

Boone County Schools
 First Day Policy/Procedure Informational Sheet
 2024-2025

Welcome to the 2024-25 School Year! We look forward to the positive impact you will provide all 21,000+ students as they receive a world-class education supported by our world-class operations.

This document is intended to highlight key concepts, policies, and procedures related to employment with Boone County Schools. It is not a complete listing of policies and procedures and does not replace the obligation of employees to follow all District policies and procedures.

Please review each item, including hyperlinks to related information. An electronic version of this document with active hyperlinks may be found on the [Human Resources webpage](#) under “Employee Forms” on the right-hand menu, or by navigating to www.boone.kyschools.us, selecting the “For Staff” drop down menu, then selecting “Human Resources.”

ITEM	DESCRIPTION
District Mission, Goals, and Core Values	<p>The District’s Mission, Goals, and Core Values will guide all that we do as employees of Boone County Schools.</p> <p>DISTRICT MISSION: Representing and in partnership with our stakeholders, the Boone County School District recognizes that all children can learn and dedicates itself to providing a challenging educational environment that allows each student to achieve to his or her highest potential as a learner and citizen.</p> <p>GOALS:</p> <ol style="list-style-type: none"> 1. World Class Education - Boone County Schools will provide a world class education to develop essential academic and non-cognitive skills for every student in order for them to be successful in college, career, and in life, and achieve their full potential as lifelong learners and empowered citizens. 2. Empowered Workforce - Boone County Schools will develop strategies to recruit, retain, and develop a diverse workforce that aligns with the dispositional and instructional philosophies of the district, in order to provide every student with a world-class education. 3. Stakeholder Engagement - Boone County Schools will cultivate trust, transparency, and inclusion as we engage our diverse community of stakeholders. 4. Operations & Resource Optimization - Boone County School Schools will create an effective operational system that supports optimization of resources and good stewardship to ensure that tools and resources are available for the execution of teaching and learning for every student in all schools. <p>CORE VALUES:</p> <ul style="list-style-type: none"> • Academic excellence • Lifelong learning and continuous improvement • Shared responsibility • Respect for all students • Stakeholder empowerment and engagement • Preparing next generation learners

