

EMPLOYEE HANDBOOK



2024 - 2025

Fulton County School District

Fulton County School District

2024 - 2025 EMPLOYEE HANDBOOK

MISSION: COMPASSION+HIGH STANDARDS= GROWTH FOR ALL

VISION: RELENTLESSLY PURSUING EXCELLENCE

Fulton County Schools

Patrice T. Chambers, Superintendent

2780 Moscow Ave.

Hickman, KY 42050-0326

Phone 270.236.3923 • FAX 270.236.2184

<http://www.fulton.kyschools.us>

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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

The Fulton County School Board believes that education is the bulwark of freedom and that our educational system of free public education is literally the nation's first line of defense and the greatest constructive force in the possession of the American people for the preservation of their freedoms and the advancement of the democratic way of life.

Since we subscribe to the basic philosophy as just stated, we believe that we are obligated to provide a continuously evolving type of educational program whereby each person in school may:

Become aware of the student's own interests, abilities, and potentialities.

Evolve a plan whereby the student's growth in terms of his/her interest, abilities, and potentialities can be assured.

Develop and maintain good health, proper health habits, and physical fitness.

Become proficient in the area of communications and in the understanding and interpretation of basic areas of knowledge.

Make use of the student's creative abilities and his/her abilities to do reflective thinking.

Equip the student for happy and successful living in a vocation for which s/he is well-adapted as far as our facilities will permit.

Prepare the student for happy living by the development of an appreciation for art, music, and literature, and the development of skills in certain hobbies, cultural, and recreational activities.

Prepare the student for the responsibilities and privileges of family life.

Prepare the student for the acceptance of responsibilities as an American citizen and a world citizen.

Prepare the student to recognize his/her responsibilities as a citizen with proper respect for authority, civil law, as well as school law.

Develop within the student the personal goal of honesty in word and action as a way of life.

In summary, our aims may be stated briefly as follows:

To offer a school program on all levels, as far as our finances will permit, that will care for the individual needs, interests, desires, and abilities of all students.

To offer a quality of instruction that will insure speedy and efficient learning on the part of all students.

To offer a program of guidance and direction that will enable each student to take the greatest advantage of the part of the school program best suited to him/her.

We hold that public schools will keep America strong and free if America's public will keep the schools free and strong and, firm in this conviction, we have agreed upon a statement of common beliefs and policies with regard to public education.

Welcome from the Superintendent

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 Fulton County School District. Information is power, and we want everyone to have information about your employment and benefits.

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

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 online via the District's Web site, or through this Internet address: <http://policy.ksba.org/f08/> and complete copies of those documents are available at the Central Office. 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, also apply in some instances. ✓**Policy 02.4241**

Return the completed Acknowledgment Form to your immediate supervisor.

In this *Handbook* bolded policy codes indicate related Board of Education policies and procedures. If you have questions, contact your immediate supervisor or Patrice T. Chambers in 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 your immediate supervisor.

Board of Education Mission

Compassion + High Standards = Growth for all. (adopted August 7, 2023)

District Vision

The District Vision of Relentlessly Pursuing Excellence guides decisions and actions.

Future Policy Changes

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

Accessing the Online Manual

In the marginal notes of this *Handbook*, you will notice that many procedures are referenced with the directive to “Access online Procedure XXXX”—XXXX being a particular procedure code. To access the Fulton County School District’s online *Policy & Procedures Manual*, follow these steps:

1. Access the District Web site: www.fulton.kyschools.us.
2. Once on the home page, click menu and select our district.
3. Scroll down to find Board Policies and Procedures.
4. Once you select a chapter, the pull-down lists expand to **Please click here for policies** and **Please click here for procedures**. Clicking on either of the pull-down lists will expand that category; you then highlight which policy or procedure you wish to view. Note that KRSs (statute) and KARs (regulations) are hyperlinked for your convenience if you want to review a particular legislative record.
5. You can print out the policy or procedure by clicking on **Printable Document**, next on **Open**, and then on the printer icon in the toolbar or by going to the **File** menu and selecting **Print**.
6. If you don’t know the particular policy or procedure code, you can do a search of the manual. Click the **Search Manual** tab (located at the top of the right frame), key in a word or phrase, and **Click here to search...** The window displays **Search results can be seen in Policy/Procedure list**. Go to the pull-down lists located in the upper right-hand frame, and click on the **Policy** or **Procedure** pull-down lists to find those documents meeting your search criteria.

You can print out a particular policy or procedure from the online manual. If you don't know the policy or procedure code, you can do a search of the manual by keying in a word or phrase.

Fulton County Board of Education

The Board of Education meets on the fourth Thursday of each month at 6:00 P.M. in the Central Office (2780 Moscow Ave.).

