respect for others.
11. Respect cultural diversity and individual differences.
12. Exhibit ethical behavior.
13. Have a professional appearance within school guidelines.
14. Be dependable and punctual
15. Demonstrate leadership and a commitment to lifelong learning.
16. Commit to ongoing professional performance.
17. Reflect on personal performance.
18. Be receptive to constructive feedback.
19. Display a positive attitude and enthusiasm.
20. Respect and promote Whitley County Schools in a positive manner at all times.

You are not here merely to make a living. You are here in order to enable the world to live more amply, with greater vision, with a finer spirit of hope and achievement. You are here to enrich the world, and you impoverish yourself if you forget the errand. — Woodrow Wilson

General Terms of Employment

Equal Opportunity Employment

The Board is an Equal Opportunity Employer.

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

The Whitley County School District is an Equal Opportunity Employer. The District does not discriminate on the basis 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.

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

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

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact the Superintendent at the Whitley County School District Central Office. ✓ **Policies 03.113/03.212**

Harassment/Discrimination/Title IX Sexual Harassment

Harassment or discrimination of employees will not be tolerated.

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

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

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

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

Title IX Coordinator (TIXC): Bryan Stewart

Office Address: 300 Main Street, Williamsburg, KY 40769

Office Email: bryan.stewart@whitley.kyschools.us

Office Phone: (606) 549-7025

504 Coordinator: Dr. Ralph Johnson

Office Address: 300 Main Street, Williamsburg, KY 40769

Office Email: ralph.johnson@whitley.kyschools.us

Office Phone: (606) 549-7000

✓ **Policy 01.1**

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the TIXC, or by any other means that results in the TIXC receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the TIXC. ✓ **Policy 09.428111**

Title IX Sexual Harassment Grievance Procedures are located on the District Website.

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

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

✓ **Policy 07.1**

Hiring

You are responsible for completing payroll documentation.

Except for non-contracted substitute teachers, all employees, including regular full-time and part-time classified employees, are required to sign a written contract with the Whitley County Board of Education. Each employee is responsible for completing all employee payroll documentation.

A list of all District job openings is available at the Central Office. Certified openings are posted on the KEPS website. Classified openings are posted on the District homepage. For further information on hiring, refer to Policies 03.11/03.21 and related procedures. ✓ **Policies 03.11/03.21**

Drug-Testing

Applicants being considered for employment and employees being transferred or promoted to safety-sensitive positions are required to submit to a urinalysis test for substance abuse. When the Superintendent reasonably suspects that an employee's on-the-job performance is impaired or affected by substance abuse, that employee may be required to submit a breath and/or urine sample for substance abuse testing. Also, an employee who has undergone rehabilitation for substance abuse will be required to undergo follow-up testing as established by the Superintendent. ✓ **Policies 03.13251/03.23251**

Contract Status

Certified Employees: Certified employees shall earn tenure when the following criteria have been met:

1. The employee:
 - Holds a standard or college certification as defined in KRS 161.720 or meets the certification standards for vocational education teachers established by the Education Professional Standards Board; and
 - Is reemployed by the Superintendent after teaching four (4) consecutive years in the District, or after teaching four (4) years which shall fall within a period not exceed six (6) years in the District, the year of present employment included, and
 - Worked a minimum of 140 days within each of those school years at a minimum of six (6) hours per day.
2. The employee has worked and earned tenure in another Kentucky district will regain tenure when:
 - There is no break in service between leaving another Kentucky district and being hired by the District; and
 - The employees serves a one (1) year probationary year with the District; and
 - The employee is rehired for the following school year.

Employees not eligible for tenure include retirees and employees who hold non-traditional certificates (adjunct, emergency).

Classified Employees: Classified personnel are all those who hold positions not requiring teacher certification. ✓**Policy 03.2**

Classified employees shall earn four (4) year employment status when the following criteria have been met: Employees have four (4) years of continuous active service in the District and:

- Have worked a minimum of seventy percent (70%) of their assigned work calendar and hired as .8 FTE or greater; and
- Are rehired for employment within the fifth (5th) consecutive year during this time period; and
- Remain a classified employee during this time.

Employees not eligible for four (4) year status include substitutes, part-time (less than .8FTE), temporary workers, and independent contractors.

Transfer of Tenure

Certified Employees: All teachers who have attained continuing contract status from another Kentucky district serve a one-year probationary period before being considered for continuing contract status in the District.

The continuing service contract status of a teacher shall not be terminated when the teacher leaves employment, all provisions of KRS 161.720 to KRS 161.810 to the contrary notwithstanding, and the continuing service contract status shall be transferred to the next school district, for a period of up to seven (7) months from the time employment in the first school district has terminated.

A teacher whose contract was terminated by the former district shall not be eligible for the transfer of continuing-contract status. ✓**Policy 03.115**

Driving Record Checks and Reports

Employees who have occasion to drive any Board-owned vehicle and/or transport students are subject to annual check of their driving record from the Kentucky Transportation Cabinet. Any traffic citation received during the year shall be reported to the Superintendent prior to driving a Board-owned vehicle or transporting students. In addition, those employees subject to requirements set out in Board policy 06.221. ✓**Policies 3.1321/03.2321/06.221**

Job Responsibilities

If you have questions about your duties or responsibilities, first ask your immediate supervisor.

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

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

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

District/School Comprehensive Plans

You can access the District and School Comprehensive Improvement Plans from the District's Web site.

As part of the comprehensive improvement planning process, Whitley County Schools has both a District Plan and individual School Plans. To acquaint yourself with these plans—and to understand how you play a vital role in the planning process—you may access them through the District's Web site.

From the home page, click on the Board of Education link, then the **Comprehensive Plan** link. On the next page, just click on the plan you wish to review.

Criminal Background Check

Applicants, employees, and student teachers must undergo records checks and testing as required by law.

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

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

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

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

Confidentiality

Keep student and personnel information in the strictest confidence.

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational, or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from sharing confidential information with any unauthorized individual. Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence.

Access to be Limited

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

Information Security Breach

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

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

Certification

It is the responsibility of all employees whose employment requires a valid certificate to comply with all state requirements for maintaining that certification. In cases where an employee has allowed his/her certificate to lapse, the district shall require the employee to follow renewal procedures prior to performing their classroom duties. Failure to maintain proper certification by the employee will be considered a breach of contract. ✓ **Policies 03.112**

Salaries and Payroll Distribution

For current salary schedules, request the information from your supervisor or Principal.

CERTIFIED EMPLOYEES: Salaries for certified employees are based on a single-salary reflecting the school term as approved by the Board in keeping with statutory requirements. Compensation for additional days of employment is prorated on the employee’s base pay. No later than 45 days before the first student attendance day of each year or June 15th, whichever comes first, the Superintendent will notify certified employees of the best estimate of their salary for the next school year. ✓ **Policy 03.121**

Determination of and changes to certified employees’ rank and experience are made on September 15 of each year. To receive any rank-related increase retroactive to the beginning of the school year, candidates for National Board certification must notify the Superintendent/designee in writing prior to September 15 that certification is pending.

It is the responsibility of new employees to complete paperwork required for payroll and fringe benefit purposes. Paychecks cannot be issued until that process is complete. New employees should contact Human Resources for assistance.

