



EMPLOYEE HANDBOOK

**1104 Bob McCullough Drive
Ashland, Kentucky 41102
606-928-4141
606-928-4771 (fax)
[www:boyd.kyschools.us](http://www.boyd.kyschools.us)**

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! IMPORTANT NOTICE !

*Boyd County Board Policies and Procedures may be accessed
at any time online at:*

www.boyd.kyschools.us

Click on the menu item “*District*”, then the link “*Board of
Education*” and then on the link “*Policies and Procedures.*”

A complete and current paper/hard copy of the Boyd County
Board of Education Policies and Procedures are housed at:

Boyd County Public Schools District Office

Superintendent’s Office
1104 Bob McCullough Drive
Ashland, KY 41102
606-928-4141

**Any of the Policies and Procedures included in this
handbook are *not* a complete representation for
employee guidance. It is the **responsibility of the
employee** to research the most current and complete
policies and procedures **online at the link listed above.****

INTRODUCTION

Welcome to Boyd County Public Schools. This handbook has been produced to assist all certified and classified employees in providing valuable information to assure greater effectiveness and efficiency in the workplace. Please read all sections carefully. The intent is to define your employment relationship with Boyd County Public Schools.

All sections are presented as a matter of standard or general information applying to all employees. All plans, procedures, policy statements and employee benefits set forth the eligibility, limitations, exclusion and requirements which directly impact you as an employee.

The Boyd County Board of Education may implement new policies, procedures, and plans, should it choose to do so, at any time. It may modify, revoke, suspend, terminate or change any of the plans, procedures and policies, both in this document and in other formal employee documents, in whole or in part, with or without prior notice to employees. Boyd County Public Schools' interpretation of any of its plans, procedures and policies is final and binding.

Any information or concerns relative to any section of this document concerning the content may be obtained from Matt Spade, District Administrator, at:

Boyd County Public Schools
1104 McCullough Drive
Ashland, KY 41102
606-928-4141, ext. 2014

More in-depth information about Boyd County Public Schools may be found online at www.boyd.kyschools.us.

PUBLIC NOTICE **Boyd County Board of Education** **Non-Discrimination Policy Statement**

The Boyd County School District does not discriminate on the basis of race, color, national origin, sex/gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations, and provides equal access to the Boy Scouts and other designated youth groups. The Boyd County School District also does not discriminate in its hiring or employment practices.

The following career and technical education programs are available to students in grades 10-12: automotive technology, health careers, welding, drafting, child care, marketing, information technology, business and office, industrial technology, agriculture/horticulture, and family and consumer science. The lack of English language skills will not be a barrier to admission and participation in career and technical education programs.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints, or request for additional information regarding these laws may be forwarded to the designated compliance coordinator:

Matt Spade, Assistant Superintendent
1104 Bob McCullough Drive, Ashland, KY 41102
606-928-4141, Extension 2014; 8 AM to 4 PM, Monday - Friday

The policies and procedures for identifying and reporting discrimination may be found in the Board Policies and Procedures manual which may be accessed online at www.boyd.kyschools.us.



**1104 McCullough Drive
Ashland, KY 41102**

606-928-4141
606-928-2651 (Direct to Voice Mail)
606-928-4771 (Fax)
606-929-9504 (Finance Fax)
www.boyd.kyschools.us

DISTRICT OFFICE STAFF

Mr. William (Bill) Boblett, Jr. - Superintendent/School Health/21st Century CLC/LEAD/
Americorps /Personnel/GT Oversight/Safe Schools Contact
Ms. Mandy Phillips - Secretary to the Superintendent

Ms. Marci Prater - District Administrator/Director of Pupil Personnel/Court Liaison/FRYSC/Student
Support/ESS/Curriculum and Instruction/Homebound/Infinite Campus/LEAD/WAAPOC

Ms. Tina Carroll - Administrative Assistant/FRAM/Personnel Specialist

Ms. Janice Marcum - District Administrator/Chief Academic Officer/Curriculum Instruction &
Assessment/Gifted & Talented/Professional Development Coordinator/STAR Testing/CDIP

Mr. Matt Spade - Assistant Superintendent /Pre-Employment/ESS/P.R./Policies and Procedures/
Curriculum and Instruction/Parent Involvement/Compliance Coordinator/Textbooks/Title I-A/Title II/
Title IX/SBDM Compliance/Mentoring

Ms. Lisa Hale - Public Relations/Administrative Assistant/BC Foundation For Children Liaison

Ms. Lani Thacker - Certified Nutrition Director/Local, State, Federal Reports
Ms. Becca Jackson - Food Service Assistant

Mr. Larry Barber - Director of Finance/Audits/Board Treasurer
Ms. Corey Withrow - Finance Director I
Ms. Jessica Tackett - Accounting Manager - Head Start/Title I

Ms. Angie Marcum - Payroll Director/Health Insurance Coordinator/Retirement
Ms. Lora Adams - Payroll Director I

Ms. Donna Black - Payroll Accounting Manager/Deductions/Worker's Compensation

Mr. Pete Fraley - Athletic Director/Title IX/Co-School Safety Coordinator

Mr. Bob Higginbotham - District Admin/Buildings & Grounds/Facility Planning/Custodial &
Maintenance

Ms. Cheryl Caldwell - District Administrator/Transportation Director/Mechanics

Ms. Cindy Pontier - Chief Information Officer/District Technology Resource Coordinator/STC
Coordinator/Professional Development Support/STLP Coordinator/Webmaster

Ms. Sara Easterling - Homebound instructor

Mr. Sam Williams - District Technology Coordinator/Network Administrator/
Instructional Technology Support/STC Support

Stephanie Lyons - Director of Head Start/Preschool/IDEA/KERA,
Special Education Director (elementary schools)/kindergarten screening

Ms. Dara'Su Williams - Exceptional Child Education Director/Oversight/504 and RTI Coordinator/
School Psychologist Liaison/Alternative Education Coordinator/School Safety Administrator/Court
Liaison/Mental Health Student Support Services/IC Data Steward

email: *first.lastname@boyd.kyschools.us*



BOYD COUNTY PUBLIC SCHOOLS DISTRICT OFFICE

1104 McCullough Drive
Ashland, KY 41102
606-928-4141
www.boyd.kyschools.us

Boyd County High

14375 Lions Lane
Ashland, KY 41102
606-928-7100
606-928-1312 (Fax)
Principal – Ben Fritz
Grades 9-12

Boyd County Career & Technical Education Center

12300 Midland Trail Road
Ashland, KY 41102
606-928-7120
606-928-6432 (Fax)
Principal - Courtney Bartley
Grades 9-12

Boyd County Central Alternative School

12001 Twin Ridge Ct.
Ashland, KY 41102
606-925-0400
Principal - Sean Stewart
Grades 6 - 12

Boyd County Middle School

1226 Summit Road Ashland,
KY 41102
606-928-9547
606-928-2067 (Fax)
Principal – Dr. Shawn
Thornbury
Grades 6-8

Cannonsburg Elementary

12219 Midland Trail Road
Ashland, KY 41102
606-928-7131
606-928-2685 (Fax)
Principal –Christy Reliford
Grades K-5

Catlettsburg Elementary

3348 Court Street
Catlettsburg, KY 41129
606-739-5515
606-928-8625 (Fax)
Principal – Jana Osborne
Grades Pre-K-5

Ponderosa Elementary

16701 Ponderosa Drive
Catlettsburg, KY 41129
606-928-2330
606-928-2337 (Fax)
Principal – Brian Eerenberg
Grades K-5

Summit Elementary

830 State Route 716 Ashland,
KY 41102
606-928-6533
606-928-5234 (Fax)
Principal – Tom Holbrook
Grades K-5

Academic and Creative Climate Empowering Student Success (ACCESS)

12307 Midland Trail Ashland,
KY 41102
Teacher - Lisa Wiler
Teacher - Kim Wilbur
Gifted and Talented Grades
4 & 5

Early Childhood Learning

Academy
12307 Midland Trail Road
Ashland, KY 41102
606-928-7110
606-928-7104
Director - Stephanie Lyons
Ages 3 & 4

BOYD COUNTY PUBLIC SCHOOLS LEADERSHIP COMPONENTS

BOARD OF EDUCATION

Purpose: Governance of Boyd County Public Schools

Composition: Five elected members representing the entire community of Boyd County Public Schools and the appointed district superintendent

Meeting times - once a month in regular session and may choose to meet more often as the need arises in specially called sessions

Current Members: Cindy Vanhorn, - serving Division I
Mike Blankenship - serving Division II
Lisa Wallin - serving Division III
Randall Stapleton, Jr. Vice Chairperson - serving Division IV
Linda Day - Chairperson - serving Division V
William Boblett, Jr. - Superintendent of BCPS - serving as secretary

Board meetings are open to the public and are held at Boyd County High School in the Alumni Auditorium, 6:00 p.m. on the fourth Tuesday of each month. (with exceptions due to holidays - June, November and December)

Minutes from the Board of Education meetings may be found on the district website at www.boyd.kyschools.us. Click on the "District", "Board of Education", "Board Minutes".

A History of **BOYD COUNTY PUBLIC SCHOOLS**

To accomplish the assignment of the writing of the history of the Boyd County Public Schools system with brevity, this writer has elected to mention in passing some selected significant milestones in that history, while addressing in more depth some of the most pivotal milestones.

Boyd County Public Schools originated as a conglomerate of one- and two-room graded schools. A hall-mark event occurred in 1929 when Boyd County High School graduated its first class. Prior to that time, those young people who wished to go beyond the eighth grade generally enrolled in either Catlettsburg High School or Ashland High School in nearby cities. Boyd County High School enrolled its first students in the 1920's using Cannonsburg Methodist Church as temporary quarters until a high school facility was built.

At the inception of the Boyd County Public Schools system, the entire Boyd County Public Schools district was rural and, in fact, very sparsely populated. Gradually the one- and two-room schools, having such colorful names as Slippery Rock, Long Branch and Arat, were consolidated into such larger schools as Summit Elementary, Cannonsburg Elementary and England Hill Elementary. But, eventually Summit became so large (over 900 students) that part of its students were sent to a newly-constructed Ironville Elementary. England Hill eventually disappeared, as its students were divided between the newly constructed Eidson Elementary and Cooper Elementary schools.

When the writer became an administrator in Boyd County Public Schools for the 1966-67 school term, the District was comprised of these schools:

Cannonsburg Elementary—grades 1-8; Summit Elementary—grades 1-8; Ironville Elementary—grades 1-8; Cooper Elementary—grades 1-8; Eidson Elementary—grades 1-8; Durbin Elementary—grades 1-6; Garner Elementary—grades 1-6; Boyd County High School—grades 9-12.

The first junior high school (grades 7-9) in the district opened for the 1974-75 school year in the former Catlettsburg High School facility that had become part of the Boyd County Public Schools system in 1974. For the 1976-77 school year a second junior high school, Summit Junior High School, was opened in a new facility to include grades 7-9 in the western portion of the county. Beginning with the 1993-94 school year, the configuration of Boyd County Public Schools was changed to include grades 9-12, rather than grades 10-12 at Boyd County High School and the former Summit Junior High School facility became the home of grades 6-8 in the facility known today as Boyd County Middle School.

From its beginnings as a very sparsely populated rural area in the '20's, the Boyd County Public Schools district has entered the new millennium as a district largely rural South of I-64 and largely suburban north of I-64. The population residing within the boundaries of the district now represents almost fifty percent of the total population of Boyd County. At its inception, the population residing within the Boyd County Public Schools district was only a minuscule portion of the population of the entire county, as the city of Ashland was home to most of Boyd County's populace.

The milestone events in the history of Boyd County Public Schools system for which this writer has chosen to provide a more lengthy analysis are:

- Merger of the Catlettsburg Independent School system with the Boyd County Public Schools system in 1974.
- KERA (Kentucky Education Reform Act) arrives in 1990.

Catlettsburg Merges

The merger of the Catlettsburg Independent School System with the Boyd County School System became effective on July 1, 1974. While the Catlettsburg Schools had come upon hard times due to such factors as declining enrollment, decaying buildings and financial problems that made merger a very rational decision on the part of the Catlettsburg Board of Education, the decision was very unpopular with some of the citizenry. Especially unpopular was conversion of Catlettsburg High School to Catlettsburg Junior High School, requiring high school students to attend Boyd County High School at Cannonsburg. Also, one Catlettsburg Elementary school, Haney, was closed at that time.

Despite the initial displeasure of many Catlettsburg citizens regarding the merger and loss of Catlettsburg High School and Haney Elementary, the issue of merger now is seldom spoken of in disparaging terms. As the years have passed since 1974, Hatfield Elementary and Yost Elementary have also ceased to exist, leaving none of the Catlettsburg elementary schools, extant at the time of the merger, in operation. The most recent change in the schools of Catlettsburg was the conversion of Catlettsburg Junior

High School to Catlettsburg Elementary in 1993, the elementary school now occupying the site formerly occupied by Catlettsburg High School and Catlettsburg Junior High School. This development, making it necessary for all students living in the city of Catlettsburg to attend school outside the city once they finished grade five, resulted in some consternation for several Catlettsburg residents. Now, however, it seems that most Catlettsburg citizens and students have accepted this development and the former Catlettsburg School system and the Boyd County Public Schools system are perceived by this writer to be united in spirit and effort to the greatest extent experienced since the merger in 1974. A prime example of this is the election of the present local board member for the division that includes the city of Catlettsburg without a candidate residing within the city running in opposition of the incumbent whose residence is outside the city.

