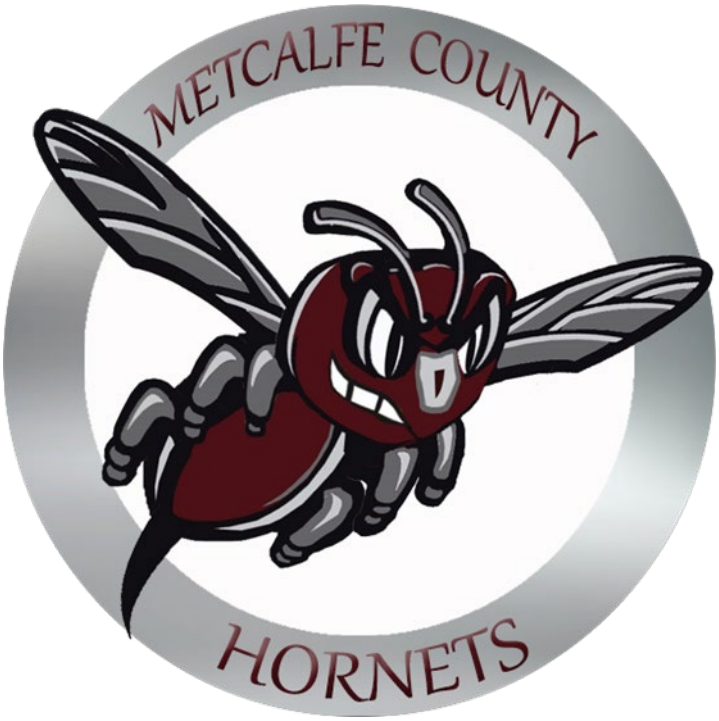
METCALFE COUNTY PUBLIC SCHOOLS



2026-2027 Employee Handbook

METCALFE COUNTY SCHOOLS

2026 - 2027 Employee Handbook

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Phone: (270) 432-3171• FAX: (270) 432-3170
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As required by law, the Board of Education does not discriminate on the basis of race, color, national or ethnic origin, age, religion, sex (including sexual orientation or gender identity), genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

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Introduction

Welcome

Welcome to Metcalfe County Schools.

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

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Board of Education and in the District's on-line policy manual http://policy.ksba.org/M15/. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

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

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

Future Policy Changes

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

Metcalfe County Schools will provide more options and better opportunities for all students.

Central Office and Schools

Name/Address	Phone #/E-MAIL Address	Fax #
Josh Hurt Superintendent	(270) 432-3171 josh.hurt@metcalfe.kyschools.us	(270) 751-0003
Rachel Dial Instructional Supervisor, Director of Federal Program, Professional Development, 21st CCLC Gifted & Talented, Career & Technical, and District Assessment Coordinator	(270) 432-3171 rachel.dial@metcalfe.kyschools.us	(270) 751-0003
Allen Trotter Director of Pupil Personnel	(270) 432-3171 allen.trotter@metcalfe.kyschools.us	(270) 751-0003
Matt Shirley Director of Instruction & Innovation Title IX Coordinator	(270) 432-3171 matt.shirley@metcalfe.kyschools.us	(270) 751-0003
Jamie Moss Director of Exceptional Children	(270) 432-7291 jamie.moss@metcalfe.kyschools.us	(270) 432-4826
Randy Lee Chief Information Officer	(270) 432-0600 randy.lee@metcalfe.kyschools.us	(270) 432-3929
Britt Young Director of Transportation	(270) 432-4634 britt.young@metcalfe.kyschools.us	(270) 432-0607
Beth Miller Director of School Nutrition	(270) 432-0409 beth.miller@metcalfe.kyschools.us	(270) 751-0003
Cheyenne Garmon Chief Financial Analyst/ Board Treasurer	(270) 432-3171 cheyenne.garmon@metcalfe.kyschools.us	(270) 751-0003
Stacey Slinker Director of Finance & Personnel	(270) 432-3171 stacey.slinker@metcalfe.kyschools.us	(270) 751-0003
Torrie Osbon Director of Communication Grant Writer	(270) 432-3171 torrie.osbon@metcalfe.kyschools.us	(270) 751-0003
Belinda Thompson Receptionist	(270) 432-3171 belinda.thompson@metcalfe.kyschools.us	(270) 751-0003

