

**CAMPBELLSVILLE INDEPENDENT  
SCHOOL DISTRICT**

**EMPLOYEE HANDBOOK**

**CAMPBELLSVILLE**



**INDEPENDENT SCHOOLS**

**#changinglives**

## 2023 – 2024 Employee Handbook

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*Mr. Kirby Smith*, Superintendent  
Campbellsville Independent Board of Education  
136 Columbia Avenue  
Campbellsville, KY 42718  
Phone (270) 465-4162 • Fax (270) 465-3918  
[www.cville.k12.ky.us](http://www.cville.k12.ky.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

## Welcome

Welcome to Campbellsville Independent School District.

The purpose of the 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 a District employee.

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 procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Central Office or online at [www.cville.k12.ky.us](http://www.cville.k12.ky.us). Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

School council policies, which are also available from the school Principals, may be applicable in some circumstances. **02.4241**

In this handbook, **bolded policy codes** indicate related Board of Education policies. If an employee has questions, s/he should contact his/her immediate supervisor or **David Petett** in the Central Office.

## Future Policy Changes

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

## Central Office Personnel and School Administrators

136 South Columbia Avenue, Campbellsville, KY 42718

Person/Address	Telephone/E-mail	Fax
<b>Superintendent</b> Mr. Kirby Smith	(270) 465-4162 <a href="mailto:Kirby.Smith@cville.kyschools.us">Kirby.Smith@cville.kyschools.us</a>	(270) 465-3918
<b>Personnel/Benefits Coordinator</b> <b>Worker's Compensation</b> Mrs. Rebecca Tungate	(270) 465-4162 <a href="mailto:Rebecca.Tungate@cville.kyschools.us">Rebecca.Tungate@cville.kyschools.us</a>	(270) 465-3918
<b>Special Education/504 Coordinator</b> Mrs. Joni Davis	(270) 465-4162 <a href="mailto:Joni.Davis@cville.kyschools.us">Joni.Davis@cville.kyschools.us</a>	(270) 465-3918
<b>Chief Academic Officer/Associate Superintendent</b> Mr. David Petett	(270) 465-4162 <a href="mailto:David.Petett@cville.kyschools.us">David.Petett@cville.kyschools.us</a>	(270) 465-3918
<b>DPP</b> Mrs. Elisha Rhodes	(270) 465-4162 <a href="mailto:Elisha.Rhodes@cville.kyschools.us">Elisha.Rhodes@cville.kyschools.us</a>	(270) 465-3918
<b>Director of Federal Programs/Preschool</b> Mr. Weston Jones	(270) 465-4162 <a href="mailto:Weston.Jones@cville.kyschools.us">Weston.Jones@cville.kyschools.us</a>	(270) 465-3918
<b>Gifted and Talented Coordinator</b> Mr. Kent Settle	(270) 465-4162 <a href="mailto:Kent.Settle@cville.kyschools.us">Kent.Settle@cville.kyschools.us</a>	(270) 465-3918
<b>Chief Finance Officer</b> Mr. Zach Lewis	(270) 465-4162 <a href="mailto:Zach.Lewis@cville.kyschools.us">Zach.Lewis@cville.kyschools.us</a>	(270) 465-3918
<b>High School</b> Mr. Tyler Hardy, Principal 230 W. Main Street Campbellsville, KY	(270) 465-8774 <a href="mailto:Tyler.Hardy@cville.kyschools.us">Tyler.Hardy@cville.kyschools.us</a>	(270) 789-4007
<b>Middle School</b> Mrs. Hannah Jones, Principal 230 W. Main Street Campbellsville, KY	(270) 465-5121 <a href="mailto:Hannah.Jones@cville.kyschools.us">Hannah.Jones@cville.kyschools.us</a>	(270) 789-3718
<b>Elementary School</b> Mrs. Doretha Sanders, Principal 130 Roberts Road Campbellsville, KY	(270) 465-4561 <a href="mailto:Doretha.Sanders@cville.kyschools.us">Doretha.Sanders@cville.kyschools.us</a>	(270) 789-3827
<b>Pupil Transportation</b> Mr. Tim Tungate	(270) 465-4162 <a href="mailto:Tim.Tungate@cville.kyschools.us">Tim.Tungate@cville.kyschools.us</a>	(270) 465-3918
<b>Chief Information Officer</b> Mr. Steven Gumm	(270) 465-8774 <a href="mailto:Steven.Gumm@cville.kyschools.us">Steven.Gumm@cville.kyschools.us</a>	(270) 465-3918
<b>Diversity Coordinator</b> Will Griffin	(270) 465-8774 <a href="mailto:Will.Griffin@cville.kyschools.us">Will.Griffin@cville.kyschools.us</a>	(270) 465-3918

# **Section**

# **1**

# General Terms of Employment

## Equal Opportunity Employment

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 Campbellsville Independent Board of Education 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.