KERA Arrives in 1990

One would be remiss not to cite the advent of the Kentucky Education Reform Act (KERA) as an all pervasive milestone in the history of Boyd County Public Schools. The district began implementing the non-graded primary to replace grades kindergarten through three with some trepidation but even more high expectations for the future. Site Based Decision Making (SBDM) councils were organized in all Boyd County Public Schools at an earlier date than in some other districts, and no school has ever chosen to disband an existing council. To this date, the curriculum documents and their delivery in the schools are largely test-driven. In Kentucky, we are to “test what we teach” and “teach what we test.” The state assessment system has literally forced “selective abandonment” of much curriculum content in order to emphasize the Core Content for Assessment and Classroom Strategies that bode well for success on the state’s mandated assessment. From a historical perspective, perhaps no other factor has induced systemic change in the Boyd County Public Schools comparable to that of KERA.

History written by: Dr. James Harper (1939 - 2012) District Administrator. Written in February, 2000 Dr. Harper was a life-long resident of Boyd County and was employed in the Boyd County Public School System for 46 years!

Schools now within the Boyd County Public Schools district are: Boyd County High School, Ramey Estep High School, Boyd County Career & Technical Center, Boyd County Middle School, Boyd County Middle School at Heritage Center, Cannonsburg Elementary, Catlettsburg Elementary, Ponderosa Elementary, Summit Elementary, Early Childhood Learning Center—North, Early Childhood Learning Center—South and Catlettsburg Preschool housed at Catlettsburg Elementary.

The New Boyd County High School

On October 22, 2010, ground was broken for the new Boyd County High School. The architectural firm of Sherman-Carter-Barnhart designed the 145,471 square foot facility at a cost of 40 million. The school accommodates 1,000 students with classrooms grouped in Science, Technology, Engineering and Math (STEM) academies. The building was dedicated on December 13, 2012 with students arriving in January, 2013. In 2014, the facility earned the U.S. Environmental Protection Agency’s (EPA’s) ENERGY STAR certification, which signifies that the building performs in the top 25 percent of similar facilities nationwide for energy efficiency and meets strict energy efficiency performance levels set by the EPA.

Kentucky Summative Assessment (KSA)

Kentucky students take the Kentucky Summative Assessments (KSA) to meet federal and state testing requirements. Previously, these tests were called Kentucky Performance Rating for Educational Progress (K-PREP). They are developed by Kentucky teachers and align with the Kentucky Academic Standards in each content area.

KSA are the annual summative assessments given in grades 3 through 8, 10 and 11 to Kentucky public school students. KSA provides content area assessments, including reading and mathematics at all grades, and science, social studies, writing, and editing and mechanics once per grade band (i.e. elementary, middle, and high).

These assessments are Kentucky’s measure of student proficiency and progress on the state content standards. These standards establish goals for what all students should know and be able to do in each grade. KSA are online assessments with only a small percentage of accommodated students taking it on paper. It goes beyond multiple-choice questions to include extended response and technology-enhanced items for students to demonstrate critical thinking and problem-solving skills.

Assessments provide critical information about student learning, but no single assessment should ever be the sole factor in making an educational decision. It is important to remember that assessments provide only one measure of student learning, but when combined with grades, classroom activities, unit quizzes and tests, and district-level assessments, the end-of-year assessments can help provide a more complete picture of a child’s abilities over the course of the school year and path toward academic success on these content standards.

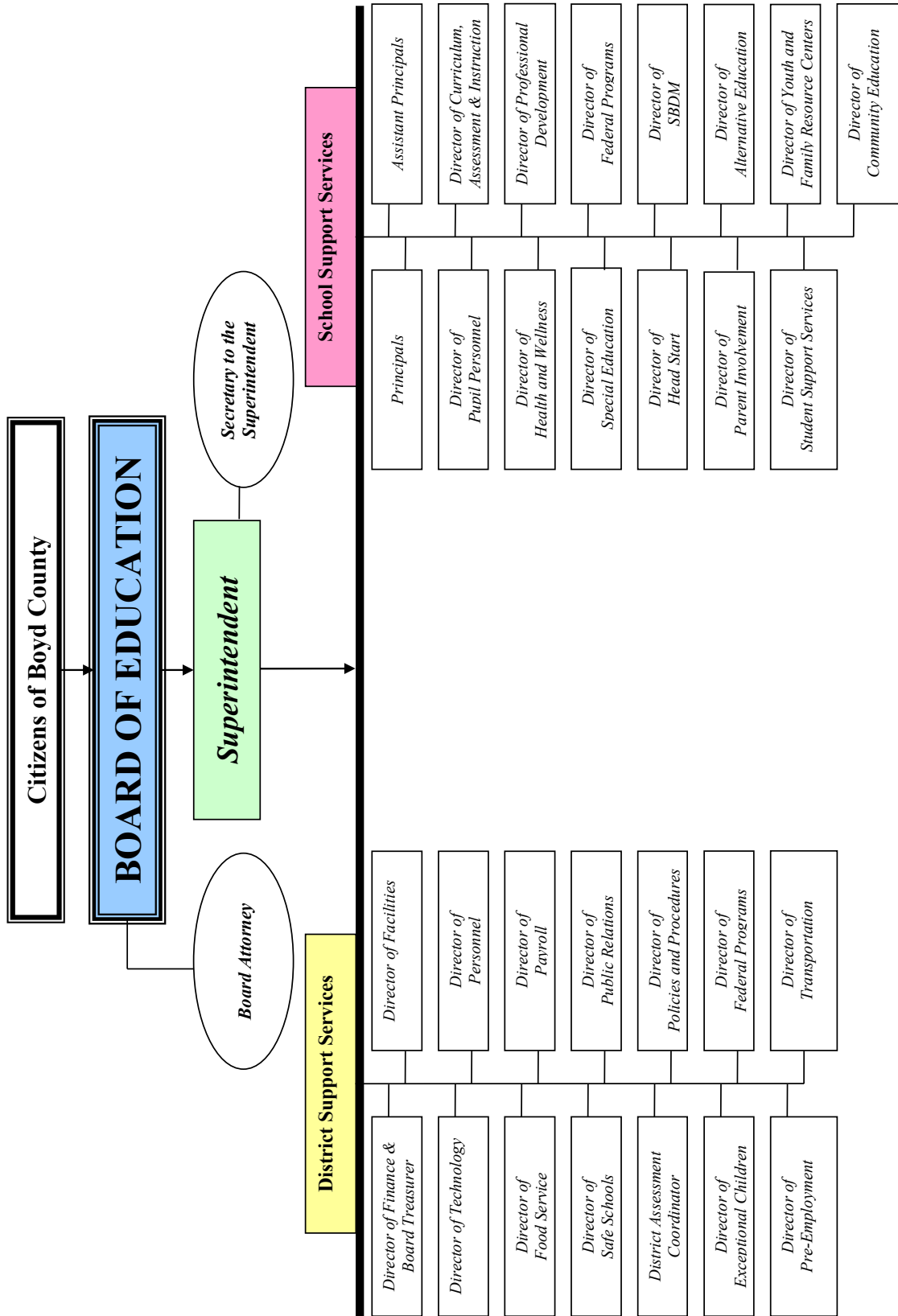
For KSA, students receive a separate scale score and performance level (distinguished, proficient, apprentice, and novice). Writing scores will include editing and mechanics and on-demand writing. Scale scores are reported as numbers, while performance levels are descriptive. Performance levels are different by content area. These levels indicate performance on groups of items that measure similar skills.

Boyd County Middle School Facility Improvements

The architectural firm of Sherman-Carter-Barnhart was again selected to design the updates and additions to the Boyd County Middle School during the 2015-2016 school year. During renovations, students moved to the old Boyd County High School (currently the Boyd County Early Childhood Academy).

Additions included a new entrance facade, new windows, elevator access to the top level of the gymnasium, and a bus loading/unloading area designed to improve traffic flow during peak pick-up and drop-off times. The middle school reopened in February of 2018.

BOYD COUNTY PUBLIC SCHOOLS ORGANIZATIONAL STRUCTURE



Boyd County Public Schools
Organizational Chart
Revised - March 2017

NOTE: See attached lists of administrators and support staff with specific responsibility areas in each of the district offices

BOYD COUNTY PUBLIC SCHOOLS

Vision Statement

"The Leader In Learning"

Mission Statement

"Be THE example: To better ourselves, to better our schools, to better our community."

Belief Statements

We Believe...

- *In investing in quality personnel who take responsibility for student success and failure;*
- *In identifying essential learning goals and help each student to achieve those goals;*
- *In teaching for understanding, frequently assessing students' understanding and providing a variety of opportunities for students to demonstrate mastery;*
- *In working collaboratively to develop instructional strategies, design methods of assessment, and advance the vision of the district;*
- *In family and community involvement and that creating shared learning experiences is essential in the learning process;*
- *In our organization providing a model of the life-long learning and commitment to high-quality work that we hope to develop in our students;*
- *In the importance of monitoring the results of our individual and collective efforts and using evidence of results to celebrate our accomplishments and guide processes of continuous improvement; and*
- *In preparing our students to be members of a diverse global society, identifying and providing opportunities for our students to experience and value diversity.*

CODE OF ETHICS

704 KAR 20:680

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.

TO STUDENTS

- Shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best-practice known to the educator.
- Shall respect the constitutional rights of all students.
- Shall take reasonable measures to protect the health, safety and emotional well-being of students.
- Shall not use professional relationships or authority with students for personal advantage.
- Shall keep in confidence information about students which has been obtained in the course of professional services, unless disclosure serves professional purposes or is required by law.
- Shall not knowingly make false or malicious statements about students or colleagues.
- Shall refrain from subjecting students to embarrassment or disparagement.
- Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing or grabbing; rape; threats or physical harm; and sexual assault.

TO PARENTS

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

TO EDUCATION PROFESSIONALS

- Shall exemplify behaviors which maintain the dignity and integrity of the profession.
- Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
- Shall not use coercive means or give special treatment in order to influence professional decisions.
- Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications.
- Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

PUBLIC RELATIONS

What is School Public Relations?

The National School Public Relations Association professional definition is: "Educational public relations are a planned and systematic management function to help improve the programs and services of an educational organization. It relies on a comprehensive two-way communications process involving both internal and external publics, with a goal of stimulating a better understanding of the role, objectives, accomplishments and needs of the organization. Educational public relations programs assist in interpreting public attitudes, identify and help shape policies and procedures in public interest, and carry on involvement and information activities which earn public understanding and support."

Why School Public Relations?

This is the media age. School communication needs have increased dramatically and become more complex. A school district needs to develop and execute its communications' plans through both print/electronic media and face-to-face communications, and to handle relations with the multitude of media that call school districts weekly.

Education is under attack... from taxpayers, business groups and others. A school district needs to publicize the positive news about student and staff achievement and programs and to develop a coordinated proactive, rather than reactive, approach that anticipates problems before they develop. If there is no positive communication from the school district, the critics' voices are the only ones that will be heard.

The scope of successful school public relations has expanded greatly from what in the past was mostly written communications to a greatly increased need for face-to-face communication with the many publics in the community. A school district needs to schedule community relations programming to build informed support and solid community relationships.

The Public Relations Department maintains the district website and the Boyd County App. The app may be found by searching "Boyd County Schools" in your mobile app store. You may download it for free.

CURRICULUM ADVISORY COUNCIL

PURPOSE: To monitor the delivery of a standards-based, continuous progress model of curriculum.

COMPOSITION: The administrator and two representatives from each district school level: Pre-k, Primary, Intermediate, Middle and High.

SITE TECHNOLOGY COORDINATORS

Purpose: To serve as technology support for each of the district schools and to provide communication of technology needs to the district technology coordinator.

Composition: One representative from each school is selected to serve as STC.

Access to Electronic Media

(Acceptable Use Policy) AUP

The Board supports reasonable access to various information formats for students, employees, and the community and believes it is incumbent upon users of electronic media and/or Boyd County Public Schools (BCPS) network to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

SAFETY PROCEDURES AND GUIDELINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access or personal devices that are permitted to access the District's network, shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet/World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its initial Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

PERMISSION/AGREEMENT FORM

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources.

The required permission/agreement form, which shall specify acceptable uses, rules of on line behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student.

This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

EMPLOYEE USE

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own password.

Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

District employees and activity sponsors may set up blogs and other social networking accounts using District resources and following District guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative

or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent's designee.
3. Guidelines may specify whether access to the site must be given to school/District technology staff.
4. Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use; and
 - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

EMPLOYEE USE

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

COMMUNITY USE

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

DISREGARD OF RULES

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

RESPONDING TO CONCERNS

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

AUDIT OF USE

Users with network access shall not utilize District resources to establish electronic mail accounts through third party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

TEACHER- AND STUDENT-OWNED DEVICES

The District appreciates the fact that employees are willing to bring in personally owned devices to be used for school work and student use. However, several items must be addressed when connecting a non-KETS standard device to the District's network:

1. Security
2. Network stability
3. Liability for personal property
4. Virus protection
5. Repairs and upgrades

A student or staff member who brings privately owned devices to school are personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the student/staff member. Any damage to the equipment is the responsibility of the individual. No privately owned devices, printers, or other devices may be attached to the District's network. All privately owned devices may only connect to the District's network through the Guest Wireless connection.

Software residing on privately owned devices must be personally owned. All devices must include up-to date anti-virus software as necessary.