Metcalfe County Elementary School 703 West Stockton Street Edmonton, KY 42129 Principal – Paige Crowe Assistant Principal – Jenny Stotts-Lundy Counselor – Amy Devore Counselor Allyson Davis Finance/Secretary – Melody Coomer Secretary – Macie Morrow	(270) 432-2010 (270) 432-2051 Paige.crowe@metcalfe.kyschools.us	(270) 432-4678
Metcalfe County Middle School 208 Randolph Street, Lot 1 Edmonton, KY 42129 Principal – Leanne Bell Assistant Principal – Matt Reed Counselor – Candi Murphy Secretary – Amber Schambon Finance – LaKettia O'Leary	(270) 432-3359 Leanne.bell@metcalfe.kyschools.us	(270) 432-5828
Metcalfe County High School 208 Randolph Street Edmonton, KY 42129 Principal – Joseph Eaton Assistant Principal-David Clemmons Assistant Principal – Brandi Ethridge Counselor – Brandy Morgan Guidance Secretary – Donna Harris Finance/Secretary - Gail Harris	(270) 432-2481 joseph.eaton@metcalfe.kyschools.us	(270) 432-2714

Section

1

General Terms of Employment

Equal Opportunity Employment

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

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

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

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

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

Harassment/Discrimination/Title IX Sexual Harassment

The Metcalfe County Board of Education intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against employees, students, or visitors to the school or District, or any act prohibited by Board policy that disrupts the work place or the educational process and/or keeps employees from doing their jobs.

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

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

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

Title IX Coordinator (TIXC): Matt Shirley
Office Address: 709 West Stockton Street, Edmonton, KY 42129
Office Email: matt.shirley@metcalfe.kyschools.us
Office Phone: (270) 432-3171

504 Coordinator: Jamie Moss
Office Address: 709 West Stockton Street, Edmonton, KY 42129
Office Email: jamie.moss@metcalfe.kyschools.us
Office Phone: (270) 432-3171

01.1

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

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

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

http://www.ascr.usda.gov/complaint_filing_cust.html

Board Policy 07.1

Hiring

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

A list of all District job openings is available at the Metcalfe County Board of Education.

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

Contract

Each teacher shall be provided access to a copy of his or her employment contract upon request. **03.114**

Transfer of Tenure

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

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

Job Responsibilities

Every employee is assigned an immediate supervisor. All employees receive for review a copy of their job description and responsibilities. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. **Board Policies 03.132/03.232**

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as District property**.** In addition, employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. **Board Policies 03.133/03.233**
Certified Employees: All teachers in the District shall review records of assigned students to determine whether an IEP or 504 plan is in place.

Criminal Background Check and Testing

Applicants, employees, and student teachers must undergo records checks and testing as required by law.

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

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

The form for requesting a CA/N check is available on the Cabinet for Health and Family Services website.

Confidentiality

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

Access to be Limited

Employees may only access student record information in which they have a legitimate educational interest. **Board Policies 03.111/03.211/9.14/09.213/09.43**

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

Information Security Breach

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.
Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **Board Policy 01.61**

Salaries and Payroll Distribution

The Metcalfe County Board of Education has payroll direct deposit for all employees.

Checks are issued according to a schedule approved annually by the Board. At the end of the school year, employees who have completed their duties will be paid their remaining salary before the end of the fiscal year (June 30). **Board Policies 03.121/03.221**

Certified Personnel: Salaries for certified personnel are based on a single-salary schedule reflecting the school term as approved by the Board in keeping with statutory requirements and on training, experience, and such other factors as the State Board of Education may approv**e.** Compensation for additional days of employment is prorated on the employee's base pay. Credit for all prior years of teaching experience shall be allowed for new teachers according to state guidelines. **03.121**

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

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

All Certified and Classified employees have to paid 140 days during the school year to receive one (1) year of experience credit for salary and tenure purposes. **KRS 161.740**

Hours of Duty

Certified Employees: Certified employees shall be prompt in attendance and shall remain on duty for the entire school days specified by school policy or their immediate supervisor. Certified employees are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor.

