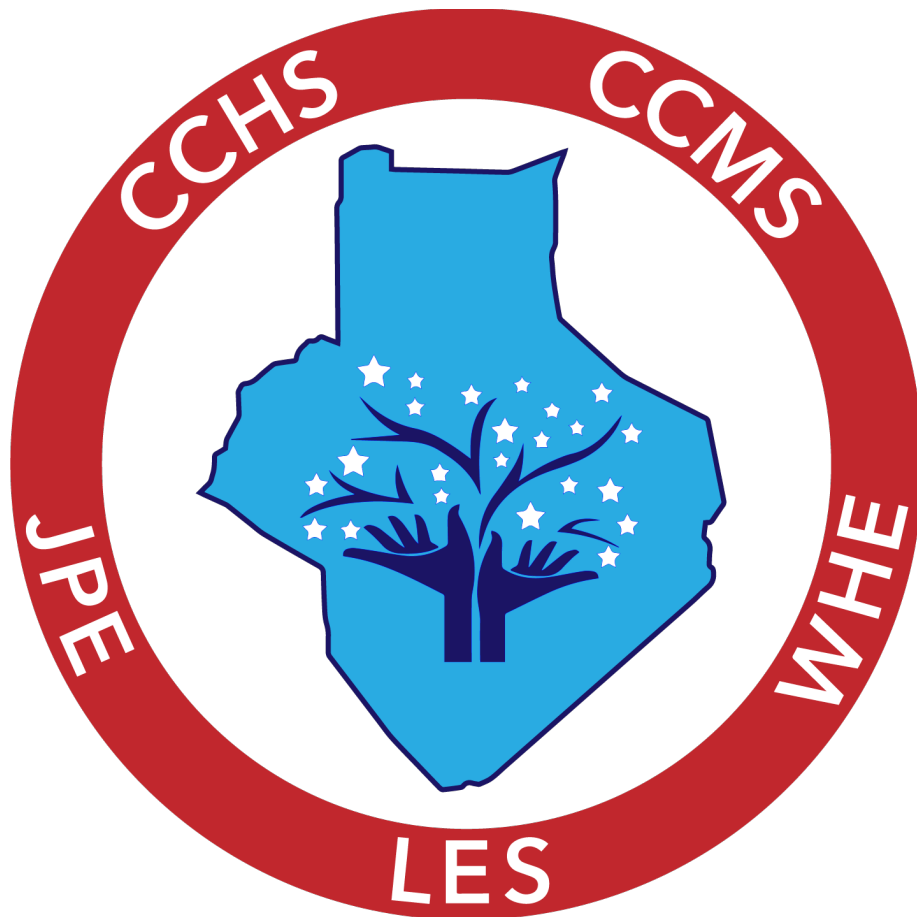


# CASEY COUNTY PUBLIC SCHOOLS



## 2024 – 2025 Employee Handbook

CASEY COUNTY SCHOOLS

# 2024 –2025 Employee Handbook

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# Introduction

## Welcome

Welcome to Casey County Schools.

The purpose of the handbook is to acquaint you with general Board of Education policies that govern and affect your employment and to outline the benefits available to you as an employee of the District.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Central Office, in the Principal's office and on the District's web site. Policies and procedures also are available on line via the District's web site or through this Internet address: <http://policy.ksba.org/c08/>. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

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

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

# Purpose of Casey County Schools



FROM THE FIRST DAY OF PRESCHOOL, UNTIL OUR STUDENTS WALK ACROSS THE STAGE TO GRADUATE, WE BELIEVE THEY CAN REACH THEIR HIGHEST POTENTIAL BY PROVIDING AN ACADEMIC CURRICULUM THAT CHALLENGES AND SUPPORTS INDIVIDUAL DIFFERENCES AND LEARNING STYLES. THE "PROFILE OF A GRADUATE" IDENTIFIES SOME COGNITIVE, PERSONAL AND INTERPERSONAL COMPETENCIES AT KEY TRANSITION POINTS IN OUR STUDENTS' EDUCATIONAL CAREER THAT THEY SHOULD POSSESS BEFORE THEY GRADUATE FROM OUR HIGH SCHOOL. IT IS OUR RESPONSIBILITY TO PREPARE OUR STUDENTS TO BE RESILIENT, DEMONSTRATE INTEGRITY, BE SERVICE-MINDED, AND EXCISE EXCELLENCE.



THE CORE PURPOSE OF CASEY COUNTY SCHOOLS IS TO GRADUATE STUDENTS WHO FEEL VALUED AND HAVE ACADEMIC, SOCIAL-EMOTIONAL AND COMMUNICATION SKILLS TO PERSISTENTLY MEET CHALLENGING PERSONAL AND PROFESSIONAL GOALS.