Checks are issued according to a schedule approved annually by the Board. ✓ **Policies 03.121/03.221**

CLASSIFIED EMPLOYEES: Classified employees may be paid on an hourly or salary basis, as the Board determines. Hourly rates are listed on the classified salary scale, which is available through your supervisor or Principal. Overtime must be approved in advance by the Superintendent or designee. ✓ **Policy 03.221**

ALL EMPLOYEES: At the end of the school year, employees who have completed their duties may request to be paid their remaining salary before the end of the fiscal year (June 30). ✓ **Policies 03.121/03.221**

Hours of Duty

Employees may be required to perform extra duties as directed by school policy or as assigned by their immediate supervisor.

CERTIFIED EMPLOYEES: Certified employees who are assigned to a school shall be prompt in attendance and shall remain on duty as specified by school policy or their immediate supervisor. Principals must be on duty 30 minutes before school begins and, unless otherwise approved by the Superintendent, remain a reasonable time in the afternoon to confer with parents, pupils, and teachers.

Teachers/Certified personnel and other district personnel shall personally sign in and out or clock in or out each day. Teachers shall be on duty for a minimum of 7.5 hours daily. Each full-time teacher is provided with a duty-free lunch period each day during the regularly scheduled student lunch period.

Staff development days, during which teachers will work at least 7.5 hours, including a one (1) hour lunch, will be indicated on the instructional calendar. None of those days shall be flexible unless the Superintendent grants a specific exception based on a well-defined plan. Thus, in the event that a non-flexible staff development day is missed the employee will be required to cover the day with available leave or receive a cut day. Any exception to this for extenuating circumstances must be approved by the Superintendent or designee. Requests to do an alternate staff development day shall be submitted to the appropriate Director and forwarded to Office of the Superintendent for approval. ✓ **Policy 03.1332**

Employees are not allowed to leave their job assignments during duty hours without the express prior approval of their immediate supervisor. ✓ **Policy 03.1332**

CLASSIFIED EMPLOYEES: Classified employees shall be prompt in attendance and shall follow work schedules prepared by their immediate supervisor and approved by the Superintendent/designee. The work year shall be established in the salary schedule and calendar. ✓ **Policy 03.2332**

The work schedule for classified personnel is determined by the Principal or Director. The work week for hourly (non-exempt) classified employees shall not exceed forty (40) hours per week, unless overtime is authorized by the immediate supervisor. ✓ **Policy 03.221**

ALL EMPLOYEES: Employees may be required to perform additional duties as directed by school policy or as assigned by their immediate supervisor.

A fundamental requirement for all jobs in the Whitley County School System is that employees be present and on time to perform their duties and that they remain for their entire work shift.

It is the responsibility of the Principal of each school to ensure that all certified employees and all classified employees maintain required extended days sign-in/clock-in documentation of time worked to fulfill their contract with the Whitely County Schools. The Principal/direct supervisor must approve the work calendars of certified extended day employees and classified employees.

Supervision Responsibilities

You are required to assist in providing appropriate supervision and correction of students.

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

District employees may not send students off school property on errands. ✓ **Policy 09.221**

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

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

Bullying/Hazing

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

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

"Hazing" is defined as an action which endangers the mental or physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization*, including but not limited to actions which cause, coerce, or force a minor or a student to:

1. Violate federal or state criminal law;
2. Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of mental harm or physical injury;

3. Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
4. Endure brutality of a mental nature, including personal servitude, sleep deprivation, or circumstances which would cause a reasonable person to suffer substantial mental distress;
5. Endure brutality of a sexual nature; or
6. Endure any other activity that creates a reasonable likelihood or mental harm or physical injury to the minor or student.

“Organization’ is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary education institution at any time during the previous five (5) years. ✓ **Policy 09.422**



Benefits and Leaves

Retirement Plans

The retirement plan for certified employees is KTRS; for classified employees, CERS.

Certified employees are covered under the Kentucky Teachers' Retirement System (KTRS); classified employees, County Employees' Retirement System (CERS). ✓Policies 03.175/03.273

Insurance

The Board provides unemployment and workers' compensation insurance for all employees. In addition, the State provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation. ✓Policies 03.124/03.224

Additional insurance coverage for life, dental, vision, short-term disability, cancer, etc. are available through various companies listed below:

American Fidelity	Chris Jones	606-215-7562
Kentucky Association of School Administrators		800-928-5272
Kentucky Education Association		800-231-4532
Kentucky Association of Professional Educators		888-438-7179
Humana Vision Customer Service		877-877-1051
Delta Dental of Kentucky Customer Service		800-955-2030

Investment accounts are available through:

KY Public Employees Deferred Comp	Shawn Drake	502-573-2121
American Fidelity Annuities	Chris Jones	606-215-7562

The Board provides unemployment insurance, and workers' compensation for all employees. In addition, the state of Kentucky provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation. ✓Policies 03.124/03.224

Worker's Compensation

All District employees are covered by Workers' Compensation Insurance for injuries and illness sustained during the course and scope of their job. Work-related injuries must be reported immediately to the appropriate supervisor. Disability wages and medical benefits are provided if a claim is found to be compensable.

Disability wages are calculated using the state formula and wage loss is not payable to an employee for the first seven (7) calendar days of disability. If the disability exceeds fifteen (15) days, the first seven (7) days will be paid. Employees on workers' compensation leave may have their benefits disrupted if they do not work in a given month. Employees who elect to use available sick leave may keep benefits intact.

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 payment by endorsing the workers' compensation benefits check to the District or by paying the District by personal check or cash. The employee's sick leave balance shall then be reinstated to the extent of such payment.

✓**Policies 03.1241/03.2241**

For any questions regarding Workers' Compensation claims, please contact Stacey Sasko at (606) 549-6333.

Health Insurance

Single and Family medical insurance plans are available to full-time and eligible part-time (.7 employment or greater) certified personnel and 20 hours a week or more for classified personnel on an optional basis. The Commonwealth of Kentucky presently pays a major portion of the cost of medical insurance for the employee. State-sponsored coverage begins on the first day of the second month following the date of employment.

If employment terminates or an employee enters leave without pay status with no FMLA protection between the 1st and the 15th of the month, health insurance coverage will terminate on the 15th of the same month. If employment terminates or an employee enters leave without pay status with no FMLA protection between the 16th and the end of the month, health insurance coverage will terminate on the last day of the same month. Flexible Spending Accounts (FSAs) and Health Reimbursement Accounts (HRAs) end on the same day employment terminates, regardless of when that occurs.

Medical premiums are automatically pre-taxed unless otherwise specified. (See also Family and Medical Leave - ✓**Policies 03.12322/03.22322**)

Life Insurance

A \$20,000 term life insurance policy is provided by the Commonwealth of Kentucky for all health insurance eligible employees. Subject to conditions set forth by the insurance carrier, eligible employees have the option to purchase additional individual coverage and/or family coverage and have the premiums made through payroll deduction. Eligible employees have the option to convert this insurance over to direct pay at the time of termination or retirement. State-sponsored coverage begins on the first day of the second month following the date of employment. State-sponsored coverage ends on the last date of the next month following the month employment ends or the last day of the month in which a leave of absence begins.

Unemployment Compensation Benefits

Employees who meet the eligibility requirements under unemployment regulations are covered by unemployment insurance. Unemployment compensation benefits are not available during periods of scheduled breaks in the work calendar. Such breaks begin at the close of the last workday immediately preceding a scheduled break. **Unless an official work calendar changes, employees are expected to work or use appropriate leave.**

All full-time and part-time classified personnel as well as substitute personnel are hereby provided reasonable assurance by the District of continued employment, unless provided notice to the contrary. Although the services of certain employees are not needed during the summer vacation period or established holiday periods, they are still considered to be employees of the District. Consistent with the provisions of KRS 341.360, these employees shall not be paid unemployment compensation benefits for any period when no services are scheduled to be performed.