Certified employees may be required to perform additional duties as directed by school policy or assigned by their immediate supervisor. **Board Policy 03.121**

Classified Employees: The length of the work day shall be established for each position by the Board as stated in the contract. The work week for hourly (non-exempt) employees shall not exceed forty (40) hours per week.

Except in cases of emergency or upon written approval of the Superintendent or the Superintendent's designee, no employee shall work overtime. Hourly employees who are required to work in excess of forty (40) hours per week will be paid time at the rate of 1 1/2 times the regular rate for all hours beyond 40 as provided by law for overtime work. **Board Policy 03.221**

Moment of Silence or Reflection

At the commencement of the first class of each day, a moment of silence or reflection shall occur. Guidelines are listed in policy **08.1351**.

Student Telecommunication Devices

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess personal telecommunications devices and other related electronic devices. Students are prohibited from using a personal telecommunication device during instructional time, except during an emergency, if directed to do so by a teacher for an instructional purpose, or if authorized by a teacher. Students shall not access social media unless authorized to do so by a teacher for an instructional purpose. **09.4261**

Supervision Responsibilities

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

Each teacher and administrator shall hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school-sponsored trips and activities. **Board Policy 09.221**

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

The Code of Acceptable Behavior and Discipline shall specify to whom reports of alleged instances of bullying or hazing shall be made. **03.162/03.262/06.34/09.2261/09.422/09.42811**

Student Activities

An expelled student shall not participate in any school-sponsored extracurricular or interscholastic activity while the student is expelled. **09.3**

Bullying/Hazing

"Bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process.

"Hazing" is defined as a direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization, including but not limited to actions which coerce or force a minor or a student to:

a) Violate federal or state criminal law;

b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of serious physical injury;

c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;

d) Endure brutality of a sexual nature; or

e) Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student.

"Organization' is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary education institution at any time during the previous five (5) years. **Board Policy 09.422**

GASB Procedures--Metcalfe County Schools

Any item costing $5,000 or more, technology items such as computers, laptops, printers, scanners, fax machines, LCD projectors, video & digital cameras, etc. and copiers must be tracked.

A copy of the purchase order should be sent to the GASB Coordinator when the item is ordered. A copy of the invoice should be sent to the GASB Coordinator when it is received.

Items needing to be tagged should be delivered to the Metcalfe County Technology Department, 112 Ralph Edwards Road, Edmonton, KY 42129. Persons will be notified when their item is tagged and ready. If it is a large item such as a copier or large piece of furniture you can have the delivery made to your location and tagging will be done on site.

Items are tracked room by room at each location, If you move anything that is tagged you must notify the GASB Coordinator. Information needed is the asset tag number, description of item, from and to location. Inventory will be checked at various times during the year.

Principals are responsible for their school. Teachers are responsible for what is assigned to their room. **Board Policy 04.7**

Section

2

Benefits and Leave

Insurance

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

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

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

Salary Deductions

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

All Employees: The following optional payroll deductions are authorized by the Board for all employees who choose to participate:

1. Board approved family plan health insurance program**s**;
2. Board approved life insurance programs;
3. Board approved 401K plan, which is offered to all full-time employees; and
4. State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans.

03.1211/03.2211

Certified Employees: In addition to the above optional deductions, certified employees may participate in the Board approved Tax Sheltered Annuity program

No other payroll deductions shall be made by the Board. **Board Policies 03.1211/03.2211**

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses school personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent/designee. Itemized receipts must accompany requests for reimbursement.

Allowable expenses include mileage, gasoline used for Board vehicles, tolls (when a personal vehicle is used), parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (as authorized by policy and/or procedure), and lodging.