## 2<sup>ND</sup> GRADE

RESILIENCY	INTEGRITY	SERVICE-MINDED	EXCELLENCE
I take charge of a situation and persist through difficult challenges.	I demonstrate strong moral values by being honest, trustworthy and dependable.	I help others without expecting something in return.	I achieve challenging personal and professional goals.
<ul style="list-style-type: none"> <li>• understand that disappointment and loss are part of life</li> <li>• use time wisely</li> <li>• accept "No" for an answer</li> <li>• finish something when it is not fun or requires hard work</li> <li>• clean up after activities</li> <li>• think of possible solutions to classroom problems</li> <li>• ask for help instead of quitting</li> </ul>	<ul style="list-style-type: none"> <li>• work before play</li> <li>• do my best on my own work</li> <li>• am honest</li> <li>• admit and learn from my mistakes</li> <li>• recognize others' differences</li> <li>• understand and respect positions of authority (i.e. school personnel, community officials)</li> <li>• use appropriate classroom/school behavior</li> <li>• treat others the way I want to be treated</li> <li>• understand commitments</li> </ul>	<ul style="list-style-type: none"> <li>• keep my classroom, school, and community clean</li> <li>• share</li> <li>• help friends in need</li> <li>• include all</li> <li>• fulfill my part as a team member</li> <li>• work for the common good of everyone</li> <li>• recognize the needs of others (take turns, see beyond my needs)</li> </ul>	<ul style="list-style-type: none"> <li>• am responsible for myself and my belongings</li> <li>• accept responsibility for my actions</li> <li>• understand the importance of goals and how to set them</li> <li>• put forth my best effort</li> <li>• identify positive role models</li> </ul>

## 5<sup>TH</sup> GRADE

RESILIENCY	INTEGRITY	SERVICE-MINDED	EXCELLENCE
I take charge of a situation and persist through difficult challenges.	I demonstrate strong moral values by being honest, trustworthy and dependable.	I help others without expecting something in return.	I achieve challenging personal and professional goals.
<ul style="list-style-type: none"> <li>• think of possible solutions to school or personal problems</li> <li>• ask for help to complete difficult tasks</li> <li>• accept school rules and norms</li> <li>• maintain a clean workspace and school</li> <li>• use early coping skills to deal with disappointment and loss</li> <li>• manage after-school time effectively</li> <li>• understand deadlines and create a plan to meet them</li> </ul>	<ul style="list-style-type: none"> <li>• work before play</li> <li>• do my best on my own work</li> <li>• admit and learn from my mistakes</li> <li>• am honest</li> <li>• do the right thing when no-one is watching</li> <li>• respect others' differences</li> <li>• respect authority (school, community)</li> <li>• model appropriate school and community behavior</li> <li>• follow through with commitments</li> <li>• challenge myself</li> </ul>	<ul style="list-style-type: none"> <li>• keep my classroom, school, &amp; community clean</li> <li>• participate in a school or community project</li> <li>• help others in need</li> <li>• am a productive team member</li> <li>• work for the common good of everyone</li> <li>• recognize the needs of others (take turns, see beyond my needs)</li> </ul>	<ul style="list-style-type: none"> <li>• am responsible for myself and my actions</li> <li>• respect myself</li> <li>• set and track personal goals</li> <li>• put forth my best effort</li> <li>• am a positive role model</li> </ul>

## 8<sup>TH</sup> GRADE

RESILIENCY	INTEGRITY	SERVICE-MINDED	EXCELLENCE
I take charge of a situation and persist through difficult challenges.	I demonstrate strong moral values by being honest, trustworthy and dependable.	I help others without expecting something in return.	I achieve challenging personal and professional goals.
<ul style="list-style-type: none"> <li>• think of possible solutions to community, school, and/or personal problems</li> <li>• use healthy coping skills</li> <li>• accept community/ school rules and norms</li> <li>• seek advice to complete challenging tasks</li> <li>• prioritize and manage time to meet responsibilities</li> <li>• recognize the necessity to meet deadlines</li> <li>• complete school work and home chores</li> </ul>	<ul style="list-style-type: none"> <li>• work before play</li> <li>• admit and learn from my mistakes</li> <li>• am honest</li> <li>• do the right thing when no-one is watching</li> <li>• respect others' differences</li> <li>• respect authority (school, community)</li> <li>• model appropriate school and community behavior</li> <li>• follow through with commitments</li> <li>• seek opportunities to challenge myself</li> </ul>	<ul style="list-style-type: none"> <li>• keep my classroom, school, and community clean</li> <li>• participate in a community project</li> <li>• help others in need</li> <li>• Am a productive team member</li> <li>• work for the common good of everyone (see beyond my needs and act with a servant heart)</li> <li>• demonstrate a willingness to be involved</li> </ul>	<ul style="list-style-type: none"> <li>• am responsible for myself and my actions</li> <li>• demonstrate self-respect</li> <li>• set and track personal and academic goals</li> <li>• understand the necessity of a strong work ethic</li> <li>• am a positive role model</li> <li>• hold myself accountable and take pride in my work</li> </ul>

## 12<sup>TH</sup> GRADE

RESILIENCY	INTEGRITY	SERVICE-MINDED	EXCELLENCE
I take charge of a situation and persist through difficult challenges.	I demonstrate strong moral values by being honest, trustworthy and dependable.	I help others without expecting something in return.	I achieve challenging personal and professional goals.
<ul style="list-style-type: none"> <li>• push through problems</li> <li>• seek out solutions</li> <li>• work until the job is finished</li> <li>• display a strong work ethic</li> <li>• use my time effectively</li> <li>• advocate for myself</li> <li>• plan and meet deadline</li> <li>• utilize coping skills to deal with disappointment and loss</li> <li>• never give up</li> </ul>	<ul style="list-style-type: none"> <li>• honor commitments by completing tasks (school, community, family, job, extra-curricular activities)</li> <li>• am honest</li> <li>• do the right thing when no-one is watching</li> <li>• go above and beyond expectations</li> <li>• respect others and authority</li> <li>• demonstrate appropriate social behavior</li> <li>• am loyal</li> <li>• respect others' differences</li> </ul>	<ul style="list-style-type: none"> <li>• keep my school, community, and state clean</li> <li>• help others</li> <li>• participate within my community</li> <li>• am culturally responsible</li> <li>• am compassionate (act with a servant's heart)</li> <li>• am a productive team member</li> <li>• work for the common good of everyone</li> <li>• show enthusiasm for community service</li> </ul>	<ul style="list-style-type: none"> <li>• am personally responsible</li> <li>• demonstrate self-respect</li> <li>• go above and beyond</li> <li>• hold myself to a higher standard</li> <li>• am a role model</li> <li>• take pride in what I do</li> <li>• demonstrate strong work ethic</li> <li>• am accountable for my actions</li> <li>• have high self-expectations</li> </ul>