District technicians will not service or repair any device not belonging to the District. No internal components belonging to the District shall be placed in any personal equipment, whether as enhancements, upgrades or replacements. No software that is deemed by the District technology department to be for personal use will be supported by District level personnel. If personal software interferes with the District network software or hardware, a technician may remove the personal software from the device. Any damage caused by use in the District is the responsibility of the owner.

Purchasing perishable supplies to be used in equipment not owned by the District is the owner's responsibility.

The District retains the right to determine where and when privately owned equipment may access the network. The student/staff member is

responsible for the security of the equipment when it is not being used. The District does not guarantee the privacy or security of any item stored on or transmitted by any privately owned devices.

A privately owned device can be connected to the District's guest wireless network only, including access to the Internet, under the following conditions:

1. The connection has been approved and/or performed by the District technology department.
2. Use of the device must adhere to this policy.
3. File storage on the network from privately owned devices is limited to schoolwork only.
4. The individual must supply all necessary hardware/software and cabling to connect to the network.
5. Privately owned devices must be running up-to-date virus detection software prior to accessing the network or Internet.

For privately owned devices being used in District facilities, the District reserves the right to:

1. Monitor all activity.
2. Make determinations on whether specific uses of the device are consistent with this policy.
3. Limit network use and monitor storage disk space utilized by such users.
4. Determine what is appropriate use.
5. Remove the user's access to the network and suspend the right to use the privately owned device in District facilities if at any time it is determined that the user is engaged in unauthorized activity or is violating this policy.
6. Limit the number of devices per user that can be connected to the district network.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

Following initial adoption, this policy and documentation of implementation shall be retained for at least five (5) years after the last day of service in a particular funding year.

REFERENCES

KRS 156.675; KRS 365.732; KRS 365.734

701 KAR 005:120

16 KAR 1:020 KAR 001:020 (Code of Ethics (Code of Ethics))

47 U.S.C. 254/Children's Internet Protection Act; 45 C.F.R. 54.520 Kentucky Education Technology System (KETS)

RELATED POLICIES:

03.1325/03.2325; 03.17/03.27

08.1353; 08.2322

09.14; 09.421; 09.422; 09.425; 09.426

Adopted/Amended: 07/22/2014

Order #: 002

Notification of Rights Under FERPA

The **Family Educational Rights and Privacy Act (FERPA)** affords parents and "eligible students" (students 18 years of age or older or students who are attending a postsecondary institution) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access.

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

2. The right to inspect and review logs documenting disclosures of the student's education records.

Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.

3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. The right to provide written consent prior to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Exceptions that permit disclosure without consent include:

- a. Disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a volunteer, or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.

This may include contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions.

- b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.

- c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.

- d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

Designated Kentucky State agencies may be permitted access to student record information, which will depend on the authority granted to their particular agency.

5. The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.

To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.

6. The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U. S. Armed Forces and its service academies, the Kentucky Air National Guard, the Kentucky Army National Guard and institutions of higher education.

Unless the parent or student who has reached age 18 requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Review/Revised:7/19/2016

Family Education Rights and Privacy Act Definitions

Although this listing is not intended to take the place of the complete FERPA law and regulations, the following definitions shall apply when implementing Policy 09.14 and the procedures that follow.

EDUCATION RECORDS - Refers to records directly related to a student that are maintained by the District or by a party acting for the District.

A “record” shall include any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche. Student records shall include disciplinary records with regard to suspension and expulsion.

Staff should refer to federal regulations for examples of documents that are not considered education records.

PERSONALLY IDENTIFIABLE INFORMATION - Includes, but is not limited to, the following:

1. Student’s name;
2. Name of the student’s parent or other family member;
3. Address of the student or student’s family;
4. Any personal identifier, such as the student’s social security or student number;
5. Personal characteristics that would make the student’s identity easily traceable, including biometric records (measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting); or
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

NOTE: Unless the parent/guardian or secondary school student requests in writing that the District not release information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

STUDENT - Except as otherwise specifically designated by law, “student” shall mean any individual who is or has been in attendance in the District and for whom the District maintains education records.

ATTENDANCE – District “attendance” includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

DISCLOSURE - Refers to permitting access to, or release or transfer of, personally identifiable information contained in a student’s education record to any party, except the party identified as the provider or creator of the record, by any means, including oral, written, or electronic.

EDUCATION PROGRAM - Programs principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education and adult education, and any program that is administered by an educational agency or institution.

EARLY CHILDHOOD EDUCATION PROGRAM - A Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six (6) that addresses the children’s cognitive, social, emotional and physical development and is a (a) state prekindergarten program; (b) a program authorized under the Individuals with Disabilities Education Act; or (c) a program operated by a local education agency.

REFERENCES:

- 34 CFR Part 99, 20 U.S.C. 1232g
- P. L. 107-110 (No Child Left Behind Act of 2001)

Review/Revised:7/23/12

Notification of PPRA Rights

Distribute this notice annually to parents and students.

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students (those who are 18 or older or who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

Consent before minor students are required to submit to a survey, analysis, or evaluation that concerns one (1) or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under state law); and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. **NOTE:** If the parent/eligible student has indicated no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, consent form 09.14 AP.122 should be used.

Inspect, upon request and before administration or use:

1. Protected information surveys to be used with students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The District shall annually provide parents and eligible students notice of these rights under law in the Student Handbook, the District *Code of Acceptable Behavior and Discipline*, or other avenue designated by the Superintendent/designee.

The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. A new or supplemental notice shall be given as necessary to provide the opportunity to consent or opt out under the standards set forth above. Parents/eligible students who believe their rights have been violated may file a complaint with:

***Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D. C. 20202-4605***

Review/Revised: 7/23/07

Student Records

Data and information about students shall be gathered to provide a sound basis for educational decisions and to enable preparation of necessary reports.

PROCEDURE TO BE ESTABLISHED

The Superintendent shall establish procedures to promote effective notification of parents, legal guardians and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) and to ensure District compliance with applicable state and federal student record requirements.

DISCLOSURE OF RECORDS

Student records shall be made available for inspection and review to the parent(s) of a student or to an eligible student on request. Legal separation or divorce alone does not terminate a parent's record access rights. Eligible students are those 18 years of age or older or those duly enrolled in a post secondary school program. In general, FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws.¹

Upon written request, parents, legal guardians or eligible students may be provided copies of their educational records, including those maintained in electronic format, when necessary to reasonably permit inspection. Such copies shall be provided in a manner that protects the confidentiality of other students. A reasonable fee may be charged for copies.

District personnel must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the District discloses personally identifiable information from education records.

In addition, considering the totality of the circumstances, the District may disclose information from education records to appropriate parties, including parents of eligible students, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individual. In such instances, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

Authorized District personnel also may disclose personally identifiable information to the following without written parental consent:

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- Authorized representatives of a Kentucky state child welfare agency if such agency presents to the District an official court order placing the student whose records are requested under the care and protection of said agency. The state welfare agency representative receiving such records must be authorized to access the child's case plan.
- School officials (such as teachers, instructional aides, administrators, including health or medical staff and law enforcement unit personnel) and other service providers (such as contractors, consultants, and volunteers used by the District to perform institutional services and functions) having a legitimate educational interest in the information.

District and school officials/staff may only access student record information in which they have a legitimate educational interest.

Contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions may access student records provided they are:

- Under the District's direct control with respect to the use and maintenance of education records; and
- Prohibited from disclosing the information to any other party without the prior written consent of the parent/eligible student, or as otherwise authorized by law.

DISCLOSURE FOR REPRESENTATIVES OF FEDERAL OR STATE AUTHORITIES

Personally identifiable student information may be released to those other than employees who are designated by the Superintendent in connection with audit, evaluation, enforcement, or compliance activities regarding Federal or State programs. Such designation must be executed in writing with the authorized representative and specify information as required by 34 C.F.R. Part 99.35.

DUTY TO REPORT

If it is determined that the District cannot comply with any part of FERPA or its implementing regulations due to a conflict with state or local law, the District must notify the Family Policy Compliance Office (FPCO) within forty-five (45) days of the determination and provide the text and citation of the conflicting law.

STUDENT DIRECTORY INFORMATION

The Superintendent or the Superintendent's designee is authorized to release Board approved directory information of senior students to local schools and colleges, to military authorities, and to other groups which offer opportunities of sufficient merit to interest high school graduates.

Approved "directory information" shall be student names, addresses, telephone numbers, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height (members of athletic teams), dates of attendance, honors and awards received, and the most recent education institution attended.

Any eligible student, parent, or legal guardian who does not wish to have directory information released shall notify the Superintendent in writing within thirty (30) calendar days after receiving notification of FERPA rights.

Information about the living situation of a student designated as homeless is not to be treated as directory information and is not to be disclosed unless prior written consent is given or unless the information meets one of FERPA's exceptions to required consent. The living situation is not considered directory information.

The District allows for disclosure of directory information only to specific parties for specific purposes. Such limitations are specified in the student directory information notification.

Unless the parent/guardian or student who has reached age 18 requests in writing that the District not release such information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

SURVEYS OF PROTECTED INFORMATION

The District shall provide direct notice to parents/guardian to obtain prior written consent for their minor child(ren) to participate in any protected information survey, analysis, or evaluation, if the survey is funded in whole or in part by a program of the U.S. Department of Education.

Parents/eligible students also shall be notified of and given opportunity to opt their child(ren) out of participation in the following activities:

- Any other protected information survey, regardless of funding;

- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for any physical exam or screening permitted or required under State law; and

- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

PPRA requirements do not apply to evaluations administered to students in accordance with the Individuals with Disabilities Education Improvement Act (IDEIA).

STUDENTS WITH DISABILITIES

The District's special education policy and procedures manual shall include information concerning records of students with disabilities.

RECORDS RELEASE TO JUVENILE JUSTICE SYSTEM

Once a complaint is filed with a court-designated worker alleging that a child has committed a status offense or public offense, schools shall provide all records specifically requested in writing, and pertaining to that child to any agency that is listed as part of Kentucky's juvenile justice system in KRS 17.125 if the purpose of the release is to provide the juvenile justice system with the ability to effectively serve, prior to adjudication, the needs of the student whose records are sought. The authorities to which the data are released shall certify that any educational records obtained pursuant to this section shall only be released to persons authorized by statute and shall not be released to any other person without the written consent of the parent of the child. The request, certification, and a record of the release shall be maintained in the student's file.

JUVENILE COURT RECORDS

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Principal shall then release the information as permitted by law. Only the Superintendent and school administrative, transportation, and counseling personnel or teachers or other school employees with whom the student may come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record.²

RECORDS OF MISSING CHILDREN

Upon notification by the Commissioner of Education of a child's disappearance, the District in which the child is currently or was previously enrolled shall flag the record of such child in a manner that whenever a copy of or information regarding the child's record is requested, the District shall be alerted to the fact that the record is that of a missing child. Instead of forwarding the records of a child who has been reported as missing to the agency, institution, or individual making the request, the District shall notify the Justice Cabinet.

COURT ORDER/SUBPOENA

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. In compliance with FERPA, notice to the parent is not required when a court order directs that disclosure be made without notification of the student or parent, or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party. If the District receives such orders, the matter(s) may be referred to local counsel for advice.

REFERENCES:

1Section 152 of the Internal Revenue Code of 1986
 2KRS 158.153; KRS 610.320; KRS 610.340; KRS 610.345
 KRS 7.110; KRS 15A.067; KRS 17.125; KRS 158.032; KRS 159.160; KRS 159.250
 KRS 160.990; KRS 161.200; KRS 161.210
 KRS 365.732; KRS 365.734; KRS 600.070
 702 KAR 001:140; 702 KAR 003:220
 20 U.S.C. 1232g et seq., 34 C.F.R. 99.1 99.67
 20 U.S.C. 1232h (Protection of Pupil Rights Amendment); 34 C.F.R. 98
 OAG 80 33; OAG 85 130; OAG 85 140; OAG 86 2; OAG 93 35
 Kentucky Family Educational Rights and Privacy Act (KRS 160.700; KRS 160.705
 KRS 160.710; KRS 160.715; KRS 160.720; KRS 160.725; KRS 160.730)
 Individuals with Disabilities Education Improvement Act of 2004
 Kentucky Education Technology System (KETS)
 P. L. 114-95, (Every Student Succeeds Act of 2015)
 42 U.S.C. 11431 et seq. (McKinney-Vento Act)

RELATED POLICIES

09.111; 09.12311; 09.43

Adopted/Amended: 7/25/2017
 Order #: .002

BEA**Boyd County Education Association**

BEA, Boyd County Education Association is the local Kentucky Education Association connection. It promotes legislation to strengthen and improve the quality of education in Kentucky Public Schools.

Certified employees may gain additional information about membership and meetings by contacting the BEA representative for Boyd County Schools, currently Missy Conley, AC-CESS (5th grade Gifted and Talented) teacher, Heritage Center, 928-7110.

ROSE SOCIETY

The ROSE Society was organized in January of 1994 by a group of committed professionals in Boyd County. It was modeled after and established in the spirit of Student Ally United. The ROSE Society meets the various needs of Boyd County by providing services and/or opportunities for students needing help which cannot be met by other programs within the Boyd County Schools district.

MISSION STATEMENT: The ROSE Society is to provide opportunities for all Boyd County students: **R**eaching **O**ur **S**tudents **E**veryday

Ten dollars membership dues are collected once a year. More information may be obtained by calling Ruth Ellen Chaney, FRC – West: 606-928-1435.