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<p>District E-mail for Communication</p>	<p>To ensure consistent and timely communication, all official District correspondence, notifications, and communications will be sent to a Boone County Schools’ e-mail address. Every employee and substitute has access to a District e-mail account and should check this account regularly.</p> <p>E-mail may be accessed at any time from the Boone County Schools’ webpage under “Quick Links” in the top right corner of the page, then selecting “Webmail” or by clicking here.</p> <p>To change your e-mail password, visit the Technology webpage at www.boone.kyschools.us, then select the “For Staff” drop down menu, “District Departments”, “Technology Department”, then the “Change My Password (Staff Only)” link on the right hand menu or by clicking here.</p>																																																																								
<p>District Policies and Procedures</p>	<p>All employees must abide by all District policies and procedures. All District policies and procedures may found and reviewed on a 24 x 7 basis at http://policy.ksba.org/Chapter.aspx?distid=161 or the Boone County Schools’ district home page at www.boone.kyschools.us, select “Quick Links”, “Board of Education” then “Board Policies and Procedures”.</p> <p>Personnel related policies and procedures are found in “Chapter 3 – Personnel”</p> <ul style="list-style-type: none"> • Certified personnel policies and procedures are numbered as 03.1... • Classified personnel policies and procedures are numbered as 03.2... <p>The Following policies were either added or revised for the 2024-2025 school year:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>01.10</td> <td>01.11</td> <td>01.111</td> <td>01.2</td> <td>01.21</td> <td>01.3</td> </tr> <tr> <td>01.83</td> <td>02.31</td> <td>02.311</td> <td>02.442</td> <td>03.11</td> <td>3.121</td> </tr> <tr> <td>03.1211</td> <td>03.123</td> <td>03.1232</td> <td>03.1233</td> <td>03.1236</td> <td>03.124</td> </tr> <tr> <td>03.1311</td> <td>03.2</td> <td>03.13251</td> <td>03.21</td> <td>03.2211</td> <td>03.222</td> </tr> <tr> <td>03.223</td> <td>03.2233</td> <td>03.2236</td> <td>03.2311</td> <td>03.2312</td> <td>03.23251</td> </tr> <tr> <td>03.26</td> <td>03.6</td> <td>04.312</td> <td>04.3114</td> <td>04.5</td> <td>05.4</td> </tr> <tr> <td>06.22</td> <td>06.31</td> <td>06.33</td> <td>06.34</td> <td>08.113</td> <td>08.23</td> </tr> <tr> <td>09.11</td> <td>09.121</td> <td>09.122</td> <td>09.1221</td> <td>09.1222</td> <td>09.124</td> </tr> <tr> <td>09.126</td> <td>09.14</td> <td>09.213</td> <td>09.22</td> <td>09.2211</td> <td>09.224</td> </tr> <tr> <td>09.226</td> <td>09.2261</td> <td>09.227</td> <td>09.371</td> <td>09.42</td> <td>09.422</td> </tr> <tr> <td>09.4261</td> <td>09.427</td> <td>09.429</td> <td>09.423</td> <td>09.4232</td> <td>09.425</td> </tr> <tr> <td>09.43</td> <td>09.435</td> <td>09.438</td> <td>10.1</td> <td>10.5</td> <td></td> </tr> </table>	01.10	01.11	01.111	01.2	01.21	01.3	01.83	02.31	02.311	02.442	03.11	3.121	03.1211	03.123	03.1232	03.1233	03.1236	03.124	03.1311	03.2	03.13251	03.21	03.2211	03.222	03.223	03.2233	03.2236	03.2311	03.2312	03.23251	03.26	03.6	04.312	04.3114	04.5	05.4	06.22	06.31	06.33	06.34	08.113	08.23	09.11	09.121	09.122	09.1221	09.1222	09.124	09.126	09.14	09.213	09.22	09.2211	09.224	09.226	09.2261	09.227	09.371	09.42	09.422	09.4261	09.427	09.429	09.423	09.4232	09.425	09.43	09.435	09.438	10.1	10.5	
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<p>Employee Handbook Acknowledgement</p>	<p>All certified, classified, substitute, and extra duty employees shall abide by the appropriate handbook covering their employment type. This includes signing and submitting the Handbook Acknowledgement page at the end of the handbook.</p> <p>Certified, Classified, Coaching, Substitute, and Transportation handbooks are found on the Boone County Schools’ website at www.boone.kyschools.us, “For Staff”, “Human Resources”, “Handbooks” then clicking the appropriate handbook link on the right-hand menu OR clicking the links below:</p>																																																																								
<p>Technology Acceptable Use Policy. Policy 08.2323</p>	<p>The responsible and safe use of the District’s network, e-mail and all other technology related items is defined in the “Acceptable Technology Use, Procedures, Rights, and Responsibilities” found on the District’s shared Google drive under “BCS Tech Resources” or by clicking here.</p>																																																																								