Patrice T. Chambers, Superintendent

Fulton County Schools
 2780 Moscow Ave.
 Hickman, KY 42050-0326
 270.236.3923

BOARD MEMBER	ADDRESS	PHONE	E-MAIL
Perry E. Turner, Chair	2005 Moscow Ave. Hickman, KY 42050	270.236.2454	trock4me@yahoo.com
Kimberly Hagler, Vice-Chair	706 Moscow Avenue Hickman KY, 42050	270.236.0822	Khagler42@nwtmhs.org
Rob Garrigan	2726 State Rt. 121 W. Hickman, KY 42050	270.883.5023	robgarrigan@yahoo.com
Barry L. Patrick	5209 State Route 94 East Hickman, KY 42050	270.472.5884	keynoteplayer@gmail.com
Brian Emmons	2720 Moscow Ave Hickman, KY 42050	731.445.6442	brianemmonsbodyshop@yahoo.com

Central Office/Location Information

DEPARTMENT	CONTACT	PHONE	E-MAIL
Superintendent	Patrice Chambers	270.236.3923	Patrice.Chambers@fulton.kyschools.us
Assistant Superintendent Director of Instruction	Kim Dublin	270.236.3923	Kim.Dublin@fulton.kyschools.us
Director of Academic Operations	Sondra Gibbs	270.236.3923	Sondra.Gibbs@fulton.kyschools.us
Director of Special Education/Director of Operations/Director of Pupil Personnel/Federal Programs	Tamra Parker	270.236.3923	Tamra.Parker@fulton.kyschools.us
Maintenance Technician	Dale Jackson	270.236.3923	Dale.Jackson@fulton.kyschools.us
Human Resource Officer and Payroll	Maegan Scott	270.236.3923	Maegan.Scott@fulton.kyschools.us
Director of Finance	Jennifer Davis	270.236.3923	Jennifer.Davis@fulton.kyschools.us
Transportation Coordinator	Rodney Mitchell	270.236.3923	Rodney.Mitchell@fulton.kyschools.us

School/Location Information

OFFICE/ SCHOOL	PRINCIPAL/ CONTACT	TELEPHONE	FAX	E-MAIL
Fulton County Elementary School 2740 Moscow Ave. Hickman, KY 42050	Ashton Giles Principal	270.236.207 0	270.236.95 23	Ashton.Giles@fulton.kyschools.us
Fulton County Middle School 2740 Moscow Ave. Hickman, KY 42050	Tiea Cross- Davis, Principal	270.236.207 0	270.236.95 23	Tiea.Davis@fulton.kyschools.us
Fulton County High School 2740 Moscow Ave. Hickman, KY 42050	Ellen Murphy, Principal	270.236.390 4	270.236.90 04	Ellen.Murphy@fulton.kyschools.us
Four Rivers Career Academy	Bret Johnson, Principal	270.236.251 7	270.236.93 96	Bret.Johnson@fulton.kyschools.us

2024-2025 District Calendar



July 24

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 24

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 24

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 24

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 24

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 24

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 25

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 25

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 25

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 25

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 25

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 25

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 25

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 25

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

■ No School
■ Teacher's only
■ Holiday's

■ Opening/Closing
■ First/Last Student Day
■ Early Release Day
 (Parent/Teacher Conference)

■ Make Up
■ Flexible PD (must work)

1st Nine Weeks 8/15-10/18
 2nd Nine Weeks 10/21-12/20
 3rd Nine Weeks 1/1-3/7
 4th Nine Weeks 3/10-5/22

Events

- August**
- 5-7 Teachers Only
 - 12 Teachers Only
 - 13 Opening Day (No Students)
 - 14 First Student Day
- September**
- 2 Labor Day
- October**
- 7-11 Fall Break
 - 25 Early Release Day - PTC
- November**
- 5 No School
 - 27-29 Thanksgiving Break
- December / January**
- 12/23--1/6 Winter Break
 - 1/20 Martin Luther King Day
- February**
- 17 No School
- March**
- 14 Early Release Day - PTC
 - 17 No School
- April**
- 7-11 Spring Break
- May**
- 22 Last Student Day
 - 23 Closing Day (No Students)



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 Fulton 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 Superintendent Chambers at the Fulton County School District Central Office. ✓Policies 03.113/03.212

Harassment/Discrimination/Title IX Sexual Harassment

Harassment or discrimination of employees, students, or visitors will not be tolerated.

The Fulton 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 Board policy. The District will investigate any such concerns promptly and confidentially.

Access online
 Procedures:
 03.162 AP.2
 03.162 AP.21
 03.162 AP.22
 09.42811 AP.1

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. ✓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): Kim Dublin

Office Address: 2780 Moscow Ave, Hickman, KY 42050

Office Email: Kim.Dublin@fulton.kyschools.us

Office Phone: 270-236-3923

504 Coordinator: Tamra Parker

Office Address: 2780 Moscow Ave (Central Location), Hickman, KY 42050

Office Email: Tamra.Parker@fulton.kyschools.us

Office Phone: 270-236-3923 x 5014

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

07.1

Hiring

You are responsible for completing payroll documentation.

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

A list of all District job openings is available at www.fulton.kyschools. For further information on hiring, refer to Policies **03.11/03.21** and related procedures. ✓ **Policies 03.11/03.21**

Transfer of Tenure

CERTIFIED EMPLOYEES: 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 school district must serve a one (1)-year probationary period before being considered for continuing-contract status in the Fulton County School District. ✓ **Policy 03.115**

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 Improvement Plans from the District's Web site.

As part of the comprehensive improvement planning process, Fulton 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.

Background Check and Testing

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.

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

The program and user instructions are on the Kentucky Online Gateway (KOG): <https://kog.chfs.ky.gov/home/>.

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

Both federal law and Board policy prohibit employees from making unauthorized disclosure, use or dissemination of personal information regarding minors over the Internet. ✓Policy 08.2323

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. ✓Policy 01.61

Salaries and Payroll Distribution

For current salary schedules, see the Appendix or 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 forty-five (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 each year and adjusted in January. 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.

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. ✓ **Policy 03.221**

ALL EMPLOYEES: Weekend days may be counted as extended employment days only if employees attend and travel to and from job-related conferences on weekends or as approved by the Superintendent.