## Future Policy Changes

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

## Pay Dates for 2024 – 2025

July 31, 2024  
August 30, 2024  
September 30, 2024  
October 31, 2024  
November 27, 2024  
December 31, 2024  
January 31, 2025  
February 28, 2025  
March 31, 2025  
April 30, 2025  
May 30, 2025  
June 27, 2025  
June 30, 2025

For employees whose contract terms are 230 days and above pay dates will begin July 31, 2024 and end with June 27, 2025. Those employees will not receive pay on June 30, 2025.

For employees whose contract terms are less than 230 days, pay dates will begin on August 30, 2024 and end on June 30, 2025. Those employees will receive pay on both June 27, 2025 and June 30, 2025.



## Central Office Personnel and School Administrators

<b>Central Office</b> 1922 North US 127 (606) 787-6941	
<b>Person/Address</b>	<b>Telephone/E-mail</b>
<b>Barry D. Lee</b> , Superintendent Personnel, Board Policy and Procedures, Public Relations	606-787-6941 <a href="mailto:barry.lee2@casey.kyschools.us">barry.lee2@casey.kyschools.us</a>
<b>Kevin Stephens</b> Assistant Superintendent, Director of Pupil Personnel, , Building & Grounds, Facility Plans, Insurance (fleet, workers comp, students), Mower Fleet, Pest Control	606-787-6941 <a href="mailto:kevin.stephens@casey.kyschools.us">kevin.stephens@casey.kyschools.us</a>
<b>Luann Williams</b> Curriculum & Instruction, , Federal Programs, CSIP/ CDIP, ELA Director, Math Director, ELL Director, Migrant, ESS, Instructional Resources, , , Homeless Liaison, HQIR, ESSER, Employee & Substitute Handbook, eProve, GMAP	606-787-6941 <a href="mailto:luann.williams@casey.kyschools.us">luann.williams@casey.kyschools.us</a>
<b>Shawn Pierce</b> Curriculum& Instruction, District Assessment Coordinator, Interim Assessments, CEP, , Evaluation Monitoring, Certifications, Professional Development, Vector Solutions, School & District Report Card, SBDM, Student Voice & Impact KY, Gifted & Talented Science & Social Studies Director, Perkins, Student Teachers, NTI	606-787-6941 <a href="mailto:shawn.pierce@casey.kyschools.us">shawn.pierce@casey.kyschools.us</a>
<b>Bryan Stephens</b> SB1 Safe Schools Coordinator, Emergency Management Plans, GEAR UP, FRYSC/YSC, SROs, Security Cameras, Grounds Monitor, Safe Schools Activities, Interior/Exterior Facilities & Playground monthly Inspections, Homebound, Homeschool, Code of Conduct, Title IX	606-787-6941 <a href="mailto:bryan.stephens@casey.kyschools.us">bryan.stephens@casey.kyschools.us</a>
<b>Angel Stephens</b> Special Education Director Program Policy & Procedures, 504 Policy & Procedures, Early Childhood/ Preschool Program Policies & Procedures, RTI	606-787-6941 <a href="mailto:angel.stephens@casey.kyschools.us">angel.stephens@casey.kyschools.us</a>
<b>Hagen Williams</b> Director of Finance	606-787-6941 <a href="mailto:hagen.williams@casey.kyschools.us">hagen.williams@casey.kyschools.us</a>
<b>Alejandra Woodrum</b> Technology Coordinator and Fixed Assets	606-787-6941 <a href="mailto:alejandra.woodrum@casey.kyschools.us">alejandra.woodrum@casey.kyschools.us</a>
<b>Eric Carman</b> Director of Transportation, Bus Garage Purchasing, Transportation Staff, Custodial Orders & Purchasing Manager of District-Wide Services, Finance, Payroll, Accounts Payable and Payroll/Benefits	606-787-6941 <a href="mailto:eric.carman@casey.kyschools.us">eric.carman@casey.kyschools.us</a>
<b>Tammie Bernard</b> School Diagnostician	606-787-6941 <a href="mailto:tammie.bernard@casey.kyschools.us">tammie.bernard@casey.kyschools.us</a>
<b>Rachel King</b> School Health Nurse, Hazardous Communications, Asbestos	606-787-6941 <a href="mailto:rachel.king@casey.kyschools.us">rachel.king@casey.kyschools.us</a>
<b>Shelley Rousey</b>	<a href="mailto:shelley.rousey@casey.kyschools.us">shelley.rousey@casey.kyschools.us</a>