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.

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

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact the Superintendent at the Board of Education's Central Office. **03.113/03.212**

## Hiring

Except for non-contracted substitute teachers, all certified personnel are required to sign a written contract with the District and to contact Rebecca Tungate to complete the hiring process. All regular full-time and part-time classified employees also shall receive a contract.

A list of all District job openings is available at the Central Office.

For further information on hiring, refer to policies **03.11/03.21**.

## Certification and Records

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

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

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

Payroll will be withheld until proper certification is on file at the District Office.

Any change of rank must be documented and on file at the District Office by September 15th in order to receive a pay adjustment. **03.121**

## Transfer of Tenure

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.

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

## Hours of Duty

### Classified Personnel

#### Regular Hours

Classified employees shall be prompt in attendance and shall remain on duty as specified by their contract unless otherwise approved in writing by the Superintendent.

A classified employee shall not leave his/her job assignment during duty hours without the expressed approval of his/her immediate supervisor.

#### Additional Hours

Classified employees may be required to perform additional duties as directed by school policy or assigned by their immediate supervisor. **03.2332**

Extended days required are eight (8) hours and cannot be on school calendar days. Extended Day timesheets must be completed every pay period during which the employee works an extended day.

### Certified Personnel

#### Regular Hours

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

A certified employee shall not leave his/her job assignment during duty hours without the express approval of his/her immediate supervisor.

#### Classroom Teachers' Work Day

Teachers shall be on duty in their assigned area at least fifteen (15) minutes before the opening of the school day and shall be available for after-school conferences. The length of the work day shall be a minimum of seven and one-half (7 1/2) hours daily, including, but not limited to, duty free lunch, instructional time, and planning time, as specified by school policy or their immediate supervisor.

Teachers and certified employees shall not leave the school grounds at any time during the school day or the employee's workday without the express approval of their supervisor.

#### Additional Hours

Certified employees may be required to perform additional duties as directed by school policy or assigned by their immediate supervisor. **03.1332**

Extended days required are eight (8) hours and cannot be on school calendar days. Extended Day timesheets must be completed every pay period during which the employee works an extended day.

## **Criminal Background Check and Testing**

Applicants, employees, and student teachers assigned within the District shall undergo record checks and testing as required by applicable statutes and regulations. **03.11**

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

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

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

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

## **Confidentiality**

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

### **Access to be Limited**

Employees may only access student record information in which they have a legitimate educational interest. **03.111/03.211/09.14/09.213/09.34**

## **Information Security Breach**

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

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

## Salaries and Payroll Distribution

Employees shall be responsible for providing the Superintendent with all required certificates, other credentials, health examinations, and verifications of experience prior to beginning work. Payroll will be withheld until all certification is complete and at the District Office. **03.121/03.221**

Checks 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). Salaries will be paid bi-monthly. **03.121/03.221**

### Certified Personnel

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 and on training, experience, and such other factors as the State Board of Education may approve. Compensation for additional days of employment is prorated on the employee's base pay.

Credit for all prior years of teaching experience shall be allowed for new teachers according to state guidelines.

Changes in rank and experience shall be determined on September 15 of each year in compliance with **Board Policy 03.121**. No later than forty-five (45) days before the first student attendance day of each year or June 15<sup>th</sup>, whichever comes first, the Superintendent will notify certified personnel of the best estimate of their salary for the coming year.

### Classified Personnel

Classified personnel may be paid on an hourly or salary basis, as determined by the Board. Salaries will be paid bi-monthly. **03.221**

## Harassment/Discrimination/Title IX Sexual Harassment

The Board of Education intends that employees have a safe and orderly work environment in which to perform 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, any act prohibited by Board policy that disrupts the work place or the educational process and/or keeps employees from doing their jobs.