"The Foundation" provides our community and schools with an alternative avenue for direct support to our school district. Through the Foundation, members of the community, companies, parents, employees and alumni provide financial support or projects and programs having no other source of funding. The programs and projects primarily include teacher grants, but expansion to other worthwhile programs is possible.

Donating is simple and can be done through payroll deduction.

Please copy the contribution form below, complete it and send to the address listed.

All contributions, no matter how large or small, are appreciated and are TAX DEDUCTIBLE. The Foundation is proud to say that **100%** of donated funds go to grants. This is possible through the continued generosity of the Board of Education and by contributions from the Foundation's Board of Directors.

If you have any questions regarding the Foundation, please contact President, Judge (Ret.) Marc Rosen at 606-325-8180 or the District Liaison, Elizabeth Hale at 606-928-4141.

Join the \$1 Per Pay Campaign!

\$1 per pay from every employee = \$1 x approximately 600 employees!

\$600 x 26 weeks = \$15,600/yr.!!!

(Cut on dotted line)

DONATION CARD

I would like to help support the realization of the primary goal of the Boyd County Public Schools' Foundation for Children, Inc. to assist in providing quality education to all its students. Therefore, I am submitting my tax-deductible donation to:

The Boyd County Public Schools' Foundation For Children, 1104 Bob McCullough Drive, Ashland, KY 41102

NAME _____

ADDRESS _____

TELEPHONE _____ CITY _____ STATE _____ ZIP _____

☐ Visa/MasterCard No. _____ Expiration date: _____ Amount donated: _____

☐ I have included the Foundation in my Will or Estate Plan.

☐ I am interested in other ways to give such as Estate planning, life insurance beneficiary designation, Trusts or Endowments and would like someone to contact me about giving in this way.

☐ I would like to make a one-time donation in the amount of _____ and have enclosed a check to the Boyd County Public Schools' Foundation for Children.

☐ I would like to make a yearly donation in the amount of _____/yr. for the next _____ years and have enclosed a check payable to the Boyd County Foundation for Children, for the year _____.

☐ I am an employee of Boyd County Public Schools and would like to make a pledge donation of _____/pay period and give permission for the donation to be payroll deducted.

Signature _____

_____ Date

Employee Number _____

FAMILY RESOURCE AND YOUTH SERVICE CENTERS (FRYSC's)

Boyd County Public Schools is served by two Family Resource Centers and one Youth Services Center. Family Resource Center – East is housed at Catlettsburg Elementary but serves Catlettsburg, Ponderosa and the Early Childhood Learning Center – North. Family Resource Center – West is housed at Summit Elementary but serves Summit and Cannonsburg Elementary and The Early Childhood Learning Center – South. Family Resource Centers serve elementary school children and their families. Core components are:

- Full-time preschool child care for children two (2) and three (3) years of age;
- After school child care for children ages four (4) through twelve (12) with the full-time child care during the summer and on other days when school is not in session;
- Families in Training which consists of an integrated approach for home visits, group meetings and monitoring child development for new and expectant parents;
- Parent and Child Education (PACE) as described in KRS 158.360 or a similar program;
- Support and training for child day care providers; and
- Health services or referral to health services or both.

The Youth Services Center is housed at Boyd County High School and serves Boyd County High School and Boyd County Middle School. Youth Services Centers serve middle school, junior high and high school students and their families. Core components are:

- Referrals to health and social services;
- Employment counseling, training and placement;
- Summer and part-time job development;
- Drug and alcohol abuse counseling; and
- Family crisis and mental health counseling.

FRYSC's are funded through state grant and developed by single schools or groups of schools when at least 20 percent of the students in those schools are eligible to receive free school meals. Once the centers are established, all the students and families in the school can use their services.

Purpose: To enhance students' abilities to succeed in school by assisting children, youth and families in overcoming mental and physical barriers to learning.

Center staff are employees of the school district. Each center has a local advisory council that includes school personnel, parents of students in the schools, two students (in the case of the Youth Services Centers) and community representatives including the staff of public and private services used by FRYSC's for referrals.

Boyd County Public Schools' FRYSC's encourage parents and others to get involved in center activities by volunteering or serving on center advisory councils, responsible for the operation of each center.

Youth Services Center (serving BCMS and BCHS)
606-928-7008, Coordinator Tracy Caldwell

Family Resource Center East (serving Catlettsburg and Ponderosa)
606-739-5344, Coordinator Jenny Caperton

Family Resource Center West (serving Summit and Cannonsburg)
606-928-1435, Coordinator Julie Profit

Director of FRYSC's - Marci Prater, 606-928-4141, ext. 2035



Infinite Campus Messenger (Automated Call-Out System)

Boyd County Public Schools uses Infinite Campus to alert you to emergencies, activities and communicate important announcements.

It's imperative that your information is current.

You may log in to Infinite Campus through the online portal and change your personal settings and contact information at any time.

Through the portal, you will have the ability to change settings so that messages will route to email accounts, or phones in the form of texts or voice messages. Making these choices will ensure that you never miss an emergency call - or get an unwanted call, text or email.

Current school contacts for creating alerts for the Infinite Campus Messenger service:

Fraley, Pete - BCHS	Govey, Yolanda - Ponderosa
Meade, Jacob - BCHS	Eerenberg, Brian - Ponderosa
Fritz, Ben - BCHS	Thompson, Bricen - Summit
Hurt, Tammy - BCCTEC	Jenkins, Amanda - Summit
Bartley, Courtney - BCCTEC	Stewart, Sean - Boyd County Central
Lowe, Carrie - BCMS	Burnett, Mary - Boyd County Central
Opell, Haven - BCMS	Prater, Marci - Central Office
Ratliff, Tina - BCMS	Carroll, Tina - Central Office
Thornbury, Shawn - BCMS	Barber, Larry - Central Office
Ryver, Nathan - BCMS	Boblett, Bill - Central Office
Smith, Stacy - Cannonsburg	Spade, Matt - Central Office
Plummer, Kim - Cannonsburg	Williams, Sam - Technology
Reliford, Christy - Cannonsburg	Higginbotham, Bob - Maintenance
Phillips, Mandy - Catlettsburg	Caldwell, Cheryl - Transportation
Brewer, Jackie - Catlettsburg	
Osborne, Jana - Catlettsburg	



www.boyd.kyschools.us



Twitter @BCPSdistrict

NOTICE TO THE PUBLIC

Asbestos-Containing Materials in Schools

The Boyd County Board of Education, in compliance with Part III of the Environmental Protection Agency in reference to asbestos-containing materials in schools (40 CFI Part 763), is hereby notifying parents and employees of the availability of Asbestos Management Plans for each school.

Individual Management Plans are available in each principal's office for public information and inspection. Duplicate Management Plans are available on request with a five-day production allowance and a nominal fee. (Fees are posted at each school.)

The Master Plan for Boyd County Board of Education is located at the District Office, 1104 Bob McCullough Drive, Ashland, KY.

Boyd County Public Schools' designated asbestos control person is Tim Black, Director of Facilities and Operations. He may be reached by calling 606-928-7124.

TRAVEL GUIDELINES



EMPLOYEE TRAVEL GUIDELINES
(Revised August 2014)
TRAVEL REIMBURSEMENTS

More and more of our staff members are traveling to destinations we have not visited in the past. We are finding more hotels that will not direct bill our district for lodging. We recommend all staff members, who may need to travel, have access to their own personal credit cards to solve these kinds of problems.

You can pay for any or all of your travel related expenses and be reimbursed upon your return. You need receipts for all claimed expenses except your meals. Meals are reimbursed by the published schedule in your employee handbook.

When you submit your blue travel voucher for reimbursement, we must have a copy of your meeting agenda and your professional meeting attendance request form. Some common travel expenses for which people forget to obtain receipts include taxis, airport shuttles and parking facilities.

We want you to receive all the reimbursement to which you are entitled. In fact, many people received more than they requested last year because they were entitled to it under our travel reimbursement policy. The key to the whole process is that you provide to us the necessary documentation. If you have questions about travel reimbursements, contact the finance department, 928-4141.

General Instructions and Reimbursement Information:

- 1. Requests to attend professional meetings** must be submitted on a Professional Meeting Attendance Request Form (sample follows). This form should be filled out completely and very carefully. The information on this form will be the basis for expenses you are entitled to claim upon your return. Electronic templates of the form may be found at www.boyd.kyschools.us under link for the Finance department and named "Travel Request Form."
- 2. Employees should only pay for their own expenses and obtain a receipt for every expense, except meals, that they intend to claim on their travel reimbursement form.** This form is blue and entitled, "Travel Voucher" and can also be found on the Boyd County web page.
- 3. No reimbursement can be claimed for the expenses of any person other than employees, board members, or other individuals so designated by the Superintendent.**
- 4. Maximum reimbursement for overnight lodging will be the single room rate including any taxes.** If your spouse or another person accompanies you on a trip, **you** must pay the additional room charge. Lodging reimbursement requests must be substantiated by a receipt. Additional room charges (such as movie rentals and telephone charges) will not be paid.
- 5. Employees approved to use their own vehicle for travel will be reimbursed at the rate in effect during the time of the trip for mileage from Boyd County to the meeting site and back.** A list of standard mileage to destinations in and near Kentucky is included in this information booklet and available from the finance department. Employees approved for reimbursement for personal vehicle usage within the district will be reimbursed at the rate in effect during the time of vehicle usage. This reimbursement **does not include** travel to your primary work site. Only trips from the primary site to other sites are covered.
- 6. All tolls and parking fees** incurred in school related travel, which are substantiated by a validated receipt, will be reimbursed. Reimbursement amounts should be entered on the Travel Voucher in the "Other Expenses" column of the form.

7. Meal expenses incurred during trips **not requiring an overnight absence** from the district will not qualify for reimbursement. Expenses for meals during out-of-district trips requiring an overnight absence to a destination of at least 40 miles will be reimbursed at a maximum of \$35 per diem.

The state has designated several "high rate areas" which qualify for a maximum of \$42 per diem. A list of these areas is included in this section of the handbook. If the employee's trip does not qualify for a full day's reimbursement, an amount corresponding to the meals that do qualify will be reimbursed.

Individual meal allowances are as follows: Breakfast - \$8, Lunch - \$10 and Dinner - \$17. For high rate areas the meal reimbursement allowances are: Breakfast - \$10, Lunch - \$11 and Dinner - \$21.

These amounts will be paid for reimbursement regardless of the amount actually spent above the allowable amount. Meal receipts **will not be required** in order for reimbursement to be given. Meeting agendas, itineraries, etc., will be used to determine eligibility for reimbursement. **Do not charge meals to your hotel/motel room bill!**

8. In order to receive reimbursements, you must file requests on travel reimbursement forms from the Central Office. Travel expenses for trips out-of-district should be filed on the blue "Travel Voucher" form and submitted for payment **within 30 days of your return**. A copy of your approved meeting request form and a copy of your itinerary or meeting brochure, along with your original receipts, must be attached to the "Travel Voucher" when submitted.

Expenses for **daily travel within the district** should be filed on the yellow "Monthly Travel Expense Record" form and submitted for payment **before the end of the next month**.

9. Travel reimbursement forms, with accompanying attachments, should be submitted to the finance department in the Central Office by the first working day of the month if payment is expected that month. Forms may be obtained at any main office in any of the district's schools. Any questions involving the reimbursement request must be resolved before it can be processed for payment. Checks for reimbursement will be released after the board approves them.

10. For additional travel expense reimbursement information, see Board Policy numbers 03.125 and 03.225 or refer to this manual, pages 84-86 for Certified employees, and pages 148-150 for Classified employees.

SPECIAL INSTRUCTIONS FOR TRAVEL RELATED PURCHASE ORDERS

1. Employees wishing to use purchase orders for certain expenses connected to their professional meetings need to keep some time frames and other information in mind.

Before you start filling out purchase orders for your trip, have your **APPROVED** trip request form in your hand. That way you will be able to make copies of it for all of your purchase orders and reimbursement form. **Purchase orders are specific to the vendor to whom they are made.** You normally cannot use one purchase order for your registration and hotel, for example, because these bills will be paid to different vendors.

2. The purchase order should answer the “who, what, where and when” questions. Even if this information is on your approved meeting attendance request form, it still needs to be on your purchase order. If several people are going to the same meeting and need to have registration fees paid in advance, these multiple fees can be combined on the same purchase order. Just attach each person’s necessary forms to the group’s purchase order.

If there are several sources of funding that will be used to pay for expenses, these sources should be clearly stated on the purchase order or professional meeting attendance request form. Please provide copies of any documents (i.e., registration forms) that need to be mailed or returned to you.

3. Do not wait until the last minute to submit purchase orders which require the creation of a manual check. If you want a registration fee paid in advance or need to have an airline ticket paid, your completed purchase order needs to be delivered to the finance department **at least one week before your deadline.** If you cannot meet these time requirements, you should pay your own fees and submit them for reimbursement, with proper receipts, upon your return. Your canceled check or credit card receipt can be used as proof if no other receipt is available.