Current salary schedules for both certified and classified employees, as well as job classes for classified employees, are printed in the Appendix.

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**

PAYROLL DISTRIBUTION: All District employees shall participate in direct deposit of payroll. Direct deposits will be distributed monthly.

Certified Salary Schedule

FULTON COUNTY SCHOOLS



2780 Moscow Avenue
 Hickman, Kentucky 42050
 Telephone: (270) 236-3923
 Fax: (270) 236-2184
www.fulton.kyschools.us



185 DAY SALARY SCHEDULE Certified Salary Schedule 2024-2025

Year Exp.	Rank				
	I	II	III	IV	V
0	\$ 45,742.27	\$ 41,465.28	\$ 39,238.02	\$ 28,964.62	State Min
1	\$ 46,428.40	\$ 42,087.27	\$ 39,826.59	\$ 29,399.09	State Min
2	\$ 47,124.83	\$ 42,718.58	\$ 40,424.00	\$ 29,840.08	State Min
3	\$ 47,831.70	\$ 43,359.35	\$ 41,030.36	\$ 30,287.69	State Min
4	\$ 50,066.71	\$ 45,742.27	\$ 41,645.81	\$ 30,742.00	State Min
5	\$ 50,066.71	\$ 45,742.27	\$ 42,270.49	\$ 31,203.13	State Min
6	\$ 50,066.71	\$ 45,742.27	\$ 42,904.56	\$ 31,671.17	State Min
7	\$ 50,766.82	\$ 46,020.03	\$ 43,548.12	\$ 32,146.25	State Min
8	\$ 51,528.32	\$ 46,710.33	\$ 44,201.34	\$ 32,628.43	State Min
9	\$ 52,301.24	\$ 47,410.99	\$ 44,864.36	\$ 33,117.86	State Min
10	\$ 55,806.40	\$ 51,347.75	\$ 46,951.20	\$ 33,614.63	State Min
11	\$ 55,806.40	\$ 51,347.75	\$ 46,951.20	\$ 34,118.86	State Min
12	\$ 55,806.40	\$ 51,528.33	\$ 46,951.20	\$ 34,630.63	State Min
13	\$ 55,806.40	\$ 52,301.25	\$ 47,655.47	\$ 35,150.10	State Min
14	\$ 56,343.30	\$ 53,085.77	\$ 48,370.30	\$ 35,677.35	State Min
15	\$ 57,475.62	\$ 53,882.06	\$ 49,095.85	\$ 36,212.51	State Min
16	\$ 58,045.96	\$ 54,690.29	\$ 49,832.29	\$ 36,755.69	State Min
17	\$ 58,916.65	\$ 55,510.64	\$ 50,579.78	\$ 37,307.03	State Min
18	\$ 59,800.40	\$ 56,343.30	\$ 51,338.48	\$ 37,866.63	State Min
19	\$ 60,697.40	\$ 57,188.45	\$ 52,108.56	\$ 38,434.63	State Min
20-24	\$ 61,607.86	\$ 58,046.28	\$ 52,890.18	\$ 39,011.15	State Min
25-29	\$ 64,688.26	\$ 60,948.59	\$ 55,534.69	\$ 40,961.71	State Min
30+	\$ 67,923.03	\$ 63,996.02	\$ 58,311.42	\$ 43,009.80	State Min