East Family Resource Center	
<b>Marshella Wesley</b> West Family Resource Center	<a href="mailto:marshella.wesley@casey.kyschools.us">marshella.wesley@casey.kyschools.us</a>
<b>Missy Warner</b> Youth Service Center	606-787-6941 <a href="mailto:melissa.warner@casey.kyschools.us">melissa.warner@casey.kyschools.us</a>
<b>Principals &amp; Schools</b>	
Principal <b>Daran Wall</b> Jones Park Elementary 6295 E KY 70	(606) 787-1217 <a href="mailto:daran.wall@casey.kyschools.us">daran.wall@casey.kyschools.us</a>
Principal <b>David McFadden</b> Liberty Elementary School 75 College Street	(606) 787-6961 <a href="mailto:david.mcfadden@casey.kyschools.us">david.mcfadden@casey.kyschools.us</a>
Principal <b>Brittany Ogle</b> Walnut Hill Elementary 2834 S US 127	(606) 787-0045 <a href="mailto:brittany.ogle@casey.kyschools.us">brittany.ogle@casey.kyschools.us</a>
Principal <b>Kristen Wilson</b> Casey County Middle School 1673 E. KY 70	(606) 787-6769 <a href="mailto:kristen.wilson@casey.kyschools.us">kristen.wilson@casey.kyschools.us</a>
Principal <b>Matt Knight</b> Casey County High School 1841 E. KY 70	(606) 787-6151 <a href="mailto:matthew.knight@casey.kyschools.us">matthew.knight@casey.kyschools.us</a>
Principal <b>Ryan Beard</b> Casey County Area Technical Center 1723 E. KY 70	(606) 787-6241 <a href="mailto:ryan.beard@casey.kyschools.us">ryan.beard@casey.kyschools.us</a>

<b>Casey County</b> 07/01/2024 through 06/30/2025	<b>Casey County High School</b> 2024-2025 Calendar Year	<b>Calendar Report</b> 06/21/2024 // 08:11:44 AM
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### Legend

<span style="background-color: #e0ffff; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Non-instructional day
<span style="background-color: #ffff00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Non school day

### Key Dates

Mo, Aug 12.....	Non-instructional Day, Opening
Tu, Aug 13.....	Non-instructional Day, Professional Day
We, Aug 14.....	Non-instructional Day, Professional Day
Th, Aug 15.....	Non-instructional Day, Planning
Fr, Aug 16.....	Non-instructional Day, Planning
Mo, Aug 19.....	Non-instructional Day, Planning
Tu, Aug 20.....	Non-instructional Day, Planning
We, Aug 21.....	Non-instructional Day, Planning
Th, Aug 22.....	Non-instructional Day, Planning
Fr, Aug 23.....	Non school Day, Break
Mo, Sep 2.....	Non-instructional Day, Holiday
Th, Sep 26.....	Non-instructional Day, Planning
Fr, Sep 27.....	Non school Day, Break
Mo, Oct 7.....	Non school Day, Break
Tu, Oct 8.....	Non school Day, Break
We, Oct 9.....	Non school Day, Break
Th, Oct 10.....	Non school Day, Break
Fr, Oct 11.....	Non school Day, Break
Mo, Nov 4.....	Non-instructional Day, Planning
Tu, Nov 5.....	Non school Day, Break
We, Nov 27.....	Non-instructional Day, Professional Day
Th, Nov 28.....	Non-instructional Day, Holiday
Fr, Nov 29.....	Non school Day, Break
Fr, Dec 20.....	Non-instructional Day, Planning
Mo, Dec 23.....	Non-instructional Day, Professional Day
Tu, Dec 24.....	Non school Day, Break
We, Dec 25.....	Non school Day, Break
Th, Dec 26.....	Non school Day, Break
Fr, Dec 27.....	Non school Day, Break
Mo, Dec 30.....	Non school Day, Break
Tu, Dec 31.....	Non school Day, Break
We, Jan 1.....	Non school Day, Break
Th, Jan 2.....	Non-instructional Day, Planning
Fr, Jan 3.....	Non-instructional Day, Planning
Mo, Jan 20.....	Non-instructional Day, Holiday
Mo, Feb 17.....	Non-instructional Day, Holiday
Fr, Mar 14.....	Non-instructional Day, Planning
Mo, Mar 31.....	Non school Day, Break
Tu, Apr 1.....	Non school Day, Break
We, Apr 2.....	Non school Day, Break
Th, Apr 3.....	Non school Day, Break
Fr, Apr 4.....	Non school Day, Break
Fr, May 2.....	Non-instructional Day, Planning
Mo, May 26.....	Non school Day, Break
Tu, May 27.....	Non-instructional Day, Closing
We, May 28.....	Non school Day, Makeup
Th, May 29.....	Non school Day, Makeup
Fr, May 30.....	Non school Day, Makeup

July						
Su	Mo	Tu	We	Th	Fr	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						
Su	Mo	Tu	We	Th	Fr	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						
Su	Mo	Tu	We	Th	Fr	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						
Su	Mo	Tu	We	Th	Fr	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						
Su	Mo	Tu	We	Th	Fr	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						
Su	Mo	Tu	We	Th	Fr	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						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
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## **Section**

# **1**

## **General Terms of Employment**

### **Equal Opportunity Employment**

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

The Casey County Board of Education is an Equal Opportunity Employer. The District does not discriminate on the basis of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.

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

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

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact the Superintendent. **03.113/03.212**

### **Harassment/Discrimination/Title IX Sexual Harassment**

The Casey County Board of Education 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 work place or the educational process and/or keeps employees from doing their jobs.