Insurance Coverage While on Leave of Absence

Employees on a leave of absence have the option to continue their medical (see CORBA section), life, cancer, dental, and disability insurance coverage during the term of the leave of absence. Such employees will be notified in writing regarding necessary action to obtain continuous coverages. Employees shall have the responsibility to continue insurance coverage when they are granted leave of absence, resign, or are terminated. (See also Workers' Compensation and Family and Medical Leave Act.)

Optional Insurance Coverage

Group insurance coverage is available to eligible employees for disability insurance, dental insurance, vision insurance, cancer insurance and term life insurance, with premiums to be paid through payroll deductions. Dental and vision premiums are automatically pre-taxed unless otherwise specified. Disability and cancer insurance are automatically post-taxed.

Flexible Spending account (FSA)

A Flexible Spending Account (FSA) allows employees to designate a certain amount of their taxable income on a pre-tax basis to be reimbursed for out-of-pocket medical and dependent care expenses. There are three types of FSA plans:

State Funded Health Care Spending – Employees who waive coverage may participate in the State Funded Health Reimbursement Account (HRA).

Medical Reimbursement Account – Employees may elect to have some of their own money deducted from their paychecks and placed in a Healthcare Flexible Spending Account (FSA). This money can be used to pay for out of pocket health care expenses that are not reimbursed from any other source.

Dependent Care Flexible Spending Account - Money from this account can be used to pay for childcare expenses which are incurred for qualified dependents.

Employees must complete a Health Insurance Application annually to enroll in any of the FSA plans. For more information, employees may contact the State Office of Employee Health Insurance. Flexible spending Accounts (FSAs) and Health Reimbursement Accounts (HRAs) end on the same day employment terminates, regardless of when that occurs.

Salaries and Payroll Distribution
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All personnel are paid in accordance with Board-adopted salary schedules. Checks and direct deposit vouchers are issued according to a schedule approved annually by the Board. At the end of the school year, employees who have completed their duties may request to be paid their remaining salary before the end of the fiscal year (June 30). **✓Policies 03.121/03.221**

Direct Deposit

Direct deposit of payroll (DDP) is a mandatory benefit provided to employees at no cost. It is a service which causes the employee's net pay to be credited automatically to the employee's checking, savings, negotiable order of withdrawal (NOW), or share draft account. Virtually all commercial banks, savings and loans, saving banks, and credit unions participate in the network that makes this possible. The employee's net pay is credited to the employee's account on pay day without the employee having to make a trip to the institution. This is particularly convenient and safe when the employee is sick, on vacation, or on some other form of leave on pay day.

Employees using DDP no longer receive a check on pay day. The employee will continue to receive an electronic pay voucher with the details of gross pay for the period and all withholdings, authorized deductions, and the net pay amount credited to the employee's account.

All employees, including substitute employees, shall participate in DDP. It may take up to 3 pay periods for DPP to take effect. In the meantime, the employee will receive a paper paycheck.

Direct deposit forms can be obtained from the Human Resources Department.

Certified Personnel: Teachers receive their annual salary in 12 equal monthly payments. Salaries for certified personnel are based on a single-salary schedule reflecting the school term as approved by the Board in keeping with statutory requirements. Compensation for additional days of employment is prorated on the employee's base pay.

Teachers who resign after the beginning of the school year will receive a pay-off check for days worked. For those teachers who are hired or returning to work from a leave of absence after the beginning of the school year, the number of remaining days is multiplied by the daily rate and divided equally among the remaining pay checks for the school year.

One (1) year of experience credit step-up requires employment for a minimum of 140 paid days as a Whitley County certified employee in a single school year and performance of teaching duties for the equivalent of at least seventy (70) full school days during that school year, regardless of the schedule on which those duties are performed. Twelve –month salaried certified staff must work 70% of the school calendar to be credited with one (1) year of experience. Teachers who perform teaching duties for the equivalent of at least 140 days during two (2) consecutive school years shall be credited with one (1) year of experience. ✓**Procedure 03.121 AP.1**

Credits and/or rank changes to be considered in determining the salary of a teacher must be completed prior to September 15 with appropriate documentation submitted to the Department of Human Resources prior to September 15th. Candidates for National Board certifications shall notify the Superintendent/designee (Human Resources) in writing prior to September 15th that certification is pending in order for the employee to receive any rank-related increase retroactive to the beginning of the school year.

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

Classified Personnel: All classified personnel are either paid on an hourly or salary basis and in accordance with the Board-approved payment schedule. Experience credits will be determined by the Director of Human Resources.

A classified employee shall earn one (1) year of experience credit for step-up on the salary schedule when the employee has received pay for a minimum of 70% of the annual work calendar. ✓**Procedure 03.221 AP.1**

All voluntary payroll deductions will remain in effect for each paycheck during the scheduled deductions period until a change or cancellation notice is received in the Payroll Office. Upon receipt of such notice the payroll office will put into effect such change/cancellation on the next appropriate scheduled pay date.

Salary Deductions

The District makes all payroll deductions required by law. Employees may choose from the following optional deductions:

1. Health/life insurance program;
2. Dental insurance program;
3. State approved deferred compensation plan;
4. State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans;
5. Cancer insurance program;
6. Disability/income protection program; and

✓**Policies 03.1211/03.2211**

Cafeteria Plan

The Board provides employees a Cafeteria Plan for health-care, dependent-care, and other insurances or optional benefits.

The Cafeteria Plan provides tax-savings benefits for payment of health-care and dependent-care related premiums with pre-tax dollars. Eligibility is automatic for all full-time, regular employees and begins with the first day of employment. The cost to each employee varies with each program. ✓Policies 03.1213/03.2212

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses employees are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent and, when appropriate, School Council. Travel expenses of school-based employees in SBDM schools shall be paid from Council funds.

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

For timely reimbursement, employees must complete and file the proper travel expense reimbursement forms with itemized receipts attached.

MEALS: Employees are reimbursed for meals while on overnight out-of-District trips. The total for each day accompanied by an overnight stay is \$35.00 No additional money will be reimbursed for gratuities or receipts totaling more than \$35.00. A receipt from the hotel showing an overnight stay must accompany the reimbursement request submitted to the Board of Education.

MILEAGE: An employee who uses his/her personal vehicle for work-related travel shall be reimbursed at the current board policy rate.

CAR RENTAL: When approved in advance by the Superintendent and Council in SBDM schools, car rental charges will be reimbursed. Charges must be substantiated by a receipt.

COMMON CARRIERS: Charges or fees for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.) will be reimbursed. Charges must be substantiated by receipts. Note that sightseeing and pleasure tours are not reimbursable.

FUEL: If an employee uses a Board-owned vehicle for school- or work-related travel, then the actual cost of fuel and oil purchased shall be reimbursed. Such purchases must be substantiated by receipts showing total gallons and total charges.

Should the Board-owned vehicle become incapacitated while out of District, reimbursement will be made for emergency repairs or road service. However, the employee must first contact the Director of Transportation or Superintendent for permission before obligating the Board for major repairs to the vehicle.

Generally, meal reimbursement depends on whether the trip requires an overnight stay. Before you travel, check with your supervisor for procedures regarding meal reimbursement.

TOLLS AND FEES: Tolls and parking fees incurred in school- or work-related travel will be reimbursed. Parking fees require a ticket or a receipt for reimbursement.

LODGING: Hotel or motel charges, excluding food or other charges, incurred in school- or work-related travel will be reimbursed at the conference rate. Lodging expenses for guests or traveling companions will not be reimbursed. Receipts for lodging are required.