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<p>Professional Code of Ethics for Kentucky School Personnel</p>	<p>All District employees and substitutes are bound by the Professional Code of Ethics for Kentucky School Personnel.</p> <p>The Professional Code of Ethics for Kentucky School Personnel found at https://apps.legislature.ky.gov/law/kar/titles/016/001/020/ defined by 16 KAR 1:020.</p>
<p>Contract Days, Time Off and Leaves of Absence</p>	<p><u>Contract Days:</u> Every employee’s position has a defined number of contract days to be worked each school year and my daily and regular attendance is required. A calendar of scheduled days off based on my contract length can be found on the Human Resources webpage, “Employee Forms”, then clicking the “2023-2024 Days Off by Contract Length” link on the right-hand menu.</p> <p><u>Time Off:</u> In the event an employee is unable to report to work, Board of Education policy provides sick, personal, and emergency leave to eligible positions. Sick, personal, and emergency leave must be used in accordance with the appropriate policy. The full policy defining each can be found at http://policy.ksba.org/Chapter.aspx?distid=161 or the Boone County Schools’ district home page at www.boone.kyschools.us, select “Quick Links”, “Board of Education” then “Board Policies and Procedures”.</p> <p>In general:</p> <ul style="list-style-type: none"> • Sick leave may be used for an employee’s own illness or to care for an employee’s immediate family member dealing with an illness • Personal leave may be used for any reason, but is limited to 10% of the staff being absent on the same day. For this reason, personal days should be entered in Frontline as early as possible to increase chances of approval • Emergency leave may be used for: <ul style="list-style-type: none"> ○ Bereavement of family members who pass away ○ Natural disasters causing personal property damage <ul style="list-style-type: none"> ▪ “Natural” is defined as severe storms, flash flooding caused by rain/snow, earthquake, etc. This does not include auto accidents or home repairs. Such absences should be covered by personal leave ○ Court order and/or Subpoena to appear/testify in court <ul style="list-style-type: none"> ▪ <u>DOES NOT APPLY</u> to appearances in actions in which the employee is a party and the subpoena is obtained by or on behalf of the employee <p>Inappropriate use of paid time off that does not follow board policy may result in disciplinary action, up to and including termination.</p> <p>NO EMPLOYEE WILL BE PERMITTED TO TAKE AN UNPAID DAY OFF THAT IS NOT DEFINED BY BOARD POLICY AND APPROVED BY THE BOARD OF EDUCATION. Unpaid days that are not covered by a Board approved leave of absence reason may result in disciplinary action, up to and including termination, and will result in a reduction of pay.</p> <p><u>Leave of Absence:</u> Board approved reasons for long-term leaves of absence are defined in Board policy. Contact Human Resources to start the leave of absence request process 30 days</p>

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	<p>prior to the leave of absence. The 30 day notification requirement will only be waived for emergency situations.</p> <p><u>Any combination of absences</u>, other than vacation days, <u>exceeding five consecutive days</u> will require Family and Medical Leave Act (FMLA) paperwork to be completed.</p> <p>FMLA allows qualified employees to be absent for up to 60 days in one school year on a paid or unpaid basis and have the employee’s job protected until a return to work is approved. Once all paid time off and FMLA is exhausted, employees will either need to return to work, qualify for a board approved year-long leave of absence, or resign from the District.</p> <p>Contact Human Resources to start the leave of absence process and to discuss available options at 859-282-2374.</p>
<p>Frontline Absence Management system</p>	<p>It is the responsibility of each employee to enter their own absences into the Frontline Absence Management system prior to being absent. Other than emergency situations, employees must enter their own absence at least one-hour prior to the start of their shift. If an employee misses the one-hour deadline they must follow the procedure outlined by their supervisor to have the absence entered. An accumulation of missed or late absence entries may result in disciplinary action.</p> <p>The Absence Management system can be accessed at any time through:</p> <ul style="list-style-type: none"> • Web access <ul style="list-style-type: none"> ○ Go to www.boone.kyschools.us, select the “For Staff” dropdown menu and select “Frontline” • Frontline Mobile App <ul style="list-style-type: none"> ○ Download the Frontline Education app from Google Play or the App Store • Toll Free call <ul style="list-style-type: none"> ○ 1-800-942-3767
<p>Safe Schools Trainings</p>	<p>Boone County Schools uses the SafeSchools online training system to offer required, and recommended, training courses.</p> <p>To access the SafeSchools online training system, go to https://boone-ky.safeschools.com/login or visit the Boone County Schools’ district home page at www.boone.kyschools.us, select the “For Staff” dropdown menu and select “Safe Schools”.</p> <p>Your SafeSchools login “Username” is capital letters “BC” and your six digit employee ID number. Example: BC123456.</p> <p>Required trainings are assigned based on the position held with the District and all employees shall complete all required trainings according to the due date listed in the Safe Schools system. Additional trainings may be added throughout the school year and shall be completed within the timeframe provided.</p> <p>DO NOT PRINT CERTIFICATES OF COMPLETION unless instructed by your supervisor. Course completion is tracked online and employees will be contacted if the coursework is not completed by the course due date.</p>