Rank I Master's Degree + 30 hours
 Rank II Master's Degree
 Rank III BS Degree

Classified Salary Schedule



Fulton County Schools

2780 Moscow Avenue
 Hickman, KY 42050
 Phone (270) 236-3923 Fax (270) 236-2184
 fulton.kyschools.us



Classified Salary Schedule

Class Code	7942 Bus Monitor	7234 Cafeteria Assistants	7349 Preschool Associate Teacher	7320 Instructional Assistant	8320 Instructional Assistant with Degree	7332 Specialized Special Education Program Assistant	7773 School Secretary HS	7775 School Secretary Elem/MS	8332 Specialized Sp Ed Program Assist with degree	7212 Cafeteria Manager HS	7791 Receptionist	7863 Attendance Clerk	7210 Cafeteria Manager Elem/MS	7941 Bus Driver	AP Clerk	VehicIn Mechanic	7903 Transportation Area Coordinator	7445 Maintenance Technician I													
Job Description	Grade 5	Grade 7	Grade 9	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 17	Grade 19	Grade 22	Grade 25	Grade 26	Grade 26	Grade 26	Grade 26	Grade 26	Grade 26													
Years of Experience	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
0	9.04	9.78	10.58	11.00	11.44	11.90	12.38	12.87	14.48	15.66	17.61	19.81	20.61																		
1	9.18	9.93	10.74	11.17	11.61	12.08	12.56	13.06	14.70	15.89	17.88	20.11	20.92																		
2	9.32	10.08	10.90	11.33	11.79	12.26	12.75	13.26	14.92	16.13	18.15	20.41	21.23																		
3	9.46	10.23	11.06	11.50	11.96	12.44	12.94	13.46	15.14	16.37	18.42	20.72	21.55																		
4	9.60	10.38	11.23	11.68	12.14	12.63	13.14	13.66	15.37	16.62	18.70	21.03	21.87																		
5	9.74	10.54	11.40	11.85	12.33	12.82	13.33	13.87	15.60	16.87	18.98	21.35	22.20																		
6	9.89	10.69	11.57	12.03	12.51	13.01	13.53	14.07	15.83	17.12	19.26	21.67	22.53																		
7	10.04	10.86	11.74	12.21	12.70	13.21	13.74	14.28	16.07	17.38	19.55	21.99	22.87																		
8	10.19	11.02	11.92	12.39	12.89	13.41	13.94	14.50	16.31	17.64	19.84	22.32	23.21																		
9	10.34	11.18	12.10	12.58	13.08	13.61	14.15	14.72	16.55	17.90	20.14	22.66	23.56																		
10	10.49	11.35	12.28	12.77	13.28	13.81	14.36	14.94	16.80	18.17	20.44	23.00	23.92																		
11	10.65	11.52	12.46	12.96	13.48	14.02	14.58	15.16	17.05	18.45	20.75	23.34	24.27																		
12	10.81	11.69	12.65	13.15	13.68	14.23	14.80	15.39	17.31	18.72	21.06	23.69	24.64																		
13	10.97	11.87	12.84	13.35	13.89	14.44	15.02	15.62	17.57	19.00	21.38	24.05	25.01																		
14	11.14	12.05	13.03	13.55	14.09	14.66	15.24	15.85	17.83	19.29	21.70	24.41	25.38																		
15	11.31	12.23	13.23	13.76	14.31	14.88	15.47	16.09	18.10	19.58	22.02	24.77	25.76																		
16	11.48	12.41	13.42	13.96	14.52	15.10	15.70	16.33	18.37	19.87	22.35	25.14	26.15																		
17	11.65	12.60	13.63	14.17	14.74	15.33	15.94	16.58	18.65	20.17	22.69	25.52	26.54																		
18	11.82	12.79	13.83	14.38	14.96	15.56	16.18	16.83	18.93	20.47	23.03	25.90	26.94																		
19	12.00	12.98	14.04	14.60	15.18	15.79	16.42	17.08	19.21	20.78	23.37	26.29	27.34																		
20	12.18	13.17	14.25	14.82	15.41	16.03	16.67	17.34	19.50	21.09	23.72	26.69	27.75																		
21	12.36	13.37	14.46	15.04	15.64	16.27	16.92	17.60	19.79	21.41	24.08	27.09	28.17																		
22	12.55	13.57	14.68	15.27	15.88	16.51	17.17	17.86	20.09	21.73	24.44	27.49	28.59																		
23	12.74	13.78	14.90	15.50	16.12	16.76	17.43	18.13	20.39	22.05	24.81	27.91	29.02																		
24	12.93	13.98	15.12	15.73	16.36	17.01	17.69	18.40	20.70	22.39	25.18	28.32	29.46																		
25	13.12	14.19	15.35	15.96	16.60	17.27	17.96	18.68	21.01	22.72	25.56	28.75	29.90																		
26	13.32	14.40	15.58	16.20	16.85	17.53	18.23	18.96	21.32	23.06	25.94	29.18	30.35																		
27	13.52	14.62	15.81	16.45	17.10	17.79	18.50	19.24	21.64	23.41	26.33	29.62	30.80																		
28	13.72	14.84	16.05	16.69	17.36	18.05	18.78	19.53	21.97	23.76	26.73	30.06	31.27																		
29	13.93	15.06	16.29	16.94	17.62	18.33	19.06	19.82	22.30	24.12	27.13	30.51	31.73																		
30	14.13	15.29	16.54	17.20	17.89	18.60	19.34	20.12	22.63	24.48	27.53	30.97	32.21																		

Classified employees with a college degree will be moved up one grade.