Holidays

All full-time certified and classified employees are paid for four (4) annual holidays as indicated in the school calendar. ✓ **Policies 03.122/03.222**

Contracted Days

CERTIFIED EMPLOYEES: Employees shall work the days specified in their contracts. The Superintendent/designee must approve in advance the use of noncontracted days, which shall not accumulate. ✓ **Policy 03.122**

All certified employees are expected to work on all days school is in session, unless they use a sick or personal day.

Vacations

CERTIFIED EMPLOYEES: Certified employees employed for more than 240 days annually shall be granted ten (10) days of annual leave each year.

CLASSIFIED EMPLOYEES: Employees working 250 days shall accrue one (1) vacation day for each full month worked, not to exceed ten (10) days per year. Unused vacation days must be used within the first six months of the next contract year; if not, then unused vacation days will be forfeited. ✓ **Policy 03.222**

Leaves (in General)

In most cases, leaves require written requests, submitted before the leave begins.

To provide the highest level of service, employees are expected to be at work and on time each day. However, when circumstances dictate, the Board provides various types of leave under which absences may be authorized. (*See* “Absenteeism/Tardiness/Substitutes” in Section 4 for reporting absences.)

Listed below is general information regarding the several types of leave available to employees. Please note that in all cases a written request, submitted for approval before the leave begins, is required. There are no provisions for leave other than what is listed in this *Handbook* and/or the District’s *Policies and Procedures Manual*.

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

Authorization of leave and time taken off from one’s job shall be in accordance with a specific leave policy. Absence from work that is not based

on appropriate leave for which the employee is qualified may lead to disciplinary consequences, up to and including termination of employment.

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

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

Personal Leave

Unused personal leave days will be transferred to your sick leave account at the end of the school year.

CERTIFIED EMPLOYEES: Full-time certified employees are entitled to two (2) days of paid personal leave each school year. Full-time classified employees are entitled to one (1) day of paid personal leave each school. Employees who work less than a full-year contract are entitled to a prorata part, calculated to the nearest half-day, of the authorized personal leave days. Employees who work a full-year contract but less than a full work day shall receive the authorized day equivalent to their normal working day.

The Superintendent/designee must approve the leave date, but no reasons will be required for the leave. Approval of personal leave is contingent on the availability of qualified substitutes. Those employees making earliest application shall be given preference. Employees taking personal leave must file a persona statement on their return to work stating that the leave was personal in nature. ✓ **Policies 03.1231/03.2231**

If not used during the current school year, the personal leave day will be transferred and credited to the employee's sick leave account. ✓ **Policy 03.1231**

Sick Leave

Regular, full-time employees receive 10 days of paid sick leave each year. Those who work more than 10 months receive an additional sick day for each month worked. Unused sick days accumulate without limit.

Full-time certified employees shall be entitled to sick leave with pay each school year based on days scheduled to work as follows:

Days Scheduled to Work	Sick Leave Days Granted
180-209	10
210-239	11
240-250	12

Full-time classified employees shall be entitled to sick leave with pay each school year based on days scheduled to work as follows:

Days Scheduled to Work	Sick Leave Days Granted
180-209	10
210-239	11
240-250	12

Employees who work less than a full-year contract are entitled to a prorata part, calculated to the nearest half-day, of the authorized sick leave days. Employees who work a full-year contract but less than a full work day shall

receive the authorized days equivalent to their normal working day. Sick leave days not taken during the school year they were granted accumulate without limit for all employees. Upon return to work an employee claiming sick leave must file a personal statement 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.

Provided there is no break in service, employees coming to Whitley County Schools from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave. ✓ **Policies 03.1232/03.2232**

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

Sick Leave Donation Program

Return applications to donate sick leave or to request donated sick leave to the Personnel Department.

Employees may request to donate sick leave days to another employee authorized to receive the donation in keeping with Board policy, administrative procedure, and the following guidelines:

- Certified employees may only donate days to certified employees.
- Classified employees may only donate days to classified employees.
- The sick leave balance of the donating employee can be no less than fifteen (15) days after the donation is made.
- The recipient employee is eligible for the donation only when s/he exhausts paid sick leave and/or workers' compensation benefits.
- A written *Statement of Physician* or equivalent must be presented to Human Resources in Central Office.
- The donating employee must complete a *Request to Donate Sick Leave* form, which is available in the office of your Principal or Director.
- Upon approval of the donation, Human Resources will notify Payroll.
- Employee may not disrupt the workplace while asking for donations.
- Caution: Employees are not obligated to donate in the event they are asked. If there are questions, employees should check with their Principal or Director.
- Central office staff are not permitted to solicit donated days for employees throughout the District.
- District-wide email(s) are not an authorized way to solicit sick days.
- The decision on whether a person meets the requirements of the Sick Leave Donation Program will, in most cases, be made by the Director of Human Resources and a committee.

At the end of each school year, any sick leave that is not used will be returned on a prorated basis to the employees who donated days. ✓ **Policies 03.1232/03.2232**

Family and Medical Leave

Eligible employees are entitled to a maximum of 12 workweeks of Family and Medical Leave per year.

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 (measurement is taken from the previous school year), and otherwise qualify for family and medical leave for one of the reasons below:

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

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

Paid leave used under this policy will be subtracted from the 12 workweeks to which the employee is entitled. Employees should contact their immediate supervisor as soon as they know they will need to use FML. ✓ **Policies 03.12322/03.22322**

The required paperwork for requesting a leave can be obtained from the Human Resources Department. Completed paperwork must be returned to the Personnel Department prior to the beginning of the leave.

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

FML Basic Leave Entitlement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Quarantine Leave

Employees shall receive at least ten (10) days for quarantine due to exposure to a reportable infectious or contagious disease under 902 KAR 2:020 or any other infectious or contagious disease designated as reportable to a local health department or the Department for Public Health by a valid order or administrative regulation of the local health department serving the school District or the Department for Public Health.

Leave granted shall be on a day-by-day basis, as needed, and shall not accumulate or carry over year to year, and shall not be transferrable to any other classification of paid leave established by HRS 161.155, KRS 161.154, or Board policy. ✓ **Policies 03.12323/03.22323**

Maternity Leave

Long-term leaves and FML, if qualifying, run concurrently.

Employees may use up to 30 days of sick leave immediately following the birth or adoption of a child.

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

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

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

Extended Disability Leave

Unpaid disability leave for the remainder of the school year is available to employees who need it. Thereafter, leave may be extended by the Board in increments of no more than one (1) year, not to exceed two (2) consecutive years.

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

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

Involuntary Disability Leave

When there is evidence that an employee is no longer able to perform satisfactorily the assigned duties due to possible physical or mental health issues, the Superintendent 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 an appropriate health care and/or occupational professional of the Superintendent’s choosing. The Board shall bear the cost of this examination.

In an emergency situation, the Superintendent may suspend the employee temporarily, without pay, pending the examination by the health care and/or occupational professional. Upon recommendation of the Superintendent, the Board may place the employee on involuntary disability leave.

Certified employees 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. ✓Policies 03.1234/03.2234

Educational Leave

No more than 2% of certified employees may take educational/professional leave at one time.

CERTIFIED EMPLOYEES: The Board may grant certified employees unpaid leave not to exceed two consecutive years for educational or professional purposes. Leave may be granted for full-time attendance at universities or other training or professional activities approved by the Board when those activities are related to the employee’s job or to other jobs an employee might hold in the District. Leave will not be granted for part-time educational activities. Written application for leave must be made at least 60 days before the leave is to begin.