4. Checks for lodging expenses and meals will not be issued in advance.

5. If you want to have your lodging direct billed to the district using a purchase order, **make sure the hotel or motel will agree to this when you make your reservation. Some will not.**

Boyd County Public Schools
Local Mileage Chart
Last Update 12/26/17

	Heritage	BCHS	BCMS	Cannons	Catletts	Cent. Of.	ECLC- N	ECLC-S	Maint.	Ponderosa	REHS	Summit	BCCTEC	ACTC	Courthouse
Heritage Ctr.	0	1.2	4.0	0.2	8.6	6.5	6.6	1.9	0.3	3.6	11.3	5.3	0.2	8.2	9.5
BCHS	1.2	0.0	4.1	1.2	8.7	6.6	6.7	2.0	1.3	4.1	11.8	5.4	1.2	8.3	9.6
BCMS	4.0	4.1	0.0	4.0	12.1	2.3	2.4	3.4	4.1	7.5	14.2	1.5	4.0	4.5	13.3
Cannonsburg	0.2	1.2	4.0	0.0	8.2	6.5	6.6	1.9	0.1	3.6	11.3	5.3	0.1	8.1	9.4
Catlettsburg	8.6	8.7	12.1	8.2	0.0	8.3	8.4	9.0	8.3	9.9	17.5	9.0	8.2	7.3	0.9
Cent. Of.	6.5	6.6	2.3	6.5	8.3	0.0	0.1	5.2	6.6	9.3	15.9	1.8	6.5	2.7	8.2
ECLC-N	6.6	6.7	2.4	6.6	8.4	0.1	0.0	5.7	6.7	9.4	16.0	1.9	6.6	2.8	8.3
ECLC-S	1.9	2.0	3.4	1.9	9.0	5.2	5.7	0.0	2.0	4.1	11.7	5.2	1.9	8.1	9.9
Maintenance	0.3	1.3	4.1	0.1	8.3	6.6	6.7	2.0	0.0	3.7	11.4	5.4	0.2	8.2	9.5
Ponderosa	3.6	4.1	7.5	3.6	9.9	9.3	9.4	4.1	3.7	0.0	9.2	8.8	3.6	11.6	10.5
REHS	11.3	11.8	14.2	11.3	17.5	15.9	16.0	11.7	11.4	9.2	0.0	15.4	11.3	18.3	18.2
Summit	5.3	5.4	1.5	5.3	9.0	1.8	1.9	5.2	5.4	8.8	15.4	0.0	5.3	5.3	14.6
BCCTEC	0.2	1.2	4.0	0.1	8.2	6.5	6.6	1.9	0.2	3.6	11.3	5.3	0.0	8.1	9.4
ACTC	8.2	8.3	4.5	8.1	7.3	2.7	2.8	8.1	8.2	11.6	18.3	5.3	8.1	0.0	7.4
Courthouse	9.5	9.6	13.3	9.4	0.9	8.2	8.3	9.9	9.5	10.5	18.2	14.6	9.4	7.4	0.0
Ashland P.O.						3.6									

Distances listed above are ONE WAY. Make sure to double the miles for round trips.

The current mileage reimbursement rate can be found on the website. Go to www.boyd.kyschools.us, click on "Staff" then "Travel and Professional Meeting Forms."

STANDARD ROUND-TRIP DISTANCE CHART

Listed below are cities in and around Kentucky for which standard round trip distances from Boyd County have been established. Please use these distances when requesting mileage reimbursements to meetings in these locations.

Location	Round Trip Distance - Miles
Bardstown	366
Bowling Green	480
Campbellsville	387
Carter Caves	70
Charleston, WV	120
Cincinnati, OH	350
Cincinnati Airport	378
Columbus, OH	300
Danville	154
Elizabethtown	387
Falls of Rough	507
Florence	352
Fort Boonesboro	204
Frankfort	280
Gatlinburg, TN	600
General Butler State Park - Carrollton	208
Georgetown	241
Grayson	33
Greenbo Lake State Park	50
Hagerhill	125
Hazel Green	144
Huntington, WV	50
Jenny Wiley State Park	130
Knoxville, TN	570
Lake Barkley	690
Lake Cumberland (Jamestown)	426
Lexington	220
London	340
Louisa	60
Louisville	400
Maysville	172
Morehead	110
Nashville, TN	674
Owensboro	600
Owingsville	153
Pedro, OH	52
Pike County Schools	191
Philadelphia	1,058
Prestonsburg	138
Richmond	260
Rockcastle County Schools	296
Slade, KY – Natural Bridge	251
Somerset	350
Williamsburg	394

Travel Expense High Rate Areas

Akron, OH	Corporate Limits	Omaha, NE	Corporate Limits
Alaska	Entire State	Pennsylvania	Entire State
Albuquerque, NM	Corporate Limits	Phoenix/Scottsdale, AZ	Corporate Limits
Baton Rouge, LA	Corporate Limits	Portland, OR	Corporate Limits
Biloxi, MS	Corporate Limits	Raleigh, NC	Corporate Limits
Birmingham, AL	Corporate Limits	Rapid City, SD	Corporate Limits
Boise, ID	Corporate Limits	Reno, NV	Corporate Limit
Burlington, VT	Corporate Limits	Rhode Island	Entire State
California	Entire State	Richmond, VA	Corporate Limits
Canada	All Provinces	Roanoke, VA	Corporate Limits
Charleston, SC	Corporate Limits	Salt Lake City, UT	Corporate Limits
Charlotte, NC	Corporate Limits	Santa Fe, NM	Corporate Limits
Chicago, IL	Cook County and DuPage County	Springfield, IL	Corporate Limits
Cincinnati, OH	Corporate Limits	St. Louis, MO	Corporate Limits
Cleveland, OH	Corporate Limits	St. Paul, MN	Corporate Limits
Coeur d' Alene, ID	Corporate Limits	Texas	Entire State
Colorado	Entire State	Topeka, KS	Corporate Limits
Columbia, SC	Corporate Limits	Tucson, AZ	Corporate Limits
Columbus, OH	Corporate Limits	Tulsa, OK	Corporate Limits
Connecticut	Entire State	Washington	Entire State
Des Moines, IA	Corporate Limits	Washington, D.C.	Corporate Limits
Detroit, MI	Corporate Limits		Washington, D.C.; the cities of
Florida	Entire State		Alexandria, Falls
Gatlinburg/Pigeon Forge, TN	Corporate Limits		Church of
Georgia	Entire State		Arlington,
Hawaiian Islands	All Islands		Loudown and
Hilton Head, SC	Island		Fairfax in Virginia;
Hot Springs, AR	Corporate Limits		and the counties of
Indianapolis, IN	Corporate Limits		Prince George in
Jackson Hole, WY	Corporate Limits		Maryland
Kansas City, KS	Corporate Limits	Ypsilanti, MI	Corporate Limits
Kansas City, MO	Corporate Limits	Other	Corporate Limits
Knoxville, TN	Corporate Limits		All United States
Lake Tahoe, NV	Corporate Limits		Possessions
Las Vegas, NV	Corporate Limits		
Little Rock, AR	Corporate Limits		
Madison, WI	Corporate Limits		
Maine	Entire State		
Maryland	Entire State		
Massachusetts	Entire State		
Memphis, TN	Corporate Limits		
Milwaukee, WI	Corporate Limits		
Minneapolis, MN	Corporate Limits		
Mobile, AL	Corporate Limits		
Myrtle Beach, SC	Corporate Limits		
Nashville, TN	Corporate Limits		
New Hampshire	Entire State		
New Jersey	Entire State		
New Orleans, LA	Corporate Limits		
New York	Entire State		
Oklahoma City, OK	Corporate Limits		

(KRS 45.101 and 200 KAR 2:006)

BOYD COUNTY PUBLIC SCHOOLS
Professional Meeting Attendance Form

Name of Person Applying: _____

School/Location: _____ Position: _____ Date: _____

Type of Meeting
Description: _____

Location: _____

Departure Date: _____ Return Date: _____

Request absence from duty on the following date(s): _____ (Not absent full day – only luncheon)

From: _____ To: _____

Reason for attending: _____

Is this meeting request an activity related to the Comprehensive School Improvement Plan (CSIP) or your professional growth plan?
(check one) _____ CSIP _____ Professional Growth Plan _____ Not Applicable

FUNDING:

School SEEK _____

School PDC _____

District PDC _____

Board Expense _____

Other (explain) _____

ESTIMATED EXPENSES:

Registration Fee _____

Transportation (type) **SELECT ONE -** _____

Mileage (. ____ cents/mile) _____ \$0.00

Meals (\$ ____ /day) with overnight stay _____

Lodging _____

TOTAL ESTIMATED EXPENSE: _____ \$0.00

Substitute needed _____ yes _____ no

Permission granted: _____ yes _____ no

Permission granted: _____ yes _____ no

Principal/Director/Coordinator Signature _____

Superintendent or Designee Signature _____

Date

Date

IMPORTANT – PLEASE NOTE: Please attach a copy of this completed, approved attendance form, along with a copy of your meeting agenda or itinerary to all purchase orders and reimbursement requests associated with your meeting. Payment and/or registration will be delayed if forms and receipts are not legible and complete with necessary information for processing. See the latest edition of the district travel reimbursement booklet or the Employee Handbook for further information and travel guidelines.

(Revised 08-04-2011)

This form is available online at www.boyd.kyschools.us and will auto-calculate. Click on the top menu “District”, then “District Administration” then “Finance”. The link to the form is on the right hand side.

Ashland, KY 41102

(Type and Location)

Travel Vouchers must be completed and returned to the Finance Department no later than the first working day of the month.

Attach PROFESSIONAL MEETING ATTENDANCE REQUEST FORM, receipts for expenses, and Meeting Agenda

[illegible]

Grand Total

Attach Professional Meeting Request Form, receipts for expenses and Agenda.

I hereby certify that the above expenses were incurred in an official capacity of the Boyd County Board of Education.

SIGNATURE _____ DATE _____ (2-2014)

*Print this form on blue paper
The online form auto-calculates.

MONTHLY TRAVEL EXPENSE RECORD

Vendor # _____

Month _____

Employee _____

Home Address _____

School Central Office

Purpose of Travel Technology/Public Relations

PO# _____

Org _____

Object _____

Project _____

Invoice

[illegible]

Total Miles

Signed

Miles x Current Rate =

Approved	Date
-----------------	-------------

Date _____

(To be printed on **goldenrod** paper)

NOTE: The online form will auto-calculate.

PURCHASING PROCEDURES



PURCHASING PROCEDURES: A QUICK REFERENCE

All requests for supplies, equipment and services that will obligate Boyd County Board of Education funds must be made on a district REQUEST/PURCHASE ORDER form. Products requested on a trial basis should also have a purchase order completed and approved prior to ordering.

Supplies, equipment and services ordered prior to obtaining an authorized purchase order constitutes an illegal purchase and payment will be the responsibility of the purchaser!

After your purchase order has been completed and signed by the principal or director (see Checklist for Purchase Order completion that follows) send all four copies and any necessary supporting documents to the Finance Department. You may want to retain a copy of the documents for your records.

When your purchase order is received by the Finance Department, your request will be reviewed to assure Model Procurement requirements have been met. Once approved, your purchase order will be signed by the finance director or a designee and assigned a number. The last copy of the purchase order will be returned to you.

The original (top white page) will be mailed or returned to you based on your instructions. Purchase orders with no mailing instructions will be returned to you. The Finance Department does not fax orders to vendors.

Remember, an approved purchase order gives you the authority to spend Board controlled funds. An approved purchase order is for use solely with the original vendor for the specific amount approved. **You cannot change the vendor, increase the amount or otherwise alter a purchase order. If the order must be cancelled, notify the Finance Department immediately to void it and free up funds for other purchases.**

What happens to the rest of the purchase order? The Finance Department keeps the receiving copy (pink) and the business office copy (yellow). After the invoice is received in the Finance Department, it and the pink receiving copy of the purchase order will be sent to you. Your responsibility is to review these documents, reconcile the receiving copy's information to the invoice by making changes on the receiving copy **in red and re-total the corrected amounts**. If you did not receive some of the items shown on the invoice or the invoice's prices are not correct, contact the vendor to request a credit memo be issued.

Only you know what items were delivered to you... this makes your verification of these documents vital. In the end, the total you approve for payment must match the total on the invoice minus any credit memos.

After reviewing these documents and making any necessary changes to the purchase order receiving copy, **sign and date the receiving (pink) copy** in the space provided at the bottom right corner and return it with the invoice to the Finance Department. **Do not hold invoices you receive directly from the vendor.**

If you make a personal pickup of items listed on your purchase order and receive an invoice or receipt at that time, please do the following:

1. Sign and date your receipt/invoice.
2. Put the purchase order number on the receipt/invoice.
3. Send the receipt/invoice to the Finance Department for processing.

When you receive the pink receiving copy of your purchase order and the invoice from the Finance Department, please verify that all of the items on the invoice have been received or canceled before returning them to the Finance Department for payment. **We do not want to pay for goods you have not received and we do not accept back orders!** When items are not available (out of stock), they should be canceled and re-ordered at a later date with a new purchase order.

NOTE: We cannot pay for your order until you return your signed and corrected (if necessary) receiving copy and invoice. Please help us help you receive the best service and pay your vendors in a timely manner.