Bus Trip Pay \$15 Minimum of \$30 for student bus trips

Job Description Class Code	Experience															
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
7941 Bus Monitor	\$ 8.20	\$ 8.32	\$ 8.45	\$ 8.57	\$ 8.70	\$ 8.83	\$ 8.97	\$ 9.10	\$ 9.24	\$ 9.38	\$ 9.52	\$ 9.66	\$ 9.80	\$ 9.95	\$10.10	\$10.25
7234 Cafeteria Assistants	\$ 9.59	\$ 9.73	\$ 9.88	\$10.03	\$10.18	\$10.33	\$10.49	\$10.64	\$10.80	\$10.97	\$11.13	\$11.30	\$11.47	\$11.64	\$11.81	\$11.99
7320 Instructional Assistants	\$ 9.97	\$10.12	\$10.27	\$10.43	\$10.58	\$10.74	\$10.90	\$11.07	\$11.23	\$11.40	\$11.57	\$11.74	\$11.92	\$12.10	\$12.28	\$12.46
7349 Preschool Associate Teacher	\$ 9.97	\$10.12	\$10.27	\$10.43	\$10.58	\$10.74	\$10.90	\$11.07	\$11.23	\$11.40	\$11.57	\$11.74	\$11.92	\$12.10	\$12.28	\$12.46
7775 School Secretary ES/MS	\$11.21	\$11.38	\$11.55	\$11.72	\$11.90	\$12.08	\$12.26	\$12.44	\$12.63	\$12.82	\$13.01	\$13.20	\$13.40	\$13.60	\$13.81	\$14.02
7332 Specialized Special Education Program Assistant	\$11.21	\$11.38	\$11.55	\$11.72	\$11.90	\$12.08	\$12.26	\$12.44	\$12.63	\$12.82	\$13.01	\$13.20	\$13.40	\$13.60	\$13.81	\$14.02
7872 Employment Training Specialist	\$11.21	\$11.38	\$11.55	\$11.72	\$11.90	\$12.08	\$12.26	\$12.44	\$12.63	\$12.82	\$13.01	\$13.20	\$13.40	\$13.60	\$13.81	\$14.02
7773 School Secretary HS	\$11.21	\$11.38	\$11.55	\$11.72	\$11.90	\$12.08	\$12.26	\$12.44	\$12.63	\$12.82	\$13.01	\$13.20	\$13.40	\$13.60	\$13.81	\$14.02
7941 Bus Driver	\$11.66	\$11.83	\$12.01	\$12.19	\$12.38	\$12.56	\$12.75	\$12.94	\$13.13	\$13.33	\$13.53	\$13.73	\$13.94	\$14.15	\$14.36	\$14.58
7212 Cafeteria Manager HS	\$12.12	\$12.30	\$12.49	\$12.67	\$12.86	\$13.06	\$13.25	\$13.45	\$13.65	\$13.86	\$14.07	\$14.28	\$14.49	\$14.71	\$14.93	\$15.15
7791 Receptionist	\$12.12	\$12.30	\$12.49	\$12.67	\$12.86	\$13.06	\$13.25	\$13.45	\$13.65	\$13.86	\$14.07	\$14.28	\$14.49	\$14.71	\$14.93	\$15.15
7863 Attendance Clerk	\$12.61	\$12.80	\$12.99	\$13.19	\$13.38	\$13.58	\$13.79	\$14.00	\$14.21	\$14.42	\$14.63	\$14.85	\$15.08	\$15.30	\$15.53	\$15.77
7210 Cafeteria Manager Ele/MS	\$14.18	\$14.39	\$14.61	\$14.83	\$15.05	\$15.28	\$15.51	\$15.74	\$15.97	\$16.21	\$16.46	\$16.70	\$16.95	\$17.21	\$17.47	\$17.73
7445 Maintenance Technician I	\$19.41	\$19.70	\$20.00	\$20.30	\$20.60	\$20.91	\$21.22	\$21.54	\$21.87	\$22.19	\$22.53	\$22.86	\$23.21	\$23.56	\$23.91	\$24.27
7903 Transportation Area Coordinator	\$20.19	\$20.49	\$20.80	\$21.11	\$21.43	\$21.75	\$22.08	\$22.41	\$22.74	\$23.09	\$23.43	\$23.78	\$24.14	\$24.50	\$24.87	\$25.24

16	17	18	19	20	21	22	23	24	25	26	27	28	29
\$10.41	\$10.56	\$10.72	\$10.88	\$11.04	\$11.21	\$11.38	\$11.55	\$11.72	\$11.90	\$12.08	\$12.26	\$12.44	\$12.63
\$12.17	\$12.35	\$12.54	\$12.73	\$12.92	\$13.11	\$13.31	\$13.51	\$13.71	\$13.91	\$14.12	\$14.34	\$14.55	\$14.77
\$12.65	\$12.84	\$13.03	\$13.23	\$13.43	\$13.63	\$13.83	\$14.04	\$14.25	\$14.47	\$14.68	\$14.90	\$15.13	\$15.35
\$12.65	\$12.84	\$13.03	\$13.23	\$13.43	\$13.63	\$13.83	\$14.04	\$14.25	\$14.47	\$14.68	\$14.90	\$15.13	\$15.35
\$14.23	\$14.44	\$14.66	\$14.88	\$15.10	\$15.32	\$15.55	\$15.79	\$16.02	\$16.27	\$16.51	\$16.76	\$17.01	\$17.26
\$14.23	\$14.44	\$14.66	\$14.88	\$15.10	\$15.32	\$15.55	\$15.79	\$16.02	\$16.27	\$16.51	\$16.76	\$17.01	\$17.26
\$14.23	\$14.44	\$14.66	\$14.88	\$15.10	\$15.32	\$15.55	\$15.79	\$16.02	\$16.27	\$16.51	\$16.76	\$17.01	\$17.26
\$14.23	\$14.44	\$14.66	\$14.88	\$15.10	\$15.32	\$15.55	\$15.79	\$16.02	\$16.27	\$16.51	\$16.76	\$17.01	\$17.26
\$14.80	\$15.02	\$15.24	\$15.47	\$15.70	\$15.94	\$16.18	\$16.42	\$16.67	\$16.92	\$17.17	\$17.43	\$17.69	\$17.96
\$15.38	\$15.61	\$15.84	\$16.08	\$16.32	\$16.57	\$16.82	\$17.07	\$17.33	\$17.59	\$17.85	\$18.12	\$18.39	\$18.66
\$15.38	\$15.61	\$15.84	\$16.08	\$16.32	\$16.57	\$16.82	\$17.07	\$17.33	\$17.59	\$17.85	\$18.12	\$18.39	\$18.66
\$16.00	\$16.24	\$16.49	\$16.73	\$16.98	\$17.24	\$17.50	\$17.76	\$18.03	\$18.30	\$18.57	\$18.85	\$19.13	\$19.42
\$17.99	\$18.26	\$18.54	\$18.82	\$19.10	\$19.38	\$19.68	\$19.97	\$20.27	\$20.57	\$20.88	\$21.20	\$21.51	\$21.84
\$24.63	\$25.00	\$25.38	\$25.76	\$26.14	\$26.53	\$26.93	\$27.34	\$27.75	\$28.16	\$28.59	\$29.01	\$29.45	\$29.89
\$25.62	\$26.01	\$26.40	\$26.79	\$27.19	\$27.60	\$28.01	\$28.44	\$28.86	\$29.29	\$29.73	\$30.18	\$30.63	\$31.09

Hours of Duty

Employees are not to leave their job assignments during duty hours without the express permission of their immediate supervisors.