## GENERAL TERMS OF EMPLOYMENT

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

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

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

**Title IX Coordinator (TIXC): Mr. Bryan Stephens**

Office Address: 1922 N. U.S. 127, Liberty, KY 42539

Office Email: [bryan.stephens@casey.kyschools.us](mailto:bryan.stephens@casey.kyschools.us)

Office Phone: (606) 787-6941

**504 Coordinator: Mrs. Angel Stephens**

Office Address: 1922 N. U.S. 127, Liberty, KY 42539

Office Email: [angel.stephens@casey.kyschools.us](mailto:angel.stephens@casey.kyschools.us)

Office Phone: (606) 787-6941

**01.1**

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

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

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

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

**07.1**

## Hiring

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

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

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

## Transfer of Tenure

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

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

## Job Responsibilities

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. **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.

## Criminal 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 a federal criminal history background check and a letter (CA/N check) from the Cabinet for Health and Family Services documenting the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet.



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

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

## **Confidentiality/Duty to Protect Education Records**

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

Unauthorized disclosure verbally, in writing, or in any recorded format violates FERPA.

### **Access to be Limited**

Employees may only access student record information in which they have a legitimate educational interest. **3.111/03.211/09.14/09.213/09.43**

## **Information Security Breach**

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

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

## **Salaries and Payroll Distribution**

Effective July 1, 2011, all District employees shall participate in direct deposit of payroll. Direct deposits will be issued according to a schedule approved annually by the Board. At the end of the school year, employees who have completed their duties may request to be paid their remaining salary before the end of the fiscal year (June 30). **03.121/03.221**

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

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

**Classified Personnel:** Classified personnel may be paid on an hourly or salary basis, as determined by the Board. **03.221**

## **Hours of Duty**

**Employees:** Staff shall be on duty as assigned by their immediate supervisor per the employee's contract. Employees are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor.

## **Supervision Responsibilities**

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

No employee shall send a student on an errand off school property. **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.  
**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.



## GENERAL TERMS OF EMPLOYMENT

“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. **09.422**

## Section

# 2

## Benefits and Leave

### Insurance

The Board provides unemployment insurance, 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. **03.124**

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

In addition, the state of Kentucky provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation. **03.124/03.224**

### Salary Deductions

The Casey County School District makes all payroll deductions required by law.

Before an optional payroll deduction authorized by the Board can be deducted from an employee's salary, the employee must provide the required form requesting the deduction. Requests must be filed on an annual basis. The District requires a minimum of ten (10) payers, not number of contracts, for each type of payroll deduction.

**03.1211/03.2211**

### Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses school personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent/designee. Allowable expenses include mileage, gasoline used for Board vehicles, tolls and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (as authorized by policy and/or procedure), and lodging. Itemized receipts must accompany requests for reimbursement.

## BENEFITS AND LEAVE

Employees will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **03.125/03.225**

Please refer to the Appendix section for additional guidance concerning travel reimbursement and related forms. **03.125 AP.21 and 03.125 AP.22.**

### Holidays

All employees are paid for four (4) annual holidays as indicated in the school calendar. Certified employees on extended contracts shall be paid for holidays each year as designated in the official school calendar in keeping with the following schedule. **03.122/03.222**

	<u>Length of Contract</u>	<u>Number of Holidays</u>
<b>Certified</b>	From 205 to 219 days	six (6)
	From 220 to 240 days	eight (8)
<b>Classified</b>	From 205 to 219 days	six (6)
	From 220 to 250 days	eight (8)

### Noncontracted Days

Employees are expected to work the days specified in their contracts. Scheduling of noncontracted days must be approved in advance by the Superintendent or the Superintendent's designee. **03.122/03.222**

### Leave Policies

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

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

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

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

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

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

## **Personal Leave**

Full-time employees are entitled to two (2) 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 prorated part of the authorized personal leave days. Personal leave may be taken only in whole day or half-day increments. Your supervisor must approve the leave date, but no reasons will be required for the leave. Employees taking personal leave must file a personal statement on their return to work stating that the leave was personal in nature. Other limitations are set out in Policy.

On June 30, all personal leave days not taken during the current school year shall be transferred and credited to the employee's accumulated sick leave account. Personal leave shall not be taken on the day before a holiday or vacation, or on the first day following a holiday or vacation, or taken on the first or last day of the school year. **03.1231/03.2231**

## **Sick Leave**

Full-time employees are entitled to ten (10) days of paid sick leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorated part of the authorized sick leave days. Sick leave may be taken only in whole day or half-day increments. Sick leave days not taken during the school year they were granted accumulate without limit for all employees. Upon return to work an employee claiming sick leave must file a personal statement or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill. **03.1232/03.2232**

See the "Retirement" section for information about reimbursement for unused sick leave at retirement.

## **Sick Leave Donation Program**

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

Applications to donate sick leave should be returned to the Central Office.

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

## **Family and Medical Leave**

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

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

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

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

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

## **FML Basic Leave Entitlement**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

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

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

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

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

## Quarantine Leave

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

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

## Maternity Leave

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

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

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 (1) year. **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. **03.1233**

## Extended Disability Leave

Unpaid disability leave for the remainder of the school year is available to employees who need it. Thereafter, leave may be extended by the Board in increments of no more than one (1) year.

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

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

## **Educational Leave**

The Board may grant certified employees unpaid leave for a period no longer than two (2) consecutive years for educational or professional purposes. Leave may be granted for full-time attendance at universities or other training or professional activities. Leave will not be granted for part-time educational activities or to persons holding full-time employment during the period of the leave.