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

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

Office Address: 136 South Columbia, Campbellsville, KY 42718



Office Email: david.petett@cville.kyschools.us  
Office Phone: (270) 465-4162

**504 Coordinator: Mrs. Joni Davis**

Office Address: 136 South Columbia, Campbellsville, KY 42718  
Office Email: joni.davis@cville.kyschools.us  
Office Phone: (270) 465-4162

**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. **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](mailto:program.intake@usda.gov).

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

**07.1**

## **Supervision Responsibilities**

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. All District employees are required to assist in providing appropriate supervision and correction of students. **09.221**

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

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

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

## 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 of 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. **09.422**

## **Section**

# **2**

## Benefits and Leave

### Insurance

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

Optional, payroll deductible health/life insurance coverage is available to employees through Board-approved programs.

### Salary Deductions

The District makes the following *mandatory* payroll deductions required by law.

1. State and federal income taxes;
2. Occupational tax, when applicable;
3. Social Security, when applicable;
4. County Employees' Retirement System of the State of Kentucky, when applicable;
5. Kentucky Teachers Retirement System, when applicable;
6. Any deductions required as a result of judicial process, e.g., salary attachments, etc.; and
7. Medicare applicable to personnel newly hired after 3/31/86.

**03.1211/03.2211**

Employees may choose from the following *optional* payroll deductions:

1. Health/dental/life insurance program;
2. Tax Sheltered Annuity program;
3. Credit Union;
4. A state approved deferred compensation plan;
5. State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans.

**03.1211/03.2211**

### Cafeteria Plan

The District offers employees a cafeteria plan of benefits. **03.1213/03.2212**

### Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses school personnel are reimbursed for travel that is required as part of their duties or for school-related activities pre-approved by the Superintendent/designee. Allowable expenses include mileage, gasoline used for Board vehicles, tolls and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), and lodging. Meal/food expenses will be reimbursed only when travel requires an overnight stay.

There will be no reimbursement for meal/food expenses on day trips. Itemized receipts must accompany requests for reimbursement. When an employee returns from approved travel, s/he shall complete a Conference/Travel Authorization and Reimbursement form

(03.125 AP.22), attach original receipts, and submit all documents to his/her supervisor for approval.

Employees 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. **03.125/03.225**

## Holidays

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

## Vacations

Twelve-month employees working a 240 day or more contract shall be entitled to ten (10) days of vacation annually at a time approved by the Superintendent. Unused vacation days shall not accumulate. **03.122/03.222**

## Non-Contracted Days

All other employees shall work the days specified in their contracts. The Superintendent or the Superintendent's designee must approve the use of non-contracted days in advance. Non-contracted days shall not accumulate. **03.122/03.222**

## Leave Policies

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the Board provides various types of leave under which absences may be authorized. Employees who must be absent should inform their immediate supervisor as soon as possible.

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

Certified staff in positions that require substitutes must contact their immediate supervisor preferably the night before or no later than 6:15 AM to request a substitute for the day. Substitute assignments will not be made for less than one-half (1/2) day. If the absence is for less than one-half day, the employee shall make arrangements with the building Principal. If a staff member will be absent due to professional development, s/he must file a professional leave form in the Board Office and make arrangement for a substitute as soon as the professional development has been approved.

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

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 worker's compensation benefits. **03.123/03.223**

Each employee is to complete a leave statement for any days within his/her contract that are not at his/her job site and submit the affidavit to Rebecca Tungate. This includes personal leave, sick leave, workshop/conference, jury leave and vacation leave.

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

## Personal Leave

Full-time employees are entitled to *three (3)* days of paid personal leave each school year. Part-time employees or employees who work for less than a full year are entitled to a pro rata part of the authorized personal leave days. The Superintendent/designee must approve the leave date, but no reasons will be required for the leave.

Employees shall submit a Personal Leave Request to their immediate supervisor three (3) days prior to the leave.

Approval shall be contingent upon the availability of qualified substitute employees. However, unless otherwise approved by the Superintendent, employees shall not take personal leave on Professional Development days or during the first two (2) weeks or the last two (2) weeks of the school year. Those employees making earliest application shall be given preference.

No more than five percent (5%) or two (2) persons (whichever is greater) of a school's or division's employees may take personal leave on a given day. If requests exceed that limit, those making earliest application will be given preference.

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

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

Other limitations are set out in Policy. **03.1231/03.2231**

## Sick Leave

Full-time employees are entitled to ten (10) days of paid sick leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized sick leave days.