Employees must submit travel vouchers monthly and will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **Board Policies 03.125/03.225**

Holidays and Vacations

All full-time certified employees and classified employees who work are paid for four (4) annual holidays as indicated in the school calendar. Employees who work 235 days or more shall receive annually three (3) additional paid holidays and one additional paid floating holiday for each month of extended employment (not to exceed two (2)). Floating holidays have to be used each school year and will not roll over.**. Board Policies 03.122/03.222**

Employees shall work the days specified in their contracts. Use of non-contracted days must be approved in advance by the Superintendent or the Superintendent's designee. Non-contracted days shall not accumulate. **Board Policies 03.121/03.221**

Leave Policies

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

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

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

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

Employees shall not experience loss of income or benefits, including sick leave, when they are assaulted while performing assigned duties and the resulting injuries qualify them for worker's compensation benefits. **Board Policies 3.123/03.223**

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

Personal Leave

All full-time employees are entitled to three (3) days of paid personal leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorated part of the authorized personal leave days. Your supervisor must approve the leave date, but no reasons will be required for the leave. Personal leave day(s) must be taken in full or half day increments.

Per Board policy, personal leave shall not be granted on the first day of school or the last fourteen (14) days of the school (student attendance days), immediately preceding or following a scheduled break in the school calendar, or on a professional development day. In the case of extraordinary, extenuating circumstances, this prohibition may be appealed to the appropriate Principal/director and Superintendent. In addition, approval of dates shall be contingent upon the availability of qualified substitute employees. Those employees making earliest application shall be given preference. Employees taking personal leave must file a personal statement on their return to work stating that the leave was personal in nature. **Board Policies 03.1231/03.2231**

Sick Leave

All full-time employees are entitled to ten (10) days of paid sick leave each school year and one (1) additional day for each month of extended employment**.** Part-time employees or employees who work for less than a full year are entitled to a prorated part of the authorized sick leave days. Sick leave days not taken during the school year they were granted accumulate without limit for all employees. Sick leave day(s) must be taken in full or half day increments. Upon return to work an employee claiming sick leave must file a personal statement or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill. **Board Policies 03.1232/03.2232**

See the "Retirement" section for information about reimbursement for unused sick leave at retirement. **Board Policies 03.175/03.273**

Sick Leave Donation Program

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

All full time employees of Metcalfe County Schools shall be eligible to donate sick leave days to any other eligible employee under the provisions of school board policies 03.1231/03.2232 and there shall be no differentiation between classified and certified employees.

All employee requests should be directed to the Director of Finance and Personnel who will coordinate with the appropriate Principal/Director. The Director of Finance and Personnel will distribute the request to employees across the District via email and will keep a record of all transactions.

Any sick leave that is not used will be returned on a prorated bases to the employees who donated day. **Board Policies 03.1232/03.2232**

Family and Medical Leave

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

1. To care for the employee's spouse, child or parent who has a serious health condition, as defined by federal law;

2. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform her/his job;

3. To address a qualifying exigency (need) defined by federal regulation arising out of the covered active duty or call to active duty involving deployment to a foreign country of the employee's spouse, son, daughter, or parent who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and

4. To care for a covered service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

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

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

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

FML Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:
• For incapacity due to pregnancy, prenatal medical care or child birth;
• To care for the employee's child after birth, or placement for adoption or foster care;
• To care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
• For a serious health condition that makes the employee unable to perform the employee's job.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Quarantine Leave

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

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

Maternity Leave

Employees may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child. Employees eligible for family and medical leave are entitled to up to twelve (120 workweeks of unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. Leave to care for an employee's healthy newborn baby or minor child is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child. The parent of a newborn or an employee who adopts a child may also request an unpaid leave of absence not to exceed the remainder of the school year n which the birth or placement occurred. Thereafter, leave may be extended in increments of no more than one (1) year.

Board Policies 03.1233/03.223

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

Board Policy 03.1233.

Extended Disability Leave

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

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

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

Educational Leave

Certified Employees: Upon written request of a teacher or the Superintendent, the Board may grant leave (without pay) for one (1) year for educational or professional purposes. An additional year may be granted by the Board. Leave may be granted for full-time attendance at universities or other training or professional activities. Leave will not be granted for part-time educational activities.