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

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

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

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

## **Jury Leave**

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 her/his jury service.

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

## **Military/Disaster Services Leave**

Military leave is granted under the provisions and conditions specified in law. As soon as they are notified of an upcoming military-related absence, employees are responsible for notifying their immediate supervisor.

The Board may grant disaster services leave to requesting eligible employees. **03.1238/03.2238**



# Personnel Management

## Section

# 3

### Transfer

Employees who wish to request a voluntary transfer should contact their immediate supervisor for assistance.

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.**03.1311/03.2311**

### Employee Discipline

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

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

### Employee Separation

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

### Retirement

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

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

## **Evaluations**

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

## **Training/In-Service**

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

**Certified Personnel:** Unless an employee is granted leave, failure to complete and document required professional development by June 15<sup>th</sup> each year will result in a reduction in salary and may be reflected in the employee's evaluation. **03.19**

**Classified Personnel:** The Superintendent shall develop and implement a program for continuing training for selected classified personnel. **03.29**

## **District Training**

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

## **Personnel Records**

One (1) master personnel file is maintained in the Central Office for each employee. The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. Employees may inspect their personnel files. **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. **01.61**

# Employee Conduct

## Section

# 4

### Absenteeism/Tardiness/Substitutes

There is no substitute for a great teacher. Regular teacher attendance is important for the success of our students. Teachers know their content better than anyone else. Teachers understand their curriculum and effective strategies. Great teachers form strong relationships with their students and show the students that they care about them as people. It is vital that teachers' attendance be a priority. The use of increasing substitute teachers puts added strain on the efforts of school reform by not only increasing the costs of instruction, but by changing the delivery of instruction from fully credentialed and permanent teachers to part time and substitute teachers.

Employees are expected to notify their immediate supervisor when they must be tardy or absent. Staff in positions requiring substitutes must contact their immediate supervisor before the opening of the school or the night before, if possible.

### Staff Meetings

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

### 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. **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. **03.13241/03.23241**

## **Disrupting the Educational Process**

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

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

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

Employees shall use appropriate language in classrooms, while on school property, and when representing the District. Use of profane language during these times is prohibited. **03.1325/03.2325**

## **Previewing Student Materials**

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

## **Controversial Issues**

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

## **Drug-Free/Alcohol-Free Schools**

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

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
3. Substances that "look like" a controlled substance. In instances involving 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.

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

**Drug-Testing:** Employees are subject to the District's drug-testing program in the following instances:

1. Post-offer/pre-employment testing for initial hiring for all positions;
2. Post-offer/pre-employment testing for promotion and transfers involving safety-sensitive positions;
3. Random screening for employees in safety-sensitive positions;

4. Screening based on reasonable suspicion that employees have violated Board Policy;
  5. Return to duty testing for employees given the opportunity to undergo rehabilitation for drug use; and
  6. Random or periodic drug testing of teachers following reprimand or discipline for misconduct involving illegal use of controlled substances.
- 03.13251/03.23251/09.423**

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

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

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

## **Weapons**

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for School Resource Officers (SROs) as provided in KRS 158.4414, and authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

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

## **Dress and Appearance**

Faculty and staff will dress and act professionally and be an example for students. People should be able to tell you from your students by your appearance and behavior. In order to provide a learning environment consistent with the purpose of educating children, all employees shall dress professionally, and in a manner commensurate with their professional responsibilities. **03.1326/03.2326**

## **Tobacco, Alternative Nicotine Product, or Vapor Products**

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

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

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. **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.

Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are District property.

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

Employees who drive any Board-owned vehicle and/or transport students must annually provide the Superintendent/designee with a copy of their driving record. Employees who receive a traffic citation during the year must report the citation to the Superintendent/designee before driving a Board-owned vehicle or transporting students. **03.1321/03.2321**

## **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**.

## **Purchasing Process**

With the exception of recurring monthly payments such as utilities and fixed charges, no bill shall be paid without the following supportive information:

1. A purchase order signed by the Superintendent or his designated representative;
2. An invoice as to goods or services received; and
3. Confirmation that invoiced materials were received in accurate quantity and in good order. **04.3111**

As noted above, a purchase order is required for all purchases, and the P. O. is to be approved before goods are ordered. Invoices will not be paid with Board funds if the proper procedures are not followed. The purchase request/order form is available online on the District's web page and may be found under the link for "Top 10 Forms." It also is listed in the Appendix of this handbook. **02.4242 AP.21**

Please refer to the Appendix section for additional guidance concerning the purchasing process.



## 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

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

Employees should use their school/worksite two-way communication system to notify the Principal, supervisor or other administrator of an emergency. **03.14/03.24/05.4**

## Automated External Defibrillators (AEDs)

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

## Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral, 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 arises, employees should familiarize themselves with policy and procedures that are required.

## EMPLOYEE CONDUCT

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. **09.425**

## Child Abuse

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make an oral 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. **09.227**

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

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

## **Civility**

Employees should be polite and helpful while 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.

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. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the caller; ending a meeting; asking the individual to leave the school; calling the site administrator/designee for assistance; and/or calling the police.

As soon as possible after any such incident, employees should submit a written incident report to their immediate supervisor. **10.21**

## **Gifts and Donations**

Gifts and donations valued at more than \$1000 presented to a school employee for use **by** the school must have the prior approval of the Superintendent or his designee. Gifts and donations valued less than \$1000 may be accepted with the approval of the school Principal. Any gift or donation so approved and accepted on behalf of the school becomes the property of the Board. **03.1322/03.2322**

## **Grievances/Communications**

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.