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. **03.1232/03.2232**

See the “Retirement” section for information about reimbursement for unused sick leave at retirement. **03.175/03.273**

## Sick Leave Donation Program

Employees who have accumulated more than fifteen (15) days of sick leave may request to donate sick leave days to another employee authorized to receive the donation. Employees may not disrupt the workplace while asking for donations.

Applications to donate sick leave should be returned to Rebecca Tungate, Personnel Benefits Coordinator.

Any sick leave that is not used will be returned on a prorated basis to the employees who donated days. **03.1232/03.2232**

## Family and Medical Leave

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

- 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;
- To care for the employee’s spouse, child or parent who has a serious health condition, as defined by federal law; or
- For an employee’s own serious health condition, as defined by federal law, that makes the employee unable to perform her/his job.
- 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
- To care for a covered service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

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

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

In compliance with the Family and Medical Leave Act of 1993, eligible employees are entitled to up to twelve (12) workweeks for unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. An employee may use up to thirty (30) days of paid sick leave on the first thirty (30) working days of that twelve-week period without a physician's statement. Additional paid sick leave days may be taken when the need is verified by a physician's statement.  
**03.1233/03.2233**

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



## FML Basic Leave Entitlement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 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 KRS 161.155, KRS 161.154, or Board policy. **03.12323/03.22323**

## Maternity Leave

### Paid Sick Leave

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

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

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.

### Unpaid Maternity Leave

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

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

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

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

## 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.

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

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

## **Educational Leave**

**Certified Employees:** Upon written request of a teacher or the Superintendent, the Board may grant leave (**without pay**) not to exceed two (2) consecutive years for educational or professional purposes. Leave may be granted for fulltime attendance at universities or other training or professional activities approved by the Board when those activities are related to the employee's job or to other jobs an employee might hold in the school system. Leave will not be granted for parttime educational activities.

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

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

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

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

**Classified Employees:** Upon recommendation by the Superintendent, the Board may grant short-term paid leaves to classified employees for training necessary to enhance skills required for their jobs or in anticipation of a different position within the school system. **03.2235**

## **Jury Leave**

Any employee who serves on a jury in local, state or federal court will be granted paid leave for the period of her/his jury service and will be required to reimburse the Board \$5.00 per day.

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

## **Military Leave**

Military leave is granted under the provisions and conditions specified in law.

As soon as an employee is notified of an upcoming military-related absence, s/he is responsible for notifying their immediate supervisor. **03.1238/03.2238**

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

## Unpaid Leave

**Certified Employees:** The Board may grant unpaid leave to certified employees provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability. Requests for unpaid leave must be made in writing and submitted to the Superintendent. **03.123/KRS 161.770**

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## Personnel Management

### Transfer

Employees who wish to request a voluntary transfer should contact the Superintendent. Employee preferences shall be given consideration.

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.

#### Certified Employees

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

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

Requests for transfer must be submitted in writing to the Superintendent. **03.1311**

#### Classified Employees

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

Employee preferences shall be given consideration. **03.2311**

### Employee Discipline

Termination and nonrenewal of contracts are the responsibility of the Superintendent. **03.17/03.27/03.2711**

Certified employees who resign or terminate their contracts must do so in compliance with KRS 161.780.

### 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. **03.17/03.272**

## Retirement

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

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

## Evaluations

All employees are given an opportunity to review their evaluations and an opportunity to attach a written statement to the evaluation. Any employee who believes that s/he was not fairly evaluated may appeal his/her evaluation in accordance with **03.18/03.28**

## Training/Professional Development

The Board provides a high quality, personalized, and evidence-based program for professional development and staff trainings.

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

**Professional development is ongoing. However, the twenty-four (24) hours required by statute must be fulfilled by May 1 of each year. If it is not, repayment for appropriate hours will be deducted from the individual's paycheck.**

**It is the responsibility of the individual to provide appropriate documentation for all completed professional development. Internal offerings are documented by sign-in sheets. For activities outside the District, it is the responsibility of the individual to obtain the appropriate form prior to attendance, have it completed and return it to the PDC. Registration costs, meals, and mileage are the responsibility of the individual unless supplemental funds are provided by another source.**

**Classified Personnel:** The Superintendent shall develop and implement a program for continuing training for selected classified personnel. **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 (1) Master personnel file shall be maintained in the Central Office for each employee. The Central Office files will be "the files of record." All originals should be forwarded to the Central Office.

The Principal/supervisor may maintain a personnel folder for each person under his/her supervision.