CERTIFIED EMPLOYEES: Teachers 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. If no times are designated by their Principal/Supervisor, then teachers are to report no later than 7:30 a.m. and remain until 3:30 p.m. ✓Policy 03.1332

CLASSIFIED EMPLOYEES: Classified employees who are assigned to a school shall be prompt in attendance and shall remain on duty as specified by the Superintendent/designee. ✓Policy 03.2332

ALL EMPLOYEES: Employees are not allowed to leave school grounds during duty hours without the express permission of their immediate supervisor.

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

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. ✓Policy 09.221

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party, on school premises, on school-sponsored transportation (per policies 06.34 and 09.2261), or at school sponsored events

The Code of Acceptable Behavior and Discipline shall specify to whom reports of alleged instances of bullying or hazing shall be made.

✓Policies 03.162/03.262/06.34/09.2261/09.422/09.42811

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 a direct action which substantially endangers the 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 coerce or force a minor or a student to:

- a) Violate federal or state criminal law;
- b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of serious physical injury;
- c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
- d) Endure brutality of a sexual nature; or
- e) Endure any other activity that creates a reasonable likelihood of serious 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 TRS; for classified employees, CERS.

Certified employees are covered under the Teachers' Retirement System (TRS); classified employees, County Employees' Retirement System (CERS).

Insurance

The Board provides unemployment, and workers' compensation, insurance for all certified employees. In accordance with 702 KAR 3:330, the District shall provide Certified Employee Liability Insurance in an amount not less than one (1) million dollars for the protection of the employee from liability arising in the course and scope of pursuing the duties of his or her employment. ✓Policy 03.124

The Board provides unemployment insurance, workers' compensation, and liability insurance for all classified employees. ✓Policy 03.224

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

Optional insurance coverage available to employees includes: ex. health insurance for family members; additional life insurance; cancer insurance; disability insurance; and long-term care insurance, etc.

Salary Deductions

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

1. Health/dental/life insurance program;
2. Tax-sheltered annuity program; and
3. State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans. ✓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.

MEALS: Employees are reimbursed for meals while on overnight out-of-District trips. The maximum allowable food expenditure per day is \$45, excluding sales and/or excise taxes and gratuities. Reimbursement of gratuities in excess of 15% of the amount allowed for the meal shall not be made.

Reimbursement Rates:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$20.00

MILEAGE: An employee who uses his/her personal vehicle for work-related travel shall be reimbursed at the rate of 50¢ per mile.

CAR RENTAL: When approved 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 Area Transportation Coordinator or Superintendent for permission before obligating the Board for major repairs to the vehicle.

TOLLS AND FEES: Tolls (for out-of-state travel) and parking fees incurred in school- or work-related travel will be reimbursed.

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

NOTE: Rates are subject to change.

**Access online
Procedures:
03.125 AP.21
03.125 AP.22**

Employees must complete and file the proper travel expense reimbursement forms 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. Itemized receipts are required for all expenditures.

Holidays

All full-time certified and classified employees are paid for four (4) annual holidays as indicated in the school calendar. Employees, both certified and classified, who work 240 days or more are eligible for two additional paid holidays designated by the Superintendent. ✓ **Policies 03.122/03.222**

CLASSIFIED EMPLOYEES: Should classified employees be required to work on a holiday, these employees shall be granted the holiday on another day.

Noncontracted Days

CERTIFIED EMPLOYEES: Full-time, 12-month employees receive 240-day contracts. All other days not included in the contract are days off without pay. ✓ **Policy 03.122**

CLASSIFIED EMPLOYEES: Employees shall work the days specified in their contracts. Use of noncontracted days must be approved in advance by the Superintendent/designee. Noncontracted days shall not accumulate. ✓ **Policy 03.222**

Leave Policies (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. In all cases of absences, employees should inform their immediate supervisor of their absence before the opening of school or the night before, if possible.

Access online Procedure: 03.123 AP.2

Listed below is general information regarding the several types of leave available to employees. Please note that in many 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 *Policy Manual*.

Access online Procedure: 03.11 AP.26

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 March 15. ✓ **Policies 03.123/03.223**

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.

Employee 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 *Policy Manual*.

Personal Leave

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

Full-time employees are entitled to three 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 prorata part of the authorized personal leave days.

The Superintendent/designee must approve the leave date, but no reasons will be required for the leave. Personal leave may not be taken during the last month of school unless the Principal approves the leave. Approval of personal leave is contingent on the availability of qualified substitutes.

PROHIBITION Personal leave days may be used for any reason; however, unless approval is granted by the Superintendent/Principal, personal leave days may not be used on the opening or closing day of the school year, during the first or last five (5) instructional days of the school calendar, immediately preceding or following any holidays or school break(s) occurring within the school calendar, on parent-teacher conference days, state testing days or on professional development days.

Personal leave days not taken during the current school year will be transferred and credited to the employee's sick leave account. Employees taking personal leave must file a personal statement on their return to work stating that the leave was personal in nature. ✓Policies 03.1231/03.2231

Sick Leave

Full-time employees receive 10 days of paid sick leave each year; unused sick days accumulate without limit.