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

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

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

No more than 2% of certified employees may take educational or professional leave at one time. When requests received exceed the 2% of employees, those who submitted the earliest requests will be given first consideration. ✓Policy 03.1235

CLASSIFIED EMPLOYEES: The Board may grant, with the Superintendent’s recommendation, classified employees short-term educational leaves. Such leaves are for training to enhance the skills required in performing their job or to obtain training in anticipation of a different position within the District. ✓Policy 03.2235

Emergency Leave

Full-time, regular employees may use three days of sick leave as emergency leave each school year.

Full-time certified and regular, full-time classified employees are entitled to use three days of sick leave as emergency leave each school year. Employees who work less than a full-year contract are entitled to a prorata part, calculated to the nearest half-day, of the authorized emergency leave days. Employees who work a full-year contract but less than a full work day shall receive the authorized days equivalent to their normal working day.

Emergency leave is for bereavement, disasters, or court/legal appearances. Leave must be requested through the Superintendent/designee who will determine if the leave requested meets the Board's criteria. Persons taking emergency leave must file a personal statement upon their return to work stating the specific reasons for their absence. Emergency leave days not taken during the school year they were granted shall not accumulate. ✓ **Policies 03.1236/03.2236**

Jury Leave

As for all absences, notify your immediate supervisor in advance of your call for jury duty or military service.

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

Employees who will be absent from work to serve on a jury must notify their immediate supervisor in advance. If released by 12 o'clock, employees serving on juries are expected to return to their workstations. ✓ **Policies 03.1237/03.2237**

Military/Disaster Services Leave

Military leave is granted under the provisions and conditions specified in state law. The Board may grant disaster services leave to requesting eligible employees.

As soon as they are notified of an impending military-related absence, employees are responsible for notifying their immediate supervisor. ✓ **Policies 03.1238/03.2238**



Personnel Management

Transfer

Employees who wish to request a voluntary transfer should contact their immediate supervisor for assistance. Employees may be asked to apply for the job they wish to transfer to and would be expected to interview for the position.

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

Transfers shall be made to prevent disruption of the educational process and district operations and in the interest of students and staff and shall not be construed as evidence of misconduct. ✓ **Policies 03.1311/03.2311**

Employee Information

Employees must promptly report changes in name, address, and telephone numbers within ten (10) business days of the change. Name changes must be reported to Human Resources on the CHANGE OF NAME FORM available on the Human Resources page of the District's website.

Employee Discipline

Certified Personnel

No contract shall be terminated except upon notification to the employee 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 personal shall be made in compliance with the requirements of KRS 161.790.

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 161.730. ✓ **Policy 03.17**

Classified Personnel

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

- Verbal warning or reprimand by Superintendent/designee
- Written warning or reprimand by Superintendent/designee
- Probation imposed by Superintendent/designee

- Reassignment (temporary or permanent) by Superintendent/designee
- Suspension without pay by Superintendent
- Nonrenewal of contract by Superintendent
- Dismissal (termination of contract) by Superintendent

This listing does not require that the options be invoked in progressive order. Any option may be invoked based on the severity of the disciplinary issue and all applicable facts and circumstances.

An employee may be suspended from duty without pay for the remainder of the workday by the immediate supervisor when drugs, alcohol, and/or safety of students or staff are involved.

An employee shall be placed on administrative leave with pay only when the Superintendent determines there is a justifiable need to protect the safety of students and staff or to prevent significant disruption of the workplace and/or educational process.

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

- Dishonesty, neglect of duty, incompetence, inefficiency or insubordination.
- Reporting to work under the influence of, or illegal use of, or possession of alcohol or controlled substances while on duty, as set out in Policy **03.23251**.
- Unsatisfactory evaluation of any factor on the employee's performance evaluation report.
- Repeated unexcused absences, tardiness, absence without notification or abuse of, or misrepresentation concerning, sick leave.
- Job abandonment: An employee who fails, refuses, or is unable to return to work after the exhaustion of any authorized leave may be terminated unless the employee is granted additional leave by the Board.
- Violation of or refusal to obey local policies or state regulations adopted by the Kentucky Board of Education or by the Board.
- Violation of or refusal to obey administrative procedures or directives from the Superintendent or a supervisor.
- Refusal to comply with safety directives.
- Falsifying information supplied to the District including information on application forms, absence reports, or any other information.
- Violation of local policy, state, or federal; statutes or regulations that apply to assigned duties.
- Conviction of a violent crime or a sex crime as defined in KRS 17.165.
- Immorality or other unprofessional conduct.
- Violation of a provision of his/her classified contract.

- Loss of licensure or certification required for the position.
- Failure to maintain the confidentiality of information about students or staff obtained in the course of employment, unless disclosure serves a legitimate job-related purpose or is required by law.
- Engaging in any sexually related behavior with a student with or without consent, including, but not limited to, behavior such as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape, threats of physical harm; and sexual assault.
- Physical or mental disability, consistent with applicable laws protecting employees with disabilities.

The employee shall be given notification of the specific charges against him/her by his/her supervisor and an opportunity to deny the charges in keeping with procedures developed by the Superintendent to implement due process provisions.

When charges result in disciplinary actions other than termination or suspension without pay and employees wish to contest the charges, they may submit a written response, which shall be placed in their file along with the written charges. ✓ **Policy 03.27**

Employee Separation

An employee who voluntarily leaves the District shall complete an exit survey that includes, but is not limited to the position vacated, the employee’s years of service in the position and in the District, if the employee is taking a similar position in another district, and the reason(s) provided for leaving the District. This information shall be reported to the Kentucky Department of Education (KDE) by the District in a system developed by KDE without providing personally identifiable information.
✓ **Policy 03.17/03.272**

Nonrenewal

Termination and nonrenewal of contracts are the Superintendent’s responsibility. ✓ **Policies 03.17/03.27/03.2711**

CERTIFIED: Nonrenewal of limited contracts of certified personnel shall be made in compliance with the requirements of KRS 161.750. ✓ **Policy 03.17**

CLASSIFIED: Nonrenewal of contracts for classified personnel shall be made in compliance with the requirements of KRS 161.011, with written notice being mailed or provided to the employee by the Superintendent. Limited contract certified employees and classified employees with less than four (4) years of active continuous service in the District may be recommended for nonrenewal of contract based on one or more of the following reasons:

1. For cause, including but not limited to, evaluation by the employee’s immediate supervisor, incompetency, neglect of duty, insubordination, inefficiency, misconduct, or immorality (not eligible for rehire);

2. Reduction in student enrollment (eligible for rehire);
3. Principal's judgement (eligible for rehire);
4. TRS retirees who are currently employed in a certified position (eligible for rehire);
5. Certified employees teaching with an expiring (temporary, adjunct and emergency) certification (eligible for rehire);
6. A position becomes obsolete or redundant (eligible for placement in similar position for which employee qualified, if available);
7. Reorganization or changes made for elimination or reduction of a program (eligible for placement in similar position for which employee qualified, if available);
8. Council decision related to staffing needs at the school (eligible for placement in similar position for which employee qualified, if available);
9. Any other change in District personnel staffing policies or guidelines;
10. Loss or reduction in funding (eligible for placement in similar position for which employee qualified, if available); or
11. Other grounds contained in Board policy, including, but not limited to, causes for action set forth in Board policy. ✓ **Policies 03.27/03.2711**

If classified employee's contract is nonrenewal for cause due to misconduct, the employee may not receive unemployment insurance payments if the Kentucky Department for Employment Services determines the employee's actions were in willful disregard of the employer's policies and procedures.