Employees may inspect their personnel files. **3.15/03.25**

## **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. **01.61**

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# Employee Conduct

## Absenteeism/Tardiness and Substitutes

Employees will notify their immediate supervisor when they must be tardy or absent.

Substitute assignments will not be made for less than one-half (1/2) day. If the absence is for less than one-half day, please make arrangements for that absence with the building principal.

If a staff member is going to be absent due to professional development, a professional leave form must be filed in the Board Office. **03.123/03.223 and 03.19**

## Staff Meetings

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

## Disrupting the Educational Process

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

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

1. conduct that threatens the health, safety or welfare of others;
2. conduct that may damage public or private property (including the property of students or staff);
3. illegal activity;
4. conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
5. conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations. **03.1325/03.2325**

## Political Activities

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

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

"Political positions" shall not be defined to include communications approved by the Superintendent to be distributed to parents or the community concerning District needs or proposed actions by the Board. Examples of such communications may include, but not be limited to, those addressing designation of attendance zones/areas and District facility and financial needs. The Superintendent shall inform all District employees of the provisions of KRS 161.164. **03.1324/03.2234**

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

## 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. **03.13241/03.23241**

## 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. **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. **08.1353**

## Drug-Free/Alcohol-Free Schools

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

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 lookalike 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 policy department, sheriff, or Kentucky State Police. **09.423**

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

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

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

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

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

## **Weapons**

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument 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 prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

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

## **Tobacco Products**

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

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

## **Use of School Property**

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

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

Unless otherwise approved by the Superintendent, 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.

District–owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted. Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

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

**03.1321/03.2321**

## **Acceptable Use Policy**

### **Internet Use Rule and Responsibilities**

Violations of the Acceptable Use Policy include, but are not limited to, the following:

1. Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
2. Sending or displaying offensive messages or pictures, including those that involve:
  - Profanity or obscenity; or
  - Harassing or intimidating communications.
3. Damaging computer systems, computer networks, or school/District websites.
4. Violating copyright laws, including illegal copying of commercial software and/or other protected material.
5. Using another user’s password, “hacking” or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
6. Trespassing in another user’s folder, work, or files.
7. Intentionally wasting limited resources, including downloading of freeware or shareware programs.
8. Using the network for commercial purposes, financial gain or any illegal activity.
9. Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com.

Additional rules and regulations may be found in District handbooks and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

## 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 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

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.

The delegating physician or nurse must approve in writing employees to whom health service responsibilities have been delegated. The approval form shall state that the employee consents to perform the health service when the employee does not have the administration of health services in his/her contract or job description as a job responsibility, but possesses sufficient training and skills and has demonstrated competency to safely and effectively perform the health service. The approval form shall be maintained as required by law. Delegation of health service responsibilities shall be valid only for the current school year. **09.22**

## 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. **05.4**

## Assaults and Threats of Violence

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 arises, employees should familiarize themselves with policy and procedures that are required. **09.425**

## Search and Seizure

School administrators are authorized to use stationary or mobile metal detectors. Metal detectors may be used in the following circumstances:

- To search an individual student when there is reasonable suspicion to believe the specific student is concealing a weapon;

- To search all students entering the premises; or
- To search students on a random basis, provided adequate procedures are adopted and followed to ensure a random selection process.

Procedures setting guidelines for the use of metal detectors shall be developed and presented to the Board for review. All procedures for the use of metal detectors shall conform to applicable legal standards.<sup>2</sup> Students shall be notified that metal detectors may be used and the circumstances and procedures for their use.

Items that may be used to disrupt or interfere with the educational process may be removed temporarily from the pupil's possession by a staff member. Such items may be returned to the pupil by the staff member or through the Principal's office. All items that have been seized shall be turned over to the proper authorities or returned to the true owner. **09.436**

## **Child Abuse**

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make 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.

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. **09.227**

## **Use of Physical Restraint and Seclusion**

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

## **Grievances/Communications**

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

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

## **Gifts**

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

## **Outside Employment or Activities**

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

## **Purchasing**

Purchasing at both the school and District levels must comply with law and follow procedures established by the Board, including purchases that must be made on an emergency basis. At the school level, the purchase order must include the authorized signature of approval by the Principal/designee. District-level purchases must include the authorized signature of approval by the Superintendent/designee. **04.31**

## **Grants**

Prior to submission, employees who are applying for grants on behalf of the District or District schools shall send a copy of the completed application including budget pages, in kind matches, and statements of assurance to the Superintendent/designee, who shall present the application to the Board with a recommendation for approval or disapproval. Except as provided by law, such applications shall not be submitted without Board approval. A final copy is to be given to the Finance Officer.