Full-time certified and full-time classified employees are entitled to ten days of paid sick leave each school year. Sick leave days not taken during the school year they were granted accumulate without limit for all employees. 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.

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

See "Retirement" in Section 3 for information about reimbursement for unused sick leave at time of retirement.

Sick Leave Donation Program

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

**Access online Procedures:
03.1232 AP.21
03.1232 AP.22**

Employees who have accumulated more than 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 the Personnel Department. Unused days 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.

**Access online Procedure:
03.12322 AP.21**

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;

For an employee’s own serious health condition, as defined by federal law, that makes the employee unable to perform his/her duties,

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 12 workweeks to which the employee is entitled. Employees should contact their immediate supervisor as soon as they know they will need to use FMLA. ✓ **Policies 03.12322/03.22322**

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

FML Basic Leave Entitlement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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. ✓ **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.

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.

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

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**

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 for one year for educational or professional purposes. An additional year may be granted. 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.

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**

**Access online Procedures:
03.1235 AP.2
03.2235 AP.2**

CLASSIFIED EMPLOYEES: The Board may grant, with the Superintendent’s recommendation, classified employees short-term educational leaves with pay. 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**

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. ✓ **Policies 03.1237/03.2237**

Military/Disaster Services Leave

Military leave is granted under the provisions and conditions specified in state and federal 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**

Unpaid Leave

Written requests for unpaid leave must be submitted through the Superintendent to the Board.

The Board may grant employees leave without pay for up to a full school year, provided the leave is for educational or professional purposes or for illness, maternity, adoption of a child or children, or other disability.

This leave is not intended to furnish employees an avenue to hold their position while they explore other career opportunities and will be granted on a case-by-case basis, based on documented need. In making their decision on the request, the Board also will consider any possible negative impact to the District.

The Superintendent may require the employee to secure written documentation to verify the extreme personal circumstances implied by the request. ✓ **Policies 03.123/03.223**



Personnel Management

Transfer

Access online
Procedure:
03.11 AP.2

Employees who wish to request a voluntary transfer should contact their immediate supervisor for assistance. Requests for voluntary transfer must be submitted to the Superintendent by May 1 for the coming school year.

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. ✓ **Policies 03.1311/03.2311**

Termination/Nonrenewal

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

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

Evaluation

Administrators, including the Superintendent, and nontenured certified employees are evaluated annually. Tenured certified employees are evaluated at least once every three years.

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 evaluatee's first thirty (30) calendar days of the school year. The evaluation process includes both formative and summative evaluation of certified employees. Principals shall distribute the District's Certified Personnel Evaluation Plan to their certified staff. Employees are expected to review the Plan and to direct any questions to their Principals/immediate supervisors.

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**.

Access online
Procedures:
03.18 AP.11
03.18 AP.12
03.18 AP.21

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

Administrators: Administrators are evaluated annually through ongoing observation of performance and conferencing, the development of an individual professional growth plan, and summative evaluation.

Tenured Employees: Tenured employees will be observed annually through ongoing observation of performance, conferencing, and the development of an individual professional growth plan. Summative evaluation will occur at a minimum of once every three years.

Nontenured Employees: Nontenured employees will be observed annually through ongoing formal and informal observation of performance, conferencing, the development of an individual professional growth plan, and summative assessment. Summative evaluation with multiple observations shall occur annually for nontenured employees.

Classified employees are evaluated at least once each year.

Access online Procedures:
03.28 AP.1
03.28 AP.12
03.28 AP.21
03.28 AP.22

CLASSIFIED EMPLOYEES: Each classified employee is evaluated at least once each year. This evaluation is performed by the Principal or the immediate supervisor and is based on a formal procedure approved by the Superintendent for that specific position or class of positions.

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**

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 high quality, personalized, and evidence-based program of continuing professional staff development for all certified employees.

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. 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**

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. ✓Policies 03.17/03.272

Retirement

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

Employees who decide to retire should give the Superintendent/designee notice as far in advance as possible but not less than two weeks before retirement.

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

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

Days	Rate
0-50	15%
51-100	18%
101-150	20%
150 +	30%



Employee Conduct

Absenteeism/Tardiness/Substitutes

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

Employees are expected to notify their immediate supervisor when they must be tardy or absent. All certified and classified staff members shall contact the person designated by the immediate supervisor as early as possible but definitely before the opening of school or the beginning of their shift.

All employees, including any certified employee or paraeducator who does not require a substitute, must complete the appropriate leave card the day of return to work after an absence.

Staff Meetings

Unless they are on leave or have been excused by the Principal/designee, staff members shall attend meetings called by the Principal or other authorized administrator. ✓ **03.1335**

Political Activities

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

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

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. ✓ **Policies 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

**Access online
Procedure:
03.13251 AP.1**

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.

Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District’s law enforcement agency and either the local law enforcement agency or the Kentucky State Police. ✓**Policy 09.423**

Any employee convicted of a workplace violation of criminal drug statutes must notify the Superintendent/designee of the conviction within five working days. ✓**Policies 03.13251/03.23251/09.423**

Certified Personnel: Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances or suspension or revocation of their certificate by the Education Professional Standards Board. ✓**Policy 03.13251**

<p>Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse for CDL/CLP Operators</p>
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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. ✓**Policy 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**

Use of Tobacco, Alternative Nicotine Product, or Vapor Product

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.

✓ **Policies 03.1327/03.2327/06.221**

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all Board property at all times, including any vehicle owned, operated, leased, or contracted for use by the Board and while participating in any school-related trip or student activity.