CHECKLIST FOR PURCHASE ORDER COMPLETION*

- 1. Always use a blue or black ink ballpoint pen or typewriter to complete purchase orders.** Please press firmly because you are making three copies. Fill in the vendor's complete name and mailing address. This helps us identify the correct vendor. If the Finance Department is to mail the order, this information must be confined to the four (4) lines available.
- 2. If you mark "Mail: Yes," we will mail the order for you.** If you are telephoning or faxing your order or if you are picking it up from the vendor, mark "No" and we will return the vendor copy of the purchase order to you. If this section is left blank, the purchase order will be returned to you. The Finance Department does not fax or telephone orders.
- 3. Fill in the complete address where you want the order sent.** Mark it to your attention so it is sure to be delivered to you.
- 4. Write or print clearly the catalog number,** description of item, number of units, price per unit, and total cost of each item you are ordering.
- 5. Please limit your orders to a maximum of three pages.** If you need more than one page, use the "Page ____ of ____" section to tie the pages together. Do not crowd items together to keep from using an additional page.
- 6. Circle the appropriate number** in the Model Procurement box to correspond with the reason you have selected this vendor. Remember, numbers 2, 3, 4, 5, 6, 9, 12 and 13 require additional information written on or attached to the purchase order. If item number 6 is circled, you may be asked to obtain verification from the vendor. If no item in this box is circled, the purchase order may be returned to you. If you have questions concerning your vendor choice, contact the Finance Department.
- 7. Sign the "Requesting Teacher" block** and present the purchase order to the person who has authority over the funds to be used to pay for your order. If the source of funding is Board allocation funds (SEEK), ESS or Professional Development, this person is probably the principal. If someone else is responsible for the funds you wish to spend (i.e., federal grants, special education, etc.), the overseer of these funds is the person who needs to sign the center "approval" box.
- 8. If you do not know the correct MUNIS codes,** ask the person approving the purchase order to do this for you. Purchase orders received by the Finance Department with no MUNIS codes may be returned.
- 9. Once the "approval" signature has been obtained and dated,** the completed purchase order is sent to the Finance Department. Turn around time is normally 24 hours.
- 10. If you have questions** about any part of your purchase order, contact the Finance Department. Do not rely on the purchasing expertise of your colleagues.

*A sample of the front page of a district purchase order follows for help in understanding this checklist.

CHOOSING A VENDOR

Vendors appearing on the district bid list or on KEDC's bid list should always be your first choice when buying goods or services. KEDC's bid list is available on CD or paper in the administrative office in your building or on line at KEDC's web site. The district list of approved vendors is available in paper form in your building or from the Finance Department. Some bid vendors may require you to use a code to receive your discount. Some bid vendors offer free shipping or other incentives. Please see the bid details attached to the vendor list in your building for additional information.

The majority of our approved bids are on vendors' catalogs or their store inventories. This means that everything in the catalog or store is covered by the bid, unless the vendor has stipulated otherwise. We can also take advantage of sale fliers and other special pricing; however our standard discount will not be applicable to these special prices.

Vendor bid pricing on state, federal and other government agency price contracts is also available to our district. When using one of these price sources you must write the contract number at the end of line number four (4) in the Model Procurement box on your purchase order.

Model Procurement allows us to use non-bid vendors when the situation is appropriate. These cases should be the exception rather than the rule. If there are vendors you think should be on our bid list that are not currently, please send their names and mailing addresses to the Finance Department. They will be solicited during the next cycle.

These items can be purchased from non-bid vendors **without additional explanation or backup:**

- Line #7 – Perishable items such as food
- Line #8 – Replacement parts not normally stocked
- Line #9 – Items for resale such as supplies in a school store or for fundraisers. Items sold to students for a profit should be bid.
- Line #10 – Use of a licensed professional or technician
- Line #11 – The purchase of certain types of insurance
- Line #13 – Other purchases exempted by the Model Procurement statute:
 - a. Items that qualify under the state textbook exemption
 - b. Items purchased on trips out of the school district
 - c. Buying or selling by students as part of the curriculum
 - d. Items purchased at a public auction or by sealed bid
 - e. Lease or contract payments when the original document was previously approved under Model Procurement

These items can be purchased from non-bid vendors **with additional explanation or backup:**

- Line #2 – Competitive negotiations... imply no bid vendor is available and circumstances make bidding disadvantageous
- Line #5 – Emergencies... can only be declared by the Board of Education
- Line #12 – Sale at a reduced price... refers to a product offered by a bid vendor but available at a substantially reduced price from a non-bid vendor
- Line #6 – Single source is the most abused reason for choosing a vendor. Single source is reserved for products where the vendor is the only source in the United States or within a particular sales territory. If you mark "Single Source" on your purchase order, you may be asked to obtain a letter from the vendor verifying this fact.

IMPORTANT LAWS AND POLICIES RELATED TO PURCHASING

KRS 45A.455 – Conflict of Interest, Gratuities and Kickbacks, and Use of Confidential Information: This law states that it is a “breach of ethical standards for any employee with procurement authority to” be involved with any aspect of purchasing decisions or contracts “in which to his (her) knowledge” he/she or any “immediate” family member has a financial interest. This prohibition also includes any business organization of which the employee or family member might be an officer, owner, or employee. It further states that offers of employment used to influence procurement decisions are violations. See the actual text of the law for complete details.

KRS 156.480 – Conflict of Interest: This statute prohibits employees from doing business with schools either directly or indirectly. Supplying goods or services at a cost to a school system while employed by the system may result in fines up to \$500 and loss of employment. See the actual text for complete details.

Board Policy 04.3111 – District Payment of Bills: This policy states that no bill can be paid without having a pre-approved purchase order, an invoice, and confirmation that the “invoiced materials were received in accurate quantity and in good order.” It also states that bills cannot be paid without the prior approval of the Board, with the exception of “contract salaries, payments to take advantage of discounts, and payments made to prevent penalties and disruption of services.”

Board Order No. 11, dated July 19, 1991: This Board Order outlines purchasing procedures. It states a “purchase request form shall be completed and submitted to the business office.” When the request is approved and signed by the Superintendent or the director of “financial affairs,” it becomes a purchase order. Purchases made without an authorized purchase order “shall become the personal liability of the person placing the order.” It also authorizes school principals to “purchase items with their activity funds consistent with all other purchasing regulations.”



EMPLOYEE BENEFITS and PAYROLL

WELCOME TO BOYD COUNTY PUBLIC SCHOOLS

Please take time to read this section and keep for future reference. It contains information you will find helpful throughout your career with Boyd County Schools

This section does not provide comprehensive coverage of all personnel issues. *To obtain further information regarding any benefit or personnel policy, please contact the payroll department or your building supervisor.*

To Contact the Payroll Department for information, call 928-4141 and then dial the extension you wish (listed below) or through the website at www.boyd.kyschools.us by clicking on the “Staff” drop down menu item, then choosing “Payroll and Bene its”

Angie Marcum, Payroll Director 606-928-4141, extension 2023 angie.marcum@boyd.kyschools.us <i>Call Angie for questions regarding:</i>	Lora Adams, Payroll Coordinator 606-928-4141, extension 2022 lora.adams@boyd.kyschools. <i>Call Lora for questions regarding:</i>	Donna Black, Payroll Clerk 606-928-4141, extension 2005 donna.black@boyd.kyschools.us <i>Call Donna for questions regarding:</i>
Payroll	Payroll	Payroll
Salary - Taxes	Salary	Direct Deposit
Red Rover	Direct Deposit	Timeclock
Timeclock	Red Rover	YMCA deductions
Health Insurance	Timeclock	Credit Union
State Sponsored Life Insurance	Sick Leave/Accrual Balances	Optional Deductions (disability/ cancer)- Delta Dental - EYEMED
Retirement - Certified Employees	Retirement - Classified Employees	Workers' Compensation
FMLA - Leave of Absences	Taxes	Red Rover
Anthem Vision/Dental		Taxes

Office hours are from 8 AM until 4 PM, Monday through Friday. If we can be of assistance to you, please call or email to discuss your question or make an appointment to come by during office hours.

Health Insurance

As a new full time employee you are eligible to participate in the Kentucky Employees Health Plan. You have thirty (35) calendar days from the date you are hired to enroll in a plan or waive (decline) coverage. Coverage of a new employee will begin on the first day of the second calendar month following the employee's hire date. For example, if you are hired anytime during the month of January, your coverage will be effective March 1. There are four (3) plans available in which to choose from. Refer to your Health Insurance Handbook for options and rates.

There is an open enrollment period each year during the month of October to allow you to make changes to your health insurance coverage. Exact dates of open enrollment will be provided to you by Angie Marcum, Health Insurance Coordinator. We urge you to read all the information you receive during open enrollment. Health Insurance is an important benefit and each and every person has different health insurance needs and this information can help you choose the right plan.

During Open Enrollment, you may make any changes that you wish. You can change your type of coverage, level of coverage, or add or remove dependents. All changes made during open enrollment will be effective January 1 through December 31, and will stay in effect until the next open enrollment period (unless you meet a qualifying event).

You have only 35 days after a qualifying event (ex. marriage, birth or adoption of a child, spouse's loss of employment, etc.) to make changes to your coverage. Contact Angie Marcum immediately if you experience a qualifying event.

If you choose to waive your health insurance, you may be eligible to elect and participate in a Health Reimbursement Account. Refer to your health insurance handbook for further information regarding the HRA. You must complete the Health Application for waiver.

Dental Insurance

Dental insurance is available to all full-time employees through Delta Dental of Kentucky or Anthem at your own expense.

There are various plans to choose from. For rates, details of covered services and a list of network dentists, contact Donna Black for Delta Dental or Angie Marcum for Anthem.

Vision Insurance

A Vision Care Plan is available to all full-time employees with EyeMed or Anthem at your own expense.

For rates, details of covered services and a list of network providers, contact Donna Black for EyeMed or Angie Marcum for Anthem.

State-Sponsored Life Insurance

The Commonwealth of Kentucky offers you Group Term Life Insurance and Accidental Death and Dismemberment (AD&D) Insurance. •

Each eligible employee has a \$20,000 state sponsored life insurance policy including an Accidental Death and Dismemberment plan FREE. Also, included with this policy is an added seat belt benefit of \$10,000.

- This policy is a term life insurance policy with no cash value.
- Your insurance takes effect on the first day of the second month following the month you were employed.
- An employee has the option to take out additional coverage up to two times their annual salary or provide coverage for a spouse and/or dependent child.
- Your dependent child can only be covered up to age 26.
- The spouse coverage is to be provided on a spouse while you are legally married. An employee cannot keep coverage for an ex-spouse after a divorce.
- No beneficiary can be listed for the spouse and/or dependent coverage. The employee is automatically assigned as the beneficiary for this coverage.
- An employee can decrease coverage at any time providing the request is made in writing.

- To increase coverage without an open enrollment or qualifying event, the employee must complete a medical history statement and have it approved by the insurance carrier.
- The Life Insurance Branch does not offer an open enrollment period every year. The open enrollment period is only offered when a contract is signed with a new insurance carrier.
- Employees will receive a summary of coverage showing their individual life insurance coverage mailed to his or her home address.
- Your life insurance policy terminates with your employment. You have two options to keep your coverage after terminating employment. Please call the Group Life Insurance Branch for your available options as soon as you terminate employment.
- For additional information, please contact Angie Marcum or the Group Life Insurance Branch at 502-564-4774 or 800-267-8352.

Life, Cancer and Disability Insurance

Optional insurance policies can be obtained from providers approved by the board. We are presently making payroll deductions for the following providers:

Life

KEA	(606-325-0325)
Jefferson Pilot	(800-487-1485)
Colonial Life	(800-325-4368)
Transamerica Life	(866-242-2806)
American Fidelity	(800-662-1113)

Cancer

Colonial Life	(800-325-4368)
American Fidelity	(800-325-3748)

AFLAC	(800-992-3522)
Conseco Life	(800-541-1225)
Philadelphia American	(800-552-7879)

Disability

American Fidelity	(800-662-1113)
AFLAC	(800-992-3522)
Colonial Life	(800-325-4368)

If you have any questions about your individual policy, please contact the carrier at the numbers provided above.

Teachers Retirement

Kentucky Teachers' Retirement System membership is mandatory for all persons occupying positions which require either certification or graduation from a four (4) year college or university as a condition of employment. Additionally, any person providing part-time or substitute teaching services that are the same or similar to those teaching services provided by full-time, certified teachers shall be a member of the retirement system, regardless of whether certification or graduation from a four (4) year college or university is required. Eligible members may combine service credit in KTRS and other public retirement systems in Kentucky to qualify for retirement benefits. Contributions are deducted based upon your tier within the TRS System. Payment of Federal income tax on retirement contributions made after August 1, 1982 is deferred until you retire or withdraw your account from the system.

Your service credit and salary (both of which directly affect your right to retire and annuity amount) are determined on the basis of contributions and service credit reported to KTRS. Any contribution less than the current contribution rate times your contract salary will result in a reduction in service credit and salary credit. If you are absent without pay or your salary is reduced, retirement regulations may allow you to purchase credit so that you

will receive a full year of service credit. You will be notified at the end of the school year of eligibility to purchase credit for any unpaid absences.

Perhaps your most important responsibility as an active member of the system is to maintain your beneficiary designation in a current status. Failure to do so can cause very serious consequences and possible loss of valuable benefits. You should designate our spouse as beneficiary unless there are strong objections, because your spouse must be the primary beneficiary to be eligible for survivor benefits. If you marry after becoming a member, your spouse automatically becomes your beneficiary and your previous beneficiary designation is void. Divorce voids any previous beneficiary designation, and your estate automatically becomes the beneficiary. In the event of either marriage, divorce, or the beneficiary's death, you should file a new beneficiary designation with KTRS. Neglect of this responsibility can be disastrous. You may name more than one beneficiary and may designate them as co-beneficiaries or in order of succession. Your beneficiary does not have to be a relative.