Evaluation

CERTIFIED EMPLOYEES: Evaluation criteria and the evaluation process to be used shall be explained to and discussed with certified school employees no later than the end of the first 30 calendar days of the school year as provided by regulation.

All employees shall be given an opportunity for a review of their evaluations. All written evaluations shall be discussed with the evaluatee, and s/he shall have the opportunity to attach a written response to the evaluation instrument. Both the evaluator and evaluatee shall sign and date the evaluation instrument. Any employee who believes that s/he was not fairly evaluated may appeal his/her evaluation in accordance with Policy 03.18.

All evaluations shall be maintained in the employee's personnel file. ✓ **Policy 03.18**

The administrator performing the evaluation shall share and discuss the evaluation report with the employee, who has the right to comment in writing on the report. The employee's written comments are attached to the evaluation report, which is filed with the Superintendent. ✓ **Policy 03.28**

Classified employees are evaluated at least once each year.

Training/In-Service

Employees are expected to complete and provide documentation for required professional development.

CERTIFIED EMPLOYEES: The Professional Development Coordinator works with individual schools to plan an appropriate program of continuing professional staff development for all certified employees that is high quality, personalized, and evidence-based.

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

CLASSIFIED EMPLOYEES: Classified employees will be given opportunities to attend staff training and development when appropriate. ✓ **Policy 03.29**

District Training

Procedure **03.19 AP. 23** may be used to track completion of local and state employee training requirements that apply across the District and maintain a record for the information of the Superintendent and Board.

Personnel Records

One master personnel file is maintained in the Central Office for each employee per the records retention schedule for Kentucky School Districts. The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. Medical information is maintained separately from an employee's personnel file. Employees may inspect their personnel files. ✓ **Policies 03.15/03.25**

Retention of Recordings

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

Retirement

The retirement plan for certified employees is KTRS; for classified, CERS.

Employees who decide to retire should give the Superintendent/designee notice as far in advance as possible but no later than April 30th preceding the year the retirement becomes effective (July 1).

Retirement benefits are solely a matter of contract between the employee and his/her retirement system (the Teacher's Retirement System or the County Employee's Retirement System).

The Board compensates employees only upon initial time of retirement for each unused sick leave day at the rate of 30% of the daily salary, based on the employee's last annual salary. ✓ **Policies 03.175/03.273**

For complete information about retirement system membership, employees should contact:

TRS at 479 Versailles Road in Frankfort, KY 40601-3868; Phone – (502) 848-8500 or 1 (800) 618-1687; Website – <https://trs.ky.gov/> or **KRS/CERS** at 1260 Louisville Road in Frankfort, KY 40601-6124; Phone – (502_ 686-8800 or 1 (800) 928-4646; Website – <http://kyret.ky.gov>



Employee Conduct

Professional Code of Ethics

Refer to the Appendix for a copy of the Professional Code of Ethics.

CERTIFIED EMPLOYEES: Certified employees are required to follow the Professional Code of Ethics for Kentucky School Personnel. ✓Policy 03.17

Teacher Rights and Responsibilities

Teachers have the right to:

1. Support of co-workers, administrators, and parents;
2. Work in an educational environment with a minimum of disruptions;
3. Expect all assignments, including homework, to be completed and turned in;
4. Be safe from physical harm and free from verbal abuse;
5. Provide input in the formulation of policies that relate to their relationships with students and school personnel; and
6. Take action necessary in emergencies to protect their own person or property or the persons or property of those in their care.

Teachers have the responsibility to:

1. Present subject matter and experiences to students and inform students and parents or guardians of achievement and/or problems in accordance with academic goals and learner expectations;
2. Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement;
3. Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis;
4. Evaluate students' assignments and return them as soon as possible;
5. Exhibit exemplary behavior in action and speech;
6. Exhibit neatness, personal hygiene and professional dress;
7. Reward exemplary behavior or work of students;
8. Maintain an atmosphere conducive to good behavior and exhibit an attitude of respect for students;
9. Discipline any student who is misbehaving;

10. Recommend for retention in a class any student who fails to meet the basic standards in accordance with the Board of Education retention policy;
11. Maintain the necessary records of student progress and attendance as accurately as possible;
12. Follow and enforce rules and regulations of the Board of Education and/or school administration;
13. Diligently protect and care for the equipment and physical facilities of the school system;
14. Follow Professional Code of Ethics for Kentucky School Personnel 704 KAR 20:680; and
15. Contact a parent of a student by phone or other means when the first misconduct occurs.

Principal/Designated Administrator Rights and Responsibilities

Principals have the right to:

1. Support of students, parents, and teachers in carrying out the educational programs and policies established by the school system;
2. Provide input for the establishment of procedures and regulations that relate to the school;
3. Safety from physical harm, verbal abuse and harassment;
4. Take necessary action in emergencies to protect their own person or property or the persons or property of those in their care;
5. Suspend any student whose conduct disrupts the educational process; and
6. Administer the school environment necessary to provide the proper learning atmosphere.

Principals have the responsibility to:

1. Create and foster an atmosphere of mutual respect and consideration among pupils and staff;
2. Administer discipline fairly and equally, following guidelines set forth herein, but in doing so use his/her own best judgment;
3. Exhibit exemplary behavior in action, dress and speech. Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures, or laws of the district, state, and nation; and
4. Direct a program of dissemination of information explaining the Code of Conduct to the school community annually.

Absenteeism/Tardiness/Substitutes

When you must be absent or tardy, contact your immediate supervisor.

CERTIFIED EMPLOYEES: In all cases of absences, teachers must notify their immediate supervisor by 7 A.M. of the day of the absence or the night before, if possible. The immediate supervisor will call substitute teachers from the official substitute list approved by the Superintendent. ✓ **Policy 03.123**

CLASSIFIED EMPLOYEES: When necessary to be absent from their regular duties, classified employees must notify their immediate supervisor the night before, if possible, but no later than one hour in advance of the scheduled time to report to work. The immediate supervisor will secure a suitable substitute, who must meet medical and all other employment requirements. ✓ **Policy 03.223**

ALL EMPLOYEES: All employees must complete the appropriate absentee form the day of return to work after an absence.

Staff Meetings

CERTIFIED EMPLOYEES: Employees must attend meetings called by the Superintendent, Principal, immediate supervisor, or their designees. While advance notice will be given for most meetings, some staff meetings may be called on short notice to address urgent school problems. The administrator who called the meeting must approve absences from the meeting. ✓ **Policy 03.1335**

Fraud Prevention

All employees shall act with integrity and due diligence in matters involving District fiscal resources:

1. The District shall operate in a culture of honesty and ethical behavior with employees doing all within their power to further that goal.
2. Employees shall comply with all laws, rules, regulations and court orders of the Commonwealth of Kentucky and of the United States, as well as Board policy addressing fiscal matters.
3. Employees shall practice good stewardship of District financial resources, including timely reporting of fraudulent expenditures.
4. Employees with financial/accounting responsibilities shall support and follow sound business practices to the best of their ability and in keeping with their assigned responsibilities and job-related training.

Employees who suspect that financial fraud, impropriety, or irregularity has occurred shall immediately report those suspicions to their immediate supervisor and/or the Superintendent/designee. If the Superintendent is an alleged party in the fraud complaint, provision shall be made for addressing the complaint to the Board chairperson.

The term “fraud” refers to intentionally misrepresenting, concealing, or misusing information in an attempt to commit fiscal wrongdoing. Fraudulent actions include, but are not limited to:

- Behaving in a dishonest or false manner in relation to District assets, including theft of funds, securities, supplies, or other District properties.