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

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

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

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

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

Jury Leave

Any employee who serves on a jury in local, state or federal court will be granted paid leave (minus any jury pay, excluding expense reimbursement) for the period of her/his jury service.

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

Military/Disaster Services Leave

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

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

Section

3

Personnel Management

Transfer

Employees who wish to request a voluntary transfer should contact their immediate supervisor for assistance**.** Employee preferences shall be given consideration.

Notwithstanding any provision of the Kentucky Revised Statutes to the contrary, any employee of the District shall notify the Superintendent within seven (7) calendar days of being charged with any offense which is classified as a felony. The Superintendent may transfer the employee to a second position in accordance with KRS 160.380. **Board Policies 03.1311/03.2311**

Employee Discipline

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

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

Employee Separation

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

Retirement

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

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

Evaluations

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

Training/Professional Development

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

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

All certified employees shall complete at least one (1) hour of each of the following trainings within twelve (12) months of initial hire and at least once every four (4) years thereafter: active shooter training, child abuse, suicide prevention, and seizure disorder. The District shall implement the professional development training from the Kentucky Department of Education. **03.19**

By June 30, 2027, all employees shall complete training developed by the Kentucky Department of Education in collaboration with the Education Professional standards Board, related to appropriate relationships and communication with students, inappropriate relationships and communication with students, sexual grooming, and sexual misconduct.

Beginning with the 2027-2028 school year, all new employees shall be required to undergo the training listed above within ninety (90) days of the employee's initial hiring. Any new employee who has completed the training within the prior five (5) years with a previous employer shall be exempt from the training. **03.19/3.29**

Classified Personnel: If financially feasible, the Board may provide training opportunities for classified employees focusing on topics to include but not be limited to suicide prevention, abuse recognition, and cardiopulmonary resuscitation. **03.29**

District Training

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

Personnel Records

One (1) master personnel file is maintained in the Central Office for each employee. The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. Employees may inspect their personnel files. **Board Policies 03.15/03.25**

Retention of Recordings

Employees shall comply with the statutory requirement that school officials are to retain any digital, video, or audio recording as required by law. **Board Policy 01.61**

Section

4

Employee Conduct

Absenteeism/Tardiness/Substitutes

Employees are expected to notify their immediate supervisor when they must be tardy or absent. Staff in positions requiring substitutes must request the substitute using the District's electronic substitute request system, AESOP, before the opening of school or the night before, if possible, to request a substitute for the day.

Staff Meetings

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

Political Activities

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

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

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

Local, state, and federal tax dollars and resources shall not be used to advocate for or against any public question that appears on the ballot. **03.1324/03.2324**

Employee Religious Expression

The District shall not punish or prohibit an employee from, or punish an employee for, engaging in private religious expression otherwise protected by the First Amendment to the United States Constitution absent a showing that the employee has engaged in actual coercion. **03.13241/03.23241**

Previewing Student Materials

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

Disrupting the Educational Process

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

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

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

Restrictions on Instructional Materials

A superintendent, teacher, or other official or employee of any institution supported wholly or in part by public funds shall not act, directly or indirectly, as agent for any person whose instructional materials are identified on the state-approved list. **03.1721/03.2721**

Public Sales on School Premises

In compliance with the Board's prohibition of the use of school property for private business or personal gain, all sales activity on school premises must have a clear school-related purpose and must be approved by the Principal. Groups renting school facilities must indicate in their applications the nature of any sales to be conducted.

The Superintendent/designee shall develop administrative procedures governing the time, place and manner of any public sales on Board property. **Board Policy 05.32**

Assaults and Threats of Violence

Under provisions of state law (KRS 158.150) and regulation (702 KAR 5:080), school personnel may remove threatening or violent students from a classroom or from the District's transportation system pending further disciplinary action. However, before the need arises, employees should familiarize themselves with policy and procedures that are required.