All purchases from grant money must be made on District purchase orders and inventoried to the District. **01.11**

## Civility

The Board invites parental and community member involvement and recognizes that the vast majority of input received will be of a constructive and civil nature. This policy is designed to address those rare instances where that is not the case.

While it is not the Board's intent to deny an individual's right to freedom of expression, it has the responsibility to maintain, to the extent possible and reasonable, safe, harassment-free schools, school activities, and workplaces for students and staff and to minimize disruptions to the District's programs.

### Behavior Standards

Persons coming onto District property shall be under the jurisdiction of the site administrator or designee.

District employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto District property or contact employees on school or District business are expected to behave accordingly. Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

- Cursing and use of obscenities,
- Disrupting or threatening to disrupt school or office operations,
- Acting in an unsafe manner that could threaten the health or safety of others,
- Verbal or written statements or gestures indicating intent to harm an individual or property, and
- Physical attacks intended to harm an individual or substantially damage property.

Employees who fail to observe these standards in their own behavior shall be subject to appropriate disciplinary measures, up to and including dismissal.

### Employee Options

In cases involving physical attack of an employee or imminent threat of harm, the first priority shall be for employees to take immediate action to protect themselves and others. In absence of an imminent threat, employees shall attempt to calmly and politely inform the individual of the provisions of this policy and/or provide him/her with a copy. However, if the individual continues to behave in a discourteous and uncivil manner, the employee may respond as needed, to include, but not be limited to, the following options:

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

Employees shall submit to their immediate supervisor, as soon as possible, a written incident report for all such occurrences. The Superintendent/designee, on advice from the Board Attorney, shall determine whether an incident indicates the need for a restraining order or pursuit of other legal options on behalf of the District. Individual employees are free to pursue other legal courses of action. **10.21**



# Forms

## Personnel Forms

The following personnel forms and all other District forms may be found in the Procedure Manual at the District Office, each Principal's Office and the District Website.

They may be printed directly from either [www.cville.k12.ky.us](http://www.cville.k12.ky.us) or <http://policy.ksba.org/c04/>.

Certified Evaluation Appeal Form

Classified Evaluation Appeal Form

Change in Rank/Licensure

Community Relations/Incident Report

Direct Deposit Authorization

Harassment/Discrimination Reporting Form

Hourly Employee Time Report

Leave Affidavit

Personal Leave Request

Purchase Order

Request to Donate Sick Leave

Travel Expense Voucher

Workshop/Conference/School/Visitation

## Acceptable Use Agreement

### Internet use rules and responsibilities

The Acceptable Use Policy is available online at <http://www.cville.kyschools.us>. Employees should view the policy online, print and sign the User Agreement Form, and take the signed form to their school office to be filed.

## Code of Ethics for Certified School Personnel

SOURCE: 16 KAR 1:020

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:
  - (a) To students:
    1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
    2. Shall respect the constitutional rights of all students;
    3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
    4. Shall not use professional relationships or authority with students for personal advantage;
    5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
    6. Shall not knowingly make false or malicious statements about students or colleagues;
    7. Shall refrain from subjecting students to embarrassment or disparagement; and
    8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.
  - (b) To parents:
    1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
    2. Shall endeavor to understand community cultures and diverse home environments of students;
    3. Shall not knowingly distort or misrepresent facts concerning educational issues;
    4. Shall distinguish between personal views and the views of the employing educational agency;
    5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
    6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
    7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.
  - (c) To the education profession:
    1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
    2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
    3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
    4. Shall not use coercive means or give special treatment in order to influence professional decisions;
    5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
    6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

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

## Required Reports

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

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

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse. **03.13253/03.23253/09.425**

- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24/05.4**
- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or had 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 or Kentucky State Police, 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**
- 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**

# Acknowledgement Form

2023 – 2024 School Year

I, \_\_\_\_\_, have received, reviewed, and/or been given access  
*Employee Name*

to a copy of the Employee Handbook issued by the District, and understand and agree that I am to review this handbook in detail and to consult District and school policies and procedures and 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 District I am required to review and follow the policies set forth in this Employee Handbook and I agree to do so.*

\_\_\_\_\_  
*Employee Name (please print)*

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
*Date*

**Return this signed form to the Central Office.**