If a student under the age of twenty-one violates this policy, then the District will confiscate the alternative nicotine products, tobacco products, or vapor products. ✓ **Policy 09.4232**

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.

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

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**

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**

CELL PHONES & PAGERS 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**.

Gifts

GIFTS: Any gift, bequest, donation, or prize won at a conference by an employee, valued at more than \$50, presented to the school employee must have prior approval of the Superintendent/designee. Any item so approved and accepted on behalf of the school becomes the property of the Board.

With the Principal’s approval, schools may receive any donation that is valued less than \$750 and hold and use it as requested. A listing of all donations to the school shall be prepared for the Board and included with the monthly financial report. ✓ **Policies 03.1322/03.2322**

Purchasing

Follow the proper purchasing procedures when requesting supplies or materials.

The Fulton 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 Fulton 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 a copy, along with the original, of the purchase order to the Finance Officer.

Field Trips/School-Related Trips

Access online
 Procedures:
 09.36 AP.21
 09.36 AP.211
 09.36 AP.212
 09.36 AP.23

CERTIFIED EMPLOYEES: In planning field or student trips, teachers must complete and submit to the Principal at the beginning of the school year School-Related Trip Request Forms (Procedure 09.36 AP.21) for all anticipated field trips for the school year. At least two chaperones must accompany students on all overnight trips. Teachers must also secure written permission from the parents, as well as a medical release form (**Procedure 09.36 AP.211**).

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

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, the bus driver (if applicable), school nurse (if applicable) and the food services’ staff (if applicable).

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 Superintendent or Area Transportation Coordinator 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**).

CLASSIFIED EMPLOYEES: Drivers are responsible for enforcement of bus/vehicle rules and regulations and may serve as chaperones on student-related trips.

Health, Safety, and Security

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

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

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 *Policies and Procedures 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 emergency. ✓ **Policy 05.4**

School Delays or Cancellation

Designated radio/TV stations 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. ✓ **Policy 06.21**

CLASSIFIED EMPLOYEES: The Transportation Area Coordinator/Central Office designee will prepare a plan whereby all bus drivers will be notified when school is delayed or dismissed.

When the opening of school is delayed, bus runs will reflect the delay. Drivers should be available for unexpected schedule changes.

Employee Dress

Observe the District’s dress code.

Fulton County Schools observe an employee dress code. ✓ **Policies 03.1326/03.2326**

EXCEPTIONS: Physical education teachers may wear gym attire while teaching PE. When teaching other classes, physical education teachers must wear appropriate attire.

Your school may observe “casual Fridays.” Check with your supervisor and/or Principal.

At the discretion of the Principal, schools may observe “casual” Fridays. On such days employees may wear, for example, Bermuda shorts and denim jeans, provided they are of the proper fit, length, and condition.

PENALTIES: The penalties for inappropriate dress are:

First Offense. Employee will be sent home to change and to return to work.

Second Offense. Employee will be sent home for the day and docked one day's pay.

Third Offense. Employee will be sent home for the day, docked one day's pay, and required to meet with the Superintendent.

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

Assaults and Threats of Violence

**Access online
Procedure:
09.425 AP.21**

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.

Per KRS 158.155, any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070, shall immediately cause a report to be made to the District's law enforcement agency and either to the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:

- a. Assault resulting in serious injury;
- b. A sexual offense;
- c. Kidnapping;
- d. Assault with the use of a weapon;
- e. Possession of a firearm or deadly weapon in violation of the law;
- f. The use, possession, or sale of a controlled substance in violation of the law; or
- g. Damage to property.

Any school employee who receives information from a student or other person of conduct which is required to be reported, shall report the conduct to the District’s law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police. ✓**Policy 09.425**

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 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 or written report, including but not limited to electronic submission, to a local law enforcement agency, the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth’s or County Attorney.

After making that 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 school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors who are employed by the District shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting within ninety (90) days of being hired, and then every two (2) years thereafter. ✓**Policy 09.227**

Use of Physical Restraint and Seclusion

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

Civility

Be polite, courteous, and helpful to parents, visitors, and members of the public. Expect the same treatment from these people.

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.

**Access online
Procedure:
10.21 AP.2**

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

Grievances

**Access online
Procedures:
03.16 AP.1
03.16 AP.2**

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**

Outside Employment or Activities

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

Required Reports

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

- Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**
- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11/03.21**
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**

- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**

- Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District’s law enforcement agency and the local law enforcement agency or the Kentucky State Police. **03.13251/03.23251/09.423**

- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

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

- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24, 05.4**

- Report to the Principal/immediate supervisor or the District’s Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262, 09.42811**

- 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.1/05.47 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**

- Per KRS 158.155, any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070, shall immediately cause a report to be made to the District’s law enforcement agency and either to the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the District’s law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act that has occurred on school property or at a school-sponsored function involving assault resulting in serious injury, a sexual offense, kidnapping, assault with the use of a weapon, possession of a firearm or deadly weapon in violation of the law, the use, possession, or sale of a controlled substance in violation of the law, or damage to property. **09.2211/09.425**

- 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 or written report, including but not limited to electronic submission, 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, 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**

- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

Professional Code of Ethics

**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.



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Acknowledgment Form

2024-2025 School Year

I, _____, have received a
Employee's Name

copy of the *Employee Handbook* issued by the Fulton 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 Fulton 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 your Principal or immediate supervisor.