## **Outside Employment or Activities**

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

## EMPLOYEE CONDUCT

- 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 evaluation. **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**

## EMPLOYEE CONDUCT

- 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**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**
- District employees shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board Policy **09.42811**.

In certain cases, employees must do the following:

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

## **Code of Ethics for Certified School Personnel**

SOURCE: 16 KAR 1:020

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:
  - (a) To students:
    1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
    2. Shall respect the constitutional rights of all students;
    3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;

## **EMPLOYEE CONDUCT**

4. Shall not use professional relationships or authority with students for personal advantage;
5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
6. Shall not knowingly make false or malicious statements about students or colleagues;
7. Shall refrain from subjecting students to embarrassment or disparagement; and
8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

(b) To parents:

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

(c) To the education profession:

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;



## **EMPLOYEE CONDUCT**

4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

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

## Section

## 5

## Appendix

## Purchasing Process

Preparing a Purchase Request/Order Form:

1. A purchase order (P. O.) request should be prepared in ink, since a permanent record is being created.
2. Use only one (1) side of the vendor order form for orders. Otherwise, it requires extra processing steps by finance if both sides of the order form are used.
3. Fill in the MUNIS budget code.
4. Fill in the complete vendor name, address, and FAX #.
5. Put your name in the blank 'requested by.'
6. Fill in the School Name and Shipping Address.
7. List items to be purchased, quantity and price. **Requests showing only dollar amount will not be approved.** Also, complete and attach the vendor discount sheet, if applicable.
8. Estimate shipping and handling charges, if required.
9. Choose a purchasing method; **if one is not selected, the purchase will not be approved.**
10. The Principal must sign the form.
11. The Grant Coordinator also is required to sign if Grant funds are to be used for the purchase.
12. Requests to purchase technology items have to be approved by the technology department before being approved by Finance.
13. Send purchase request/order forms to the Finance Department for approval by the Finance Officer of Superintendent.
14. **Purchase request/order forms missing any of these items will be considered incomplete and will be returned. unapproved to the school's mailbox.**
15. **After the order is placed by Finance, a copy of the completed P. O. Request will be placed in the school's mailbox, and it will be on colored paper. The Principal and/or bookkeeper should keep this copy and use it to track all orders.**

If a P. O. later needs to be cancelled, please contact accounts payable.

16. Receiving an Order:

When merchandise is received, the person opening the order should immediately **sign and date** the packing slip and give it to the Principal for submission to Finance. The packing slip usually is inside the box with the order or on the outside of the box in a plastic sleeve. **We need the packing slips in order to know that the products have been received, so that we may pay the invoice.**

If an invoice is received at the school, the Principal should sign it and promptly send it to Finance.

When Board employees pick up merchandise from local vendors, they will be given a store receipt upon exchange of the P. O. number. This is usually our only receipt, so it must be submitted promptly to Finance or the bill cannot be paid. This could result in our credit rating being adversely affected. **If this happens, that employee can lose charging privileges at that particular store. Store receipts are to be submitted to Finance on the same day that the charge is made.**

### **Travel Reimbursement:**

School personnel must submit a Travel Request Form (03.125 AP.21) to Finance or the Superintendent before out-of-district travel is taken. A copy of the registration information must be attached to that form. The MUNIS budget code must also be listed on the form. If P. O.'s will be used to register for hotels or a conference, those purchase order/request forms should be completed and submitted to Finance at the same time as the Travel Review Form is submitted. Request to travel can be found online at [www.casey.kyschools.us](http://www.casey.kyschools.us).

### **Write in the date of your stay at hotels on the P. O. Request for the Hotel.**

The Board shall reimburse school personnel for school-related travel when such travel is required as part of their job duties. Allowable expenses are:

- **Mileage** -- XX cents per mile when the employee uses his/her own vehicle. The rate changes quarterly and will be communicated to your building Principal.
- **Tolls and Fees** -- Employees must submit receipts for tolls or parking.
- **Food** -- Meals will be reimbursed only if the trip requires an overnight stay. Meals will be at \$40 per diem per day.
- **Conference Registration** -- Fees will be reimbursed to employees after their participation in the conference. Employees must submit a receipt or cancelled check to receive reimbursement.

Travel reimbursement forms are available online at [www.casey.kyschools.us](http://www.casey.kyschools.us). Fill out the form completely and attach original receipts to the back. Give the completed travel expense form to the Principal for approval and coding. The form must have the appropriate MUNIS code and approving signature before it can be paid. The Principal will submit the form to the Finance Department. All reimbursement requests must be received in Finance by Tuesday at 4:00 p.m. prior to the regularly scheduled Board meeting. Reimbursement requests not meeting these criteria will be returned.

### **Out-of District Travel:**

#### Step One:

Employees are to **completely** fill out the Travel Request Form (03.125 AP.21). A copy of this form can be found online on the District's web page under the link for the top "Top 10 Forms." It also is contained in this section.

The form specifies that a copy of the conference/workshop registration form be attached to the Travel Request Form. **It will be returned, unapproved, if a copy is not attached.**

**Be sure to put the MUNIS Budget Code on the line above the signature areas. If the Budget Code is not on the form, it will be returned.**

The form is only an estimate of the costs of the travel.