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<p>Employee Assistance Plan (EAP)</p>	<p>The District offers all employees free access to an Employee Assistance Plan (EAP) provided by Mutual of Omaha. The EAP is an anonymous and confidential program that offers a variety of benefits including:</p> <ul style="list-style-type: none"> - Guidance and assistance with family issues including an in-house team of Master’s level EAP professionals who are available 24/7/365 to provide individual assessments. - Counseling options which include three calls per year (per household) with their in-house Master’s level EAP professionals, who will provide the caller with community resources. - Child and adult care resources and referrals - Legal resources including 1 legal consultation with an attorney per year (30 min.) and 25% discount for ongoing services for same issue. - Financial resources including a personal financial assessment tool, and personalized courses and resources to meet individual financial needs. <p>For more information about the EAP, review the Employee Assistance Plan informational videos and flyer on the Boone County Schools’ webpage at www.boone.kyschools.us, “For Staff”, “Human Resources”, then click the Employee Assistance Plan (EAP) Web Link or Employee Assistance Plan (EAP) Flyer link on the right menu.</p>
<p>Harassment and Discrimination. Policy 03.162 and 03.262</p>	<p>DEFINITION</p> <p>Harassment/Discrimination of employees is unlawful behavior based on the race, color, national origin, age, religion, sex (including sexual orientation or gender identity), genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions of an employee involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice.</p> <p>PROHIBITION</p> <p>Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)</p> <p>DISCIPLINARY ACTION</p> <p>Employees who engage in harassment/discrimination of another employee or a student on the basis of any of the areas mentioned above shall be subject to disciplinary action including but not limited to termination of employment.</p>
<p>Drugs, Alcohol and Other Prohibited Substances Policy. Policy 03.13251 and 03.23251</p>	<p>DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES</p> <p>District employees shall not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to purchase or obtain, sell or transfer any of the following in the workplace or in the performance of duties:</p>

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	<ol style="list-style-type: none"> 1. Alcoholic beverages; 2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and 3. Substances that look like a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance. 4. Medicinal Cannabis: no employee shall manufacture, distribute, dispense, be under the influence of, purchase, possess, use, consume, or attempt to purchase or obtain, sell or transfer medicinal cannabis in the workplace or in the course of the performance of duties for or on behalf of the school, including at any school worksite or school function. <p>In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.</p>
<p>Use of Tobacco Prohibited Policy. Policy 03.1327 and 03.2327</p>	<p>The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is <u>prohibited for all persons and at all times on or in all property</u>, 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.</p>
<p>Requirements for reporting of dependency, neglect, or abuse. Policy 09.227</p>	<p>Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected¹ or a victim of human trafficking shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with KRS 620.0302.</p> <p>After making the report, the employee shall notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for investigation. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee who shall also promptly report to the proper authorities for investigation.</p>
<p>Alcohol, Drugs, and other Prohibited Substances. Policy 09.423</p>	<p>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 school SRO and either the local law enforcement agency or the Kentucky State Police.</p>
<p>Assault and Threats of Violence. Policy 09.425</p>	<p>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 school SRO and either to the local law enforcement agency or to the Kentucky State Police.</p> <p>Any school employee shall immediately report to the school SRO and to either the local law enforcement agency or to the Kentucky State Police any act which the</p>

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	<p>employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:</p> <ul style="list-style-type: none"> 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. <p>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 school SRO and to either the local law enforcement agency or to the Kentucky State Police.</p>
All Employee Safety	<p>Employee safety is of the utmost importance to all District stakeholders. To foster a safe work environment all employees shall review their school/department's emergency plan. This review must occur before the 1st student day of school.</p>
Review of Certified Evaluation Procedures. Policy 03.18	<p>The evaluation criteria and evaluation process to be used shall be explained to and discussed with certified school personnel no later than the end of the evaluatee's first thirty (30) calendar days of the school year as provided in regulation.</p>
Review of Classified Evaluation Procedures. Policy 03.28	<p>Each classified employee shall be evaluated at least once each year, typically by April 1. This evaluation shall be performed by the Principal or the immediate supervisor and shall be based upon a formal procedure approved by the Superintendent for that specific position or class of positions. The administrator performing the evaluation shall share and discuss the evaluation report with the employee.</p>