Your Social Security number is the positive identification of your account; however, it is your responsibility to send KTRS notification of any changes, such as name and address. Name and address change forms may be obtained by contacting Angie Marcum. After the close of each fiscal year, you will receive an annual statement of your account. This will report to you the salary earned in the preceding year, the service credit earned in that year, the contributions made, the total monies in your account, and the total service credit. If you think there is an error in this statement, write KTRS immediately. (NOTE: If your address is not updated, you will not receive a statement.)

If you plan on retiring at the end of the school year, contact KTRS 3 months prior to your retirement date for an estimate of your benefits and a retirement packet. Requesting this information does not commit you to retiring -- only your letter of resignation to the superintendent does that. Kentucky Teachers' Retirement System telephone number is 800-618-1687.

Kentucky Retirement Systems

The Commonwealth of Kentucky provides retirement benefits for state and county employees through the Kentucky Public Pension Authority (KPPA).

Retirement benefits are funded by employee contributions deducted from an employee's wages, employer contributions paid by each participating agency and investment income. The employee contribution rate is set by the General Assembly. Employee contributions are based upon hire dates and tiers within the KPPA system.

Contributions to the retirement system are currently tax deferred. Employers contribute at the rate determined by the Board of Trustees to be necessary for the actuarial soundness of the systems as required by KRS 61.565.

For requirements for Normal and Early Retirement eligibility, refer to kyret.ky.gov.

Upon termination of employment, a member has three options in regard to their retirement account: (1) retire if eligible, (2) leave the contributions in the retirement system until you reach retirement eligibility, (3) or take a refund of retirement contributions.

A member choosing to take a refund of retirement contributions will receive their individual retirement contributions plus any accumulated interest. The payment can be made directly to the member or the funds can be rolled into another qualified retirement plan.

If the member elects to receive a direct payment, KRS is required to withhold 20% for federal income taxes. The amount withheld is not a penalty tax and will apply towards the federal tax liability for the year in which the refund was issued. Additional taxes due to age or other factors may also apply if a direct payment is received.

In order to process a refund of contributions, you must request Form 4525, Request for Refund of Contributions from KRS by calling 800-928-4646.

Social Security Benefits

Why do classified employees have to pay FICA (Social Security Benefits) while certified employees do not?

Certified employees are not eligible to participate in Social Security at this time. Social Security participation is a benefit that Boyd County Public School Boards have felt is an important and worthwhile benefit to classified employees. A former board entered into a Section 218 agreement with the Social Security Administration on July 16 1951, to cover all eligible employees.

What is a 218 agreement?

This document is a contract between the government employer (i.e.: Boyd County Board of Education) and the Social Security Administration. It originally provided coverage for government employees who were not covered by a retirement system. Government employees who subsequently came under a retirement system were allowed to remain under

Social Security, as well.

Can we terminate this Section 218 agreement?

No. After April 20, 1983, Section 218 agreements could no longer be terminated.

Why do classified employees have to pay retirement?

When classified employees became eligible for retirement coverage under the Kentucky County Employees Retirement System, the Board agreed to join, believing this to be an additional worthwhile benefit. Both Social Security and County Retirement plans result in additional costs to the Board. But the Board continues to believe these benefits are well worth the costs.

Without these benefits, the employee would have to totally provide for his/her own retirement.

Classified employees can find out what to expect in Social Security benefits by completing Form SSA-7004-SM (Request for Social Security Statement). The form can be downloaded from the Social Security Administration's website at <http://www.ssa.gov/online/ssa-7050.pdf>. It is an easy form to complete and should only require about five minutes of your time. If you are age 60 or older you will automatically receive the statement each year.

Medicare Deduction

Deductions for the Medicare portion of social security are withheld at the rate of 1.45 percent. Deductions are made on all classified employees and certified employees hired after April 1, 1986.

Cafeteria Plan

Through American Fidelity Assurance Co., a third-party administrator, we offer a premium conversion program to reduce your federal and state income taxes and social security taxes.

☐ Premiums for health, life, disability, cancer insurance are withheld before taxes are calculated.

Our Section 125 Cafeteria Plan year ends December 31. Representatives from American Fidelity Assurance Co. will contact all employees during the open enrollment period so that you can make any necessary changes to your benefits selection.

Flexible Spending Accounts

Employees are also eligible to participate in the Flexible Spending Accounts administered by the Personnel Cabinet Department of Employee Insurance. There are two types of FSA accounts available – a health care FSA and a dependent care FSA. The FSA accounts are offered through the Section 125 cafeteria plan and contributions are made on a pre-tax basis.

☐ Health Care Flexible Spending Account – is pre-tax money you set aside, through payroll deductions, to use for certain expenses not reimbursed by your medical plan. You decide how much to contribute to your health care FSA.

☐ Dependent Care Account – is pre-tax money you set aside, through payroll deductions, to use for eligible dependent care expenses. (ex. after-school care, baby-sitting fees, day care services, in-home care, nursery, preschool, or summer day camps).

Refer to your health insurance handbook for information on accessing your FSA funds.

Enrollment in these plans is during health insurance open enrollment. Contact Angie Marcum for more information.

Federal and State Taxes

At the beginning of each school year or calendar year, you should review your W4 (federal taxes) and K4 (state taxes) allowances. If you need to make changes, obtain a new W4 and/or K4 from your school's secretary or download a

form from the Boyd County Public Schools District website. Send the completed forms to the payroll department. Remember, the W4 is for federal taxes and the K4 is for state taxes, so if you send us a W4 only, we will make changes only on federal taxes.

We also make deductions for Ohio and West Virginia state taxes for out-of-state residents. The deduction is not calculated but is a flat amount deducted each payday. We have the necessary forms for these deductions

Tax-Sheltered Annuities

There are several companies approved by the board to offer tax-sheltered annuities to employees. Company representatives frequently visit the schools to explain their plans. AFPlanServ acts as the district's Third Party Administrator for oversight of 403(b) plans. Some of the approved companies are:

American Fidelity	(800-662-1106)
Washington National	(800-689-0240)
New York Life	(606-324-6836)
KY Deferred Compensation System	(800-542-2667)
Investor's Heritage	(800-372-2997)
Reliastar (ING)	(800-829-0132)
General American	(800-449-6447)

YMCA Deduction

YMCA dues may be payroll deducted. If you wish to have your dues deducted, please contact your school secretary for an application. You may also contact Donna Black at ext. 2005 for an application and current rates.

The types of memberships available are:

- Family Health Center (Husband AND Wife)
- Family Health Center (Husband OR Wife)
- Family without Health Center
- Women's Health Center
- Men's Health Center
- Adult
- College
- Youth

Credit Union

Our credit union is handled by Member's Choice Credit Union. They have two locations to serve you.

Russell Office
145 Russell Rd.
Ashland, KY 41101
Phone: (606) 329-7876

Central Office
1401 Central Ave.
Ashland, KY 41102
Phone: (606) 326-8000

Cannonsburg Office
1315 Cannonsburg Road
Ashland, KY 41102
Phone: (606-326-7060)

To become a member, you must open an account at one of the credit union locations. Services available are: Checking, Savings, and Christmas Club Accounts, IRA's, Certificate of Deposits, Amusement Park Tickets, ATM Cards, Visa Card, Travelers Checks and Loans. If you need to make a change in your account, contact a representative with Member Choice and they will contact us with the updated information.

United Way, ROSE Society, Boyd County Foundation For Children and BEA Scholarship Donations

Representatives of these organizations will be contacting employees during the year regarding donations. Deductions are usually handled as follows:

Boyd County Memorial Fund	Bi-weekly	(24 checks)
United Way	Bi-weekly	(24 checks)
ROSE Society	Annually	
Foundation for Children Inc.	Bi-weekly	(24 checks)

Kentucky Education Association and Kentucky Association of School Administrators Dues

KEA and KASA dues can be payroll deducted. Employees wishing to join KEA should see their

BEA building representative or an application.

Employee Detail

At the beginning of the school year every employee will receive an Employee Detail showing their current year salary and deductions. Please take a moment to review this document carefully make corrections and return a signed copy to payroll.

Direct Deposit

Direct deposit is the standard method of paying employees of the Boyd County School District. You may select any financial institution to send your direct deposit. This includes banks, savings and loans or credit unions. This comes in handy during scheduled holidays, breaks, and during the winter months when school is cancelled due to inclement weather. Some points to keep in mind concerning direct deposit.

* You will be able to access 'eStub' for your pay information (net amount and deductions will appear on the stub). Your money will be in your checking or savings account by opening of business on the morning of payday.

* If, due to circumstances beyond our control, we cannot complete the direct deposit transaction, you will receive a regular check for that pay period. You will be notified if this occurs.

If you intend to change accounts or banks at anytime, please notify the payroll department **before** doing so. You must complete a new direct deposit enrollment **before** closing any accounts.

Payroll Schedule

All employees are paid on a bi-weekly pay schedule. Full-time employees will receive 26

checks.

- ❖ All employee direct deposit advices will be available via e-Stub no later than 8:00 a.m. each pay date. If, due to extenuating circumstances, you are to be paid via a check it will be -depending on your work situation- sent to your work location or your home.

In Case We Make an Error

When you view your check advice, be sure to look it over carefully. If you believe you have been paid incorrectly, any deductions are wrong, or absence balance is incorrect, please notify us immediately. Due to direct deposit, the correction will not be effective until the next pay period. The earlier we discover an error, the easier it is to correct.

Salaries – Certified & Classified

CERTIFIED

All salaries shall be based on a single salary schedule providing for 185 days of employment as required by law and paid bi-weekly.

CLASSIFIED

Classified employees are paid bi-weekly based upon their annual contract (hours per day X hourly rate X days per year). Any adjustments (extra time, overtime or deduct time) will be made to the employee based upon the current year check schedule.

Deduction Change/ Cancellation Form

If you wish to change your payroll deductions during the school year you must submit a deduction change form and forward to the Payroll Department. Please note that Federal and State taxes require alternate forms (W-4 and K-4). Members Choice Credit Union requires that you notify them directly of any changes to your deduction amount, they will in turn contact

us. Lastly, be aware that pre-tax items may only be changed during open enrollment or in the case of a qualifying event.

Change in Rank - Certified Personnel

If you receive a Master's Degree or Rank I certification during the summer break, you should notify the payroll department. We must have a copy of your new teaching certificate no later than October 1. Salaries cannot be adjusted until we receive the new certificate or a letter from the university verifying the change in rank. Your salary is based upon rank and experience as of September 15. It is the responsibility of the employee to see that proper certification is on file in the Superintendent's office at all times.

Sick Leave - Classified and Certified Personnel

Full-time employees are entitled annually to the following paid sick leave days:

199 days or less 10 days

200 - 219 days 11 days

220 days or more 12 days

Persons employed for less than a full-year contract shall receive a pro rata part of the authorized sick leave days calculated to the nearest one-half day. Persons employed on a full-year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day.

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation.

Sick leave can also be taken for illness in the immediate family. Immediate family shall mean the employee's spouse, children (including stepchildren), parents (including stepparents), spouse's parents (including stepparents),

grandparents and spouse's grandparents without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

All absence affidavits must be filled out and given to the school secretary the first day you work following your absence.

- ☐ Upon retirement, certified and classified employees will be compensated for each unused sick day at the rate of 30 percent of their daily salary. This calculation is based on the employee's last annual salary.
- ☐ If an employee must miss work for more than three consecutive days, please contact Angie Marcum regarding your duties for FMLA or a LOA.

Sick Leave Donation

Certified and classified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days.

Certified and classified employees are eligible to receive donated days if they meet the criteria established in statute.

Any donated sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated days.

An employee wishing to donate sick leave days to another District employee must submit a "Request to Donate Sick Leave" form to Lora Adams at Central Office. The receiving employee shall be responsible for providing any required statement of need certified by a licensed physician.

Personal Days

Full-time certified and classified employees are eligible for three (3) personal leave days. Persons employed for less than a full-year contract shall receive a pro rata part of the authorized personal leave days calculated to the nearest one-half day. Persons employed on a full-year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day. An absence affidavit must be completed when using a personal day. Personal leave days not used by an employee during the year will carry forward to the next school year as sick leave.

The Superintendent or designee must approve the leave day. Approval shall be contingent upon the availability of qualified substitute employees.

Emergency Days

Full-time certified and classified personnel are entitled to three (3) emergency days per school year. Persons employed for less than a full-year contract shall receive a pro rata part of the authorized emergency days calculated to the nearest one-half day. Persons employed on a full-year contract but scheduled for less than a full-work day shall receive the authorized emergency days equivalent to their normal working day. These days shall be granted for the following reasons:

Bereavement

--Death of a relative or personal friend.

Disasters

--Personal disaster of the magnitude of tornado, fire, flood, etc. This applies only in cases not covered by sick leave.

Court

--Court appearances when employee's presence is required. (This does not include jury duty.)

Other

--Such other reasons of an emergency

or extraordinary nature as approved by the Superintendent or designee.

Persons taking emergency leave must complete an absence affidavit upon their return to work stating the specific reason for their absence.

Leaves of Absence

There are various board policies relating to leaves of absence for both certified and classified employees, such as:

- Maternity
- Military
- Family and Medical Leave Act of 1993
- Educational
- Extended Disability
- Adoption of Child

If an employee is off work for more than three days (e.g., maternity leave), contact the payroll department. This is important in regard to health insurance, deductions, and how future pay will be affected.

If you need more information on any of the above policies, please contact Angie Marcum.