Step Two:

If a registration fee is required, employees should **completely** fill out a purchase order/request form (02.4242 AP.21). This form is available on line and also is contained in this section. **The Budget Code line should correspond with the Budget Code from the Travel Request Form.**

Step Three:

If overnight lodging is required, employees should **completely** fill out a purchase order/request form (02.4242 AP.21). This form is available online and also is contained in this section. **The Budget Code line should correspond with the Budget Code from the Travel Request Form.**

Step Four:

After employees arrive back at the District **upon completion of the travel**, they should **completely** fill out the Request for Reimbursement of Expense Form (03.125 AP.22). This form is available online and also is contained in this section.

Employees should complete this form immediately upon return to the District and submit them to Finance. If there are any problems with the request (such as incomplete meal ticket), immediate submission of the form should allow time for those problems to be cleared up so as not to delay reimbursement to employees.

Meal reimbursements are allowed only if overnight travel was required.

**Again, the Budget Code line on the reimbursement request form should correspond with the Budget Code from the Travel Request form.**

Both 03.125 AP.21 and 03.125 AP.22 are to be submitted to the employee's immediate supervisor, who will then submit them to the Finance Department for approval.

**Miscellaneous Information:**

- Bills (invoices and travel) are due to Finance by Tuesday at 4:00 p.m. prior to the Board meeting.
- Board meetings are held on the second Monday of each month.
- Field Trip requests and agenda items are due in the office of the Superintendent's Secretary by Tuesday at 4:00 p.m. prior to the Board meeting.

ADMINISTRATION

02.4242 AP.21

## Expenditure of Funds/Purchase Requisition Form

Casey County Board of Education 1922 N US 127 Liberty, KY 42539 (606) 787-6941 Fax (606) 787-5231	Purchase Order. #: _____ Budget Code: _____ Commodity Code: _____ Date of Order: _____
Vendor: _____ Address: _____ _____ _____	Person Requesting Order: _____  School: _____  Bill to: <div style="text-align: center;">                     Accounts Payable                      Casey County Board of Education                      922 N US 127                      Liberty, KY 42539                 </div>
Ship to: _____ Attention: _____ Address: _____ _____	

Quantity	Catalog Number/Catalog Page	Description	Unit Price	Total Price
<b>Total:</b>				

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Bid Lists                   | <input type="checkbox"/> Single Source         | <input type="checkbox"/> Educational Experience | <input type="checkbox"/> Small Purchase Procedures |
| <input type="checkbox"/> State/Gov. contracts        | <input type="checkbox"/> Professional Services | <input type="checkbox"/> Authorized Trip        | <input type="checkbox"/> Under \$500               |
| <input type="checkbox"/> Competitive Negotiations    | <input type="checkbox"/> Perishables           | <input type="checkbox"/> Public Auction         | <input type="checkbox"/> Over \$500                |
| <input type="checkbox"/> Noncompetitive Negotiations | <input type="checkbox"/> Replacement Parts     | <input type="checkbox"/> Group Insurance        |  |
| <input type="checkbox"/> Emergency                   | <input type="checkbox"/> Resale Items          | <input type="checkbox"/> Reduced Price          |  |

Approved by: \_\_\_\_\_ Order Approved by: \_\_\_\_\_  

Principal/Supervisor
Superintendent/Finance Director

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**The Casey County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability.**

PERSONNEL

03.125 AP.22

**Request for Reimbursement of Expense**

**CASEY COUNTY SCHOOLS MONTHLY TRAVEL EXPENSE RECORD**

Month \_\_\_\_\_

DESTINATION AND PURPOSE				
DATE	FROM	TO	PURPOSE	MILES PER DAY

Munis Code: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Presented By: \_\_\_\_\_ Date \_\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

TOTAL MILES: \_\_\_\_\_

X Mileage Rate=\$ \_\_\_\_\_

Expenses (attach receipt) =\$ \_\_\_\_\_

TOTAL REQUESTED \_\_\_\_\_

PERSONNEL

03.125 AP.22  
(CONTINUED)

**Request for Reimbursement of Expense**  
**TRAVEL REGULATIONS AND MILEAGE CHART**

**REIMBURSEMENT ALLOWANCES**

**Employees must have authorized work which requires overnight travel before meals will be reimbursed.**

**The mileage allowance is based on the state mileage rate.**

Distance from your Location to your Destination	Central Office	Liberty Elem.	Casey County M.S.	Casey County H.S.	Casey Co. Bus Garage	Jones Park Elem.	Walnut Hill Elem.
Central Office	0	2	2	2	2	7	4
Central Office Annex	2	4	4	4	4	9	6
Liberty Elementary	2	0	2	2	2	7	4
Casey Co. Middle	2	2	0	0	0	5	6
Casey Co. High	2	2	0	0	0	5	6
Casey Co. Bus Garage	2	2	0	0	0	5	6
Jones Park Elementary	7	7	5	5	5	0	11
Walnut Hill Elementary	4	4	6	6	6	11	0
Corbin (Region 6 Service Center.)	93						
Frankfort	57						
Lexington	64						
Louisville	105						
Somerset	40						
Russell Springs	22						
Jamestown	25						
Bowling Green	104						
Danville	25						
Richmond	51						

# Acknowledgement Form

2024 – 2025 School Year

I, \_\_\_\_\_, have received a copy  
*Employee Name*

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

I understand and agree:

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

*I understand that as an employee of the District I am required to review and follow the policies set forth in this Employee Handbook and I agree to do so.*

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

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

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

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