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

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

a. Intentional physical injury, or intentional attempt to cause physical injury, as defined in KRS 500.080, to any school employee;
b. Intentional assault resulting in serious physical injury as defined in KRS 500.080;
c. A sexual offense;
d. Kidnapping;
e. Assault with the use of a weapon;
f. Possession of a firearm or deadly weapon in violation of the law;
g. The use, possession, or sale of a controlled substance in violation of the law; or
h. Intentional or wanton damage to property causing a pecuniary loss of five hundred dollars ($500) or more.

Any school employee who receives information from a student or other person of conduct which is required to be reported, shall report the conduct to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police unless the school employee has cause to believe a student's disability interfered with his or her ability to conform to the Student Code of Conduct.**. Board Policy 09.425**

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

Reporting of the following information on individual drivers to the federal Clearinghouse is required: verified positive, adulterated, or substituted test results; confirmed alcohol tests at .04 or higher; refusal to submit to required tests; the reporting of actual knowledge (as defined by federal

regulation) of Department of Transportation (DOT) regulatory violations, including violations based on prohibited on duty, pre-duty, or post-accident alcohol use and controlled substance use; and regulatory return to duty and follow-up testing information as applicable.

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

Weapons

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

Employees who know or believe that this policy has been violated must promptly make a report your immediate supervisor. **Board Policy 05.48**

Drug-Free/Alcohol-Free Schools

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

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

Any employee who violates the terms of the District's drug-free/alcohol-free policies may be suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials.

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

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

Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances. **Board Policies 03.13251/03.23251/09.423**

Controversial Issues

Teachers are expected to exercise reasonable and prudent judgment in the selection and use of materials and discussion of issues in their classrooms appropriate for and within the range of knowledge, understanding, age, and maturity of students and shall be current, relevant, and significant to the instructional program.

All classroom materials shall be current, relevant, and significant to the instructional program. Materials shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students.

Neither issues nor materials that have a potentially disruptive effect on the educational process shall be discussed or chosen.

Teachers who suspect that materials or a given issue may be inconsistent with this policy shall confer with the Principal prior to the classroom use of the materials or discussion of the issue. If the Principal is in doubt, he shall confer with the Superintendent. **Board Policy 08.1353**

Tobacco, Alternative Nicotine Product, or Vapor Products

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

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

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

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

Contagious Diseases and Parasites

A parent, legal guardian, or other person or agency responsible for a student shall notify the student's Principal if the student has any medical condition which is defined by the Cabinet for Health Services in administrative regulation as threatening the safety of the student or others in the school. The notification shall be given as soon as the medical condition becomes known and upon each subsequent enrollment by the student in a school.

The Principal or designee shall notify the student's teachers in writing of the nature of the medical condition.

If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the Superintendent may order the student excluded from school. The time period the student is excluded from school shall be in accordance with generally accepted medical standards which the Superintendent shall obtain from consultation with the student's physician, the local health officer[1], or the Kentucky Department for Public Health. In the event of a dangerous epidemic as determined by the Kentucky Department for Public Health, the Board may close the schools.

Local school authorities shall report immediately all known or suspected cases of communicable disease to the local health department. Diseases to be reported shall not include those considered confidential, such as AIDS/HIV, as set forth in Kentucky Administrative Regulation.

Unless otherwise permitted by law, signed parental consent designating District personnel to be informed of a student's medical condition shall be on file prior to informing identified District personnel.

The Superintendent shall identify which employees are to have access to student medical information. This determination shall be made on a need-to-know basis.

The Superintendent shall develop procedures to promote adequate and proper cleanup details and measures to aid in the prevention of infection and communicability of contagious diseases. **Board Policy 09.213**

Copyrighted Materials

School personnel shall use copyrighted material for educational purposes in accordance with the generally accepted uses delineated by applicable law. The Superintendent shall develop procedures for informing appropriate personnel of the fair use of copyrighted material for educational purposes.

All employees shall use electronic materials only in accordance with the license agreement under which the electronic materials were purchased or otherwise procured. Electronic materials are defined as computer software, databases, video tapes, compact and laser disks, electronic textbooks or any other copyrighted material distributed in electronic form.