- Forging or altering financial documents or accounts illegally or without proper authorization.
- Improper handling or reporting of financial transactions.
- Personally profiting as a result of insider knowledge.
- Disregarding confidentiality safeguards concerning financial information.
- Violating Board conflict of interest policies.
- Mishandling financial records or District assets (destroying, removing, or misusing). ✓ **Policy 04.414**

Employee Religious Expression

The District shall not punish or prohibit an employee from, or punish an employee for, engaging in private religious expression otherwise protected by the First Amendment to the United States Constitution absent a showing that the employee has engaged in actual coercion. ✓ **Policy 03.13241/03.23241**

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events or activities, may be subject to disciplinary action, including termination. ✓ **Policies 03.1325/03.2325**

Behavior that disrupts the educational process may include, but is not 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 the 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.

Previewing Student Materials

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

Controversial Issues

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

Drug-Free/Alcohol-Free Schools

Violation of the drug-free/alcohol-free policy may result in suspension, nonrenewal, or termination.

Employees must 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/or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
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.

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

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

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

All employees are subject to random or periodic drug testing. In addition, teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances.

✓**Policies 03.13251/03.23251**

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

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

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

Weapons

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

Except for School Resource Officers (SROs) as provided in KRS 158.4414, and authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the Board specifically prohibits the carrying of concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

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

Dress and Appearance

All personnel shall dress appropriately and professionally according to their assigned positions and related job descriptions.

Faculty and staff will dress and act professionally and be an example for students. People should be able to distinguish teachers and staff from students based on appearance and behavior. In order to provide a learning environment consistent with the purpose of educating children, all employees shall dress professionally, and in a manner commensurate with their professional responsibilities.

Use of Tobacco, Alternative Nicotine Product, or Vapor Products

Employees may not use tobacco products in any building that the Board owns or operates.

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

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

Bus drivers shall not use tobacco products while on the bus. ✓ **Policy 06.221**

Use of School Property

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

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

OUTSIDE WORK: Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are District property and can be used solely for job-related purposes.

✓ **Policies 03.1321/03.2321**

You should not expect your e-mail account to be either private or confidential.

E-MAIL AND INTERNET: Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information entered into or stored in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time. ✓ **Policies 03.1321/03.2321, 08.2323**

CELLPHONES & PAGER: District owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted. ✓ **Policies 03.1321/03.2321**

Use of Personal Cell Phones/Telecommunication Devices

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

For exceptions, see Board Policies 03.13214/03.23214.

Acceptable Use of Technology

The Whitley County School District discourages staff from creating personal social networking sites i.e. (MySpace, Facebook, Twitter, etc.) wherein they accept or invite students to be friends or allow them access to their social networking site. Employees taking such actions do so at their own risk. Staff who utilize social networking sites should be mindful of privacy settings which would prevent students or the public in general from accessing their (teacher's) personal information such as status updates and photo galleries. Staff should be aware that 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. This Code of Ethics also extends to public online behavior including social networking. Conduct in violation of this Code must be reported to the EPSB as required by law and may form the basis for disciplinary action up to and including termination of employment.

Electronic Messaging

Whitley County Schools realizes that personal email is an acceptable form of communication but this type of communication should be limited. Employees shall use electronic media in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Staff will employ electronic email on a daily basis at work as a primary tool for communications. Staff will be responsible for checking and reading messages daily. Electronic mail and telecommunications are not to be utilized by employees to share confidential information about students or other employees except for administrative purposes only. An example is if student info is shared via email when a student transfers between schools. In discussing students or confidential information, staff should be aware that email generated or stored by the WCSS is subject to Open Records. Network and school administrators may review files and communications to maintain system integrity and to ensure that staff members and students are using the system responsibly.

The Whitley County Schools email system is the only email system that is to be used on the WCSS system network. ✓ **Policy 08.2323**

Phone Notification System

School Level: School level messages sent out using the Whitley County School District phone notification system may only be used for school sponsored functions. All notification must be approved by the principal or designee.

District Level: District wide notifications may only be used for district related functions, unless otherwise approved. All notifications must be approved by the Superintendent or designee.

Purchasing

Follow the proper purchasing procedures when requesting supplies or materials.

The Whitley County Board of Education adopted the Model Procurement Code (KRS 45A) as its guidelines for purchasing. A purchase order is required for every item purchased. ✓ **Policy 04.32; District Purchasing Manual**

All employees who are authorized to purchase supplies or materials on behalf of Whitley County Schools should make the purchases from the authorized bid list or catalog. The Principal or supervisor must approve every employee purchase.

Approved vendors for school, office, and computer supplies can be obtained from the Finance Officer.

PURCHASING PROCESS:

1. Employee completes a purchase requisition.
2. The Principal or immediate supervisor approves the purchase requisition.

3. The Finance Officer assigns the requisition to a purchase order and forwards to the purchaser for order process from the vendor.
4. Upon receipt of goods, the purchaser then forwards the invoice, along with a copy, of the purchase order to the Finance Office.
5. No purchase shall be made without a purchase order first being issued by the Finance Office.

Field Trips/School-Related Trips

When you plan school trips, allow enough time for vehicle requests and approvals.

CERTIFIED EMPLOYEES: In planning field or student trips, teachers must complete and submit to the Principal at least five days prior to the trip a School-Related Trip Request Form (Procedure 09.36 AP.21). Note that out of state trips in excess of a 225-mile radius must be Board approved; therefore, for such trips the Request Form should be completed and routed through the Principal prior to the next scheduled Board meeting. Teachers must also secure written permission from the parents, as well as a medical release form (Procedure 09.36 AP.211).

Field trips must be related to the course of study and have educational value. Prior to the trip, teachers should prepare students by explaining the purpose of the trip, developing background and reference materials, pointing out highlights to observe on the trip, and instructing students to observe safety precautions while on the bus and while at the trip destination. A list of students taking the trip must be given to the Principal.

If a Board-owned vehicle is required for the trip, the Principal shall make a transportation request by completing a Vehicle Request Form (Procedure 09.36 AP.212). The Request Form should be submitted to the Transportation Supervisor at least five days prior to the trip.

Discipline on the bus or other Board vehicle is the responsibility of the coach/assistant, teacher, or administrator in charge.

Within one week following the trip, the faculty member sponsoring the trip must submit to the Principal a Trip Evaluation Form (Procedure 09.36 AP.23). ✓**Policy 09.36**

CLASSIFIED EMPLOYEES: Drivers are responsible for enforcement of bus/vehicle rules and regulations. ✓**Policy 09.36**

Health, Safety, and Security

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

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

The District shall follow established timelines in policy when making oral reports to the Kentucky Labor Cabinet to report employee fatalities, amputations, hospitalizations, including hospitalization resulting from a heart attack, or the loss of an eye.

File a Report	After Hours Hotline
(502) 564-3070	(800) 321-6742

Report any security hazard or unsafe conditions to your immediate supervisor.

For information on the District’s plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout, Personal Protective Equipment (PPE), and Asbestos Management, contact your immediate supervisor or see the District’s Policy Manual and related procedures. ✓**Policies 03.14/03.24/05.4**

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

Automated External Defibrillators (AEDs)

The District shall maintain AEDs in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with procedures established by the Superintendent/designee. Expected users documented as having completed required training shall be authorized to use a defibrillator. ✓**Policy 05.4**

School Delays or Cancellation

Designated radio/TV stations and the District’s One Call system will carry information about school delays or cancellation.