Jury Duty

Any employee who serves on a jury in a duly constituted local, state or federal court shall be granted leave with full pay. However, you must reimburse the Boyd County Board of Education for any compensation received as jury pay for the period of your actual jury service. From this reimbursement, exclude any expense monies received (example: meals or mileage). You may submit your reimbursement as it is received or wait until you have finished serving jury duty. Submit your reimbursement by a check made payable to Boyd County Board of Education and send to Lora Adams.

Workers' Compensation

Employees who sustain “on-the-job” injuries are eligible for workers’ compensation benefits. You are required to report all work related injuries to your supervisor prior to leaving the work premises. Failure to do so may result in a delay in processing your claim.

For each injury or illness:

- First Notice of Injury Report must be completed by your supervisor at the time of injury and faxed immediately to Donna Black at Central Office at 929-9504.
- Accident Investigation Report must be completed by injured worker within 24 hours of the incident and forwarded to Donna Black at Central Office. Documentation of any doctor/hospital visits are also to be forwarded to Donna Black.

√ In a NON-EMERGENCY, you are required to notify your immediate supervisor within 24 hours of your injury whether or not your injury requires medical attention. Your supervisor will direct you to the appropriate designated school administrator for further instructions. Should care be needed, you must go to a participating physician within the Bluegrass Healthcare Network.

√ A medical emergency is defined as medical services required for the immediate diagnosis or treatment of a medical condition that if not immediately diagnosed or treated could lead to a serious physical or mental disability or death, or medical services that are immediately necessary to alleviate severe pain.

√ In a MEDICAL EMERGENCY, proceed to the nearest emergency facility or health care provider qualified to provide emergency medical treatment. You must notify Donna Black within 24 hours of your initial emergency treatment. If additional medical care is needed, you must select a provider that will accept Kentucky Workers’ Compensation claims.

√ Medical claims for a work related

injury should never be turned in to your private health insurance carrier.

√ If your injury causes you to be absent from work, you should contact the Donna Black immediately so that future effects on your pay, deductions, sick leave, health insurance etc. can be determined.

Timekeeping System

A computer based program from TimeClock Plus is used to record clock in and out times for all employees. This helps document that we are in compliance with FLSA (Fair Labor Standard Act) and Wage and Hour Regulations for employees who are paid by the hour. Other benefits of the TimeClock system are:

- Eliminates incorrect employee numbers
- Real-Time Data
- Improves accuracy of end of year reports
- Documents required lunch breaks (exceptions – certified and any classified employee who does not have a duty free lunch)

Importance of “Approving Hours Worked”

Whether you are a principal, teacher, cafeteria worker, etc., it is the responsibility of each employee to approve their hours worked through TimeClock Plus. At the end of each week or on the last day of the payroll period, you should check to make sure you have time clocked in for every day. If you were absent any days you should check to see if the absence codes used were correct and to be sure you have completed an absence affidavit card. You will be certifying the hours entered in TimeClock are your actual hours. If, in the event hours worked are not posted by the Tuesday following the end of the pay period, you will be deducted for said hours. It will then be the responsibility of the employee to notify their immediate supervisor that a “corrected time sheet” is needed. Any

hours deducted will then be reimbursed the following pay period if a correction is received in a timely manner.

Address and/or Name Changes

The “Address and/or Name Change” form is used to notify the payroll department of a change of address or a name change. Please look at your most recent payroll check. If the address is incorrect, please notify us.

When we receive an address change, we will notify Kentucky Teachers’ Retirement or Kentucky Retirement Systems, State Sponsored Life Insurance and health insurance providers of the change.

When making a name change, please notify us with an “Address and/or Name Change” form and a copy of a new social security card.

****Many forms such as ‘change of address’, ‘direct deposit’, ‘deduction changes’, ‘W4’, or ‘sick leave donation’, are available on-line at: <http://www.boyd.kyschools.us> under the “Staff” menu tab.**

Beneficiary Changes

Anytime there is a change in your family status, you need to consider whether you need to make a beneficiary change in regards to teacher retirement, county retirement, state-sponsored life insurance and any other life insurance policy you may have. Please contact Angie, Donna, or Lora to secure the necessary form(s) to make your changes.

Please see the Boyd County Public Schools website for the updated salary schedule.

APPENDIX A

MANDATORY TRAINING FOR CERTIFIED EMPLOYEES

GIFTED AND TALENTED STUDENTS

MANDATORY TRAINING FOR CERTIFIED EMPLOYEES GIFTED & TALENTED

Q & A for the Classroom Teacher:
Who are the gifted and how do I address their needs?

Q. Who are the gifted and talented?

- A. Kentucky's gifted and talented students include those who are identified as possessing demonstrated or potential ability to perform at exceptionally high levels in either of the following areas:
- general intellectual ability
 - specific academic aptitude (e.g., math, science, language arts, social studies)
 - creativity
 - leadership
 - visual and performing arts



704 KAR 3:285

Gifted students are included as a category of exceptional children requiring accommodation in the Kentucky Administrative Regulations.

Q. What does the gifted regulation, 704 KAR 3:285, require of the classroom teacher?

- A. Districts, schools, and teachers:
- will differentiate, replace, supplement, or modify curriculum to facilitate high level attainment of Kentucky's learning goals and to assist students' development of individual needs, interests, and abilities
 - will provide multiple service delivery options, with no single service option existing alone, district-wide, at a grade level
 - will identify students in all five gifted categories



704 KAR 3:285

Grouping for instructional purposes SHALL be used. Teachers working with gifted students shall be prepared to address individual needs, interests, and abilities of gifted students through appropriate professional development.

Q. What are the service options and how are they determined?

- A1. The following services may be provided:
- Grade Skipping
 - Early Exit from Primary
 - Content/Curriculum from High Grade Level
 - Dual Enrollment
 - Dual Credit Courses
 - Early Exit from H.S.
 - Advanced Placement and Honors
 - Collaborative Teaching and Consultation Services
 - Special Counseling Services
 - Differentiation for Individuals
 - Differentiation for Cluster Groups
 - KVHS and Other Online Courses
 - Enrichment Services During the School Day
 - Independent Study
 - Mentorships
 - Pull-Out Settings
 - Appropriate Instructional Setting
 - Consortium
 - Seminars
 - Travel Study Options
 - Special Schools 4-12
 - Self-Contained 4-12

MANDATORY TRAINING FOR CERTIFIED EMPLOYEES

GIFTED & TALENTED (continued)



Leadership services should be offered across the curriculum and in appropriate instructional settings to ALL gifted and talented students, as they will each be expected to be leaders in their fields of expertise.

A2. The gifted and talented selection and services committee works to match services to the identified needs of each student which will provide for continuous progress in students' areas of strength and need. When services are defined, specific instructional goals for the students are determined, and the individual(s) responsible for documenting progress toward the instructional goals are named in the Gifted Student Services Plan (GSSP).

Q. What is the Gifted Student Services Plan (GSSP)?

A. All students in grades 4-12 who are formally identified as gifted and talented must have an individualized GSSP. This GSSP is designed to match student interests, needs, and abilities to differentiated service options and serves as the communication vehicle between parents and the school.

The GSSP must include:

- Information about the strength and needs of the student
- Information about specific instructional strategies and interventions
- Identification of the individual(s) responsible for implementing the GSSP and documenting services and student progress



Parents shall be notified annually of services included in the student's GSSP. They should expect a reporting from the school at least once each semester that reflects the student's progress toward the goals identified in the GSSP.

Terms Every Classroom Teacher Should Know

Acceleration: Allowing students to move through material at a pace faster than their age mates and at a rate that is appropriate to their abilities. Examples: curriculum compacting, parallel content, subject acceleration, grade skipping, and early exit from school.

Cluster Grouping: A small group of identified students with similar needs, interests, and abilities assigned to a teacher trained in gifted education in order to provide differentiated instruction.

Compacting: Reducing the amount of time students spend in content areas where students demonstrate mastery. Compacting reduces repetition and promotes student engagement. Pre-testing is key to compacting.

Differentiation: Systematic changes in the pacing, the content (what is learned), the process (how it is learned), or the product (how learning is demonstrated) to meet the learning needs of students.

Enrichment: Differentiated activities that go beyond the core curriculum that are intended to supplement and extend the student's educational experience.

Homogenous Grouping: Students placed together based on academic ability, special needs, interests, or other common characteristics related to instruction.

Independent Study: A self-directed course or a study of a selected topic under the careful supervision of a teacher or college/university personnel.

Underachieving: A significant gap between a student's potential ability and demonstrated achievement to a degree that there is an overall diminished ability to achieve at the expected level of performance.

MANDATORY TRAINING FOR CERTIFIED EMPLOYEES

GIFTED & TALENTED (continued)

Q & A for the Primary Teacher:

Who is in the Talent Pool and how do I address their needs?



The Primary Talent Pool is intended to discover the gifts and talents of high potential students so that these students may truly thrive in a setting of continuous progress.

Q. Who is in the talent pool?

- A. The Talent Pool may be made up of approximately 25% of the primary population. Students with potential ability in any of the following areas are represented in the Talent Pool:
- General intellectual
 - Specific academic aptitude (e.g., math, science, language arts, social studies)
 - Creativity
 - Leadership
 - Visual and performing arts

Q. How are these high potential learners selected for participation in the Talent Pool?

- A. High potential learners are selected for participation in the Talent Pool through the use of both formal and informal (minimum of three) assessment options to assess gifted characteristics.

Q. What measures may be used to collect data to determine differentiated service delivery needs during their stay in the primary program?

- A1. Informal measures may include:
- Teacher nomination form
 - Teacher checklists or jot downs
 - Parent observation form
 - Student work samples
 - Anecdotal records
- A2. Formal measures may include:
- Colored Raven Matrices (blanket testing grade 1)
 - Standard Raven Progressive Matrices (new referral in grade 3)
 - CogAt
 - Measures of Academic Progress (MAP)



Each school has a Talent Development Coordinator who oversees the Primary Talent Pool and collaborates with the gifted and talented teacher to design appropriate learning opportunities to nurture the gifts and talents of high potential learners.



Grouping for instructional purposes SHALL be used. Teachers working with Primary Talent Pool students shall be prepared to address individual needs, interests, and abilities of these high potential learners through appropriate professional development.

Q. What service options are appropriate to address the needs of the Primary Talent Pool and how are they determined?

- A1. The following services may be provided:
- Grade Skipping
 - Early Exit from Primary
 - Content/Curriculum from High Grade Level
 - Collaborative Teaching and Consultation Services
 - Special Counseling Services
 - Differentiation for Individuals

MANDATORY TRAINING FOR CERTIFIED EMPLOYEES

GIFTED & TALENTED (continued)

- Differentiation for Cluster Groups
- Enrichment Services During the School Day
- Pull-Out Settings
- Appropriate Instructional Setting



There shall be multiple service delivery options, with no single service option existing alone, District-wide, at any grade level P-12.

A2. The Gifted and Talented Selection and Services Committee works to match services to the INFORMALLY identified strengths and needs of each high potential learner which will provide for continuous progress in students' areas of needs, interests, and abilities. When data is reviewed, the level of services matched to student needs are recorded and communicated to parents in an individual **Talent Development Plan**.

Terms Every Primary Classroom Teacher Should Know

Acceleration: Allowing students to move through material at a pace faster than their age mates and at a rate that is appropriate to their abilities. Examples: curriculum compacting, parallel content, subject acceleration, grade skipping, and early exit from school.

Cluster Grouping: A small group of identified students with similar needs, interests, and abilities assigned to a teacher trained in gifted education in order to provide differentiated instruction.

Compacting: Reducing the amount of time students spend in content areas where students demonstrate mastery. Compacting reduces repetition and promotes student engagement. Pre-testing is key to compacting.

Differentiation: Systematic changes in the pacing, the content (what is learned), the process (how it is learned), or the product (how learning is demonstrated) to meet the learning needs of students.

Enrichment: Differentiated activities that go beyond the core curriculum that are intended to supplement and extend the student's educational experience.

High Potential Learners: Students in the top twenty-five percent of the primary student population who demonstrate gifted characteristics and behaviors. These students demonstrate need for differentiated instruction as a part of the Primary Talent Pool.

Homogenous Grouping: Students placed together based on academic ability, special needs, interests, or other common characteristics related to instruction.

Primary Talent Pool (K-3): The primary students selected as having characteristics and behaviors of high potential learners using a combination of informal and formal measures to determine differentiated service needs throughout their primary experience.

Underachieving: A significant gap between a student's potential ability and demonstrated achievement to a degree that there is an overall diminished ability to achieve at the expected level of performance.

Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination

This notice shall be provided to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements.

The BCPS District Title IX Coordinator is:

Matthew D. Spade

1104 Bob McCullough Dr.

Ashland, KY 41102

matt.spade@boyd.kyschools.us

606-928-4141

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.

The District must prominently display the contact information required to be listed for the TIXC and Policies 03.113, 03.212 Equal Employment Opportunity, 09.13 Equal Educational Opportunity, 03.1621, 03.2621, 09.428111 Title IX Sexual Harassment and 09.428111 AP.11 Title IX Grievance Procedures on its website, if any, and in each handbook or catalog that it makes available to persons entitled to a notification listed above.

The District must ensure that the TIXC(s), Investigators, Decision Makers, and any person who facilitates an informal resolution process, receive training on the regulatory definition of sexual harassment; the scope of the District's educational program or activities; how to conduct an investigation; the grievance process (including informal resolutions and appeals); and impartial service, conflict of interest, and bias standards.

The District must make these training materials publicly available on its website, or if the District does not maintain a website the District must make these materials available upon request for inspection by members of the public.