Any duplication of copyrighted electronic materials, except for backup and archival purposes, is a violation of the law, unless the license agreement explicitly grants duplication rights. The archival copy is not to be used on a second computer at the same time the original is in use. In addition, illegal copies of copyrighted software shall not be used on Board equipment.

Through appropriate professional development activities, the technology coordinator shall inform all employees of their compliance responsibilities with electronic materials licensing agreements and of the penalties for violating these agreements. The Superintendent or designee shall sign all District software license agreements. Each school using licensed software shall have on file a copy of the executed agreement, the original disk or the original documentation**. Board Policy 08.2321**

Use of School Property

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

Local, state and federal tax dollars and resources shall not be used to advocate for or against any public question that appears on the ballot.

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

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

E-mail and Internet: Employees shall use electronic mail and Internet only for purposes directly related to work-related activities. Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

Board Vehicles: Employees who have occasion to drive any Board-owned vehicle and/or transport students must annually provide the Superintendent/designee with a copy of their driving record from the Kentucky Department of Transportation.

Employees who receive a traffic citation during the year must report the citation to the Superintendent/designee before driving a Board owned vehicle or transporting students. Employees involved in an accident involving a Board owned vehicle shall be tested for illegal drug and alcohol use. **Board Policies 03.1321/03.2321**

Use of Personal Cell Phones/Telecommunication Devices

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor. Such devices include, but are not limited to, personal cell phones and tablets.

For exceptions, see Board Policies **03.13214/03.23214**.

Health, Safety and Security

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

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

The District shall follow established timelines in policy when making oral reports to the Kentucky Labor Cabinet to report employee fatalities, amputations, hospitalizations, including hospitalization resulting from a heart attack, or the loss of an eye.

File a Report	After Hours Hotline
(502)-564-3070	(800) 321-6742

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

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

Automated External Defibrillators (AEDs)

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

Acceptable Use of Technology

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by policy and related procedures, which apply to all parties who use District technology. Employees are required to follow Board policy and administrative procedures and guidelines designed to provide guidance for access to electronic media and authorized communication systems.

If you have questions about what constitutes acceptable use, please check with the Principal/designee. **08.2323/08.2324**

Traceable Communications

The Board shall designate a traceable communication system for District employees and qualified school volunteers to communicate electronically with students enrolled in the District. Employees and volunteers that violate this policy will be subject to disciplinary action.

A District employee or qualified school volunteer, shall not engage in unauthorized electronic communication as defined in KRS 160.145. A District employee that violates this policy may be subject to disciplinary actions in accordance with, for certified employees, KRS 161.120 and 161.790, and for classified employees KRS 161.011. A qualified school volunteer that violates this policy may be prohibited by the District from future school volunteer opportunities. **08.2324**

Fund Raising Activities

All fund-raising activities, including the proposed use of the funds, must be approved by the Principal/SBDM.

All fund-raising activities shall be reported to the Board and must adhere to **Board Policy 09.33**.

All funds raised for a specific purpose shall be used for that purpose.

The Superintendent shall develop and present for Board review door-to-door sales guidelines to reflect the following standards:

1. Students shall be permitted to participate only when mature enough to benefit safely from the experience;
2. To promote their safety and well-being, students shall be instructed to use specific sales strategies, which shall be provided in writing; and
3. Community members and businesses shall not be overburdened by continual appeals.

The Superintendent shall provide written approval to the county clerk for all subscription sales of printed materials. This approval shall identify the product(s) being sold, the students involved as solicitors and the duration of sales.

Schools and individual classes planning to conduct charitable gaming activities, as defined by law, shall obtain and display the appropriate license.

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity. Students choosing not to participate in a fund-raiser shall not be excluded from benefitting from the fund-raiser or otherwise penalized in any way.

All fund-raising activities sponsored by a District booster club shall be carried out to support the entire group and shall not permit credit to be earned for an individual student in lieu of participation fees or related activity costs. **Board Policy 09.33**

Child Abuse

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make an oral or written report, including but not limited to electronic submission, to a local law enforcement agency, the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