When school is called off or delayed, the announcement will be made on designated radio and TV stations. At the beginning of each school year, the Superintendent/designee shall notify students, employees, and parents as to the stations that will carry the District’s delay/cancellation information. The District’s One-Call system and District Facebook page will be used to announce school closings/delays. For this reason, it is very important that all contact information be kept up-to-date with the Board of Education. ✓**Policy 06.21**

CLASSIFIED EMPLOYEES: When the opening of school is delayed, bus runs will reflect the delay. Drivers should be available for unexpected schedule changes. ✓**Policy 06.21**

Assaults and Threats of Violence

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

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

Use of Physical Restraint and Seclusion

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

Employees should be polite and helpful when interacting with parents, visitors, and members of the public. Individuals who come onto District property or contact employees on school business are expected to behave accordingly. Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures, including dismissal. ✓**Policy 10.21**

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

If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to:

1. Hang up on a caller;
2. End a meeting;
3. Ask the individual to leave the school;
4. Call the site administrator or designee for assistance; and/or
5. Call the police.

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

Child Abuse

If you know or suspect that a child is being abused, it is your duty to make a report of such abuse to the appropriate official or agency.

Any employee who knows or has reasonable cause to believe that a child under 18 is dependent, abused, or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make an oral report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney.

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

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

All current school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting by January 31, 2017, and every two (2) years thereafter. School administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter. ✓ **Policy 09.227**

Grievances

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

Grievances are individual in nature and must be brought by the individual employee. The Board shall not hear grievances or complaints concerning simple disagreement or dissatisfaction with a personnel action. ✓ **Policies 03.16/03.26**

Gifts

If you have questions about receiving gifts, talk to your immediate supervisor and/or contact the Superintendent.

The Superintendent/designee must give prior approval for any gifts presented to a school employee for the school's use. Any gift so approved and accepted on behalf of the school becomes the property of the Board.

Employees may not accept for personal use any gifts from current or potential supply vendors. ✓ **Policies 03.1322/03.2322**

Outside Employment or Activities

Employees may not perform any duties related to an outside job during their regular working hours. Employees are prohibited from working (paid, volunteer, or any other capacity) in other school districts without Superintendent approval. Whitley County School District shall not hire or retain (paid, volunteer, or any other capacity) an employee from another school district without Superintendent approval ✓ **Policies 03.1331/03.2331**

Political Activities

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

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

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

Required Reports

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

- Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**
- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11/03.21**
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**
- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- If you know or believe that the District’s alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**
- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.
School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse. **03.13253/03.23253/09.425**
- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24, 05.4**
- Report to the Principal/immediate supervisor or the District’s Title IX Coordinator if you, another employee, a student, or visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262, 09.42811**
- Employees who believe or have been made aware that they or any other employee, student, or visitor has been subject to Title IX Sexual Harassment shall report it to the TIXC. Failure to make such a report shall be grounds for discipline up to and including termination. If the knowledge of the reporting party gives rise to reasonable cause to believe that the reported conduct constitutes child abuse Policy 09.227 or a reportable criminal offense Policy 09.221, notification of state officials shall be made as required by law. **03.1621/03.2621/09.428111**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/ bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**

- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**
- If you know or believe that the District’s weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**
- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities. **06.221**
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

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

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

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, you shall **immediately** make an oral report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth’s or County Attorney, and then make a report to the Principal. (See **Child Abuse** section.) **09.227**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**
- District employees shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim’s Principal, as directed by Board Policy **09.42811**.

In certain cases, employees must do the following:

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

Appendix



This Appendix contains the following documents:

1. Notice to Individuals Complaining of Harassment/Discrimination (Procedure 09.42811 AP.1),
2. “Professional Code of Ethics for Kentucky School Personnel” (16 KAR 1:020)

Notice to Individuals Complaining of Harassment/Discrimination (Procedure 09.42811 AP.1)

The District prohibits all forms of improper conduct, including sexual harassment and discrimination. A copy of the District's policy is attached for your information. Please be aware of the following provisions:

The District's Title IX/Equity Coordinator is Bryan Stewart. If you have any questions pertaining to sexual harassment or sexual discrimination, you may contact this person as follows:

300 Main Street, Williamsburg, KY 40769-7006; 606.549.7000

The District will investigate the allegations of harassment/discrimination that you have brought to its attention. The investigation will be conducted by the Superintendent or other individual with specific training and/or experience in this area. If you have any questions for the District's Investigator, you may contact him/her at the address listed above.

During the investigation, you have the right to: (a) provide the District with information and documentation concerning the alleged improper conduct; (b) advise the District of the identity and location of any possible witness(es); and (c) exercise all other rights set forth in law or in District policy.

The District is interested in knowing what actions you are seeking in response to your complaint. Although law does not require the District to comply with all requested actions in order to eliminate harassment/discrimination, a collaborative dialogue may be a useful tool in insuring that it is eliminated.

The District will take reasonable steps to preserve confidentiality and will make every effort to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the investigation. The District is interested in knowing your views about confidentiality issues and will try to accommodate them, subject to the District being able to fulfill its commitment to eliminate harassment/discrimination.

District employees and students who are alleged perpetrators of harassment/discrimination misconduct may be entitled to due process and may be protected by certain confidentiality rights. Subject to the rights of students or employees, the District will make an effort to keep you advised of the progress of its investigation and of any decisions it reaches concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by the District to remediate any harassment/discrimination that may have occurred, please feel free to contact the Title IX/Equity Coordinator or the individual assigned to investigate a complaint.

If you are dissatisfied with the progress of the investigation, the progress of rendering a decision, or the decision itself, you have the right to appeal to the Board.

If it is concluded following the investigation that the allegations have merit and that action will be taken to remediate the situation, the District may follow up with you to make sure that there is not a recurrence of the improper conduct. If there is any repeat of any improper conduct, we ask you to notify immediately the Title IX/Equity Coordinator and/or a District administrator.

The District will make every effort to correct the effects of any improper conduct on the complainant and others. Please advise us of the actions you believe the District should take to correct the discriminatory effects of the improper conduct.

Retaliation against an individual who has reported improper conduct by faculty, staff or students, including sexual harassment/discrimination, is strictly forbidden. If you believe that any of those parties is retaliating against you in any way, please notify the Title IX/Equity Coordinator and/or a District administrator immediately. If you are not satisfied with the District's response, you have the right to file a complaint with the Office of Civil Rights at the following address:

**Wanamaker Building, Suite 515
100 Penn Square East
Philadelphia, PA 19107**

Professional Code of Ethics for Kentucky School Personnel

(16 KAR 1:020)

Section I. Certified personnel in the Commonwealth:

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

(A) 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 measure 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.

(B) To Parents:

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

(C) 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.

Acknowledgment Form

2023-2024 School Year



I, _____, have received a
Employee's Name

copy of the *Employee Handbook* issued by the Whitley County Board of Education and understand and agree that I am to review this *Handbook* in detail and to consult District and school policies and procedures with my Principal/supervisor if I have any questions concerning its contents.

I understand and agree:

1. That this *Handbook* is intended as a general guide to District personnel policies and that it is not intended to create any sort of contract between the District and any one or all of its employees;
2. That the District may modify any or all of these policies, in whole or in part, at any time, with or without prior notice; and
3. That in the event the District modifies any of the policies contained in this *Handbook*, the changes will become binding on me immediately upon issuance of the new policy by the District.

I understand that as an employee of the Whitley County Board of Education I am required to review and follow the policies set forth in this Employee Handbook and I agree to do it.

Employee Name (please print)

Employee's Signature

Date

Return this signed form to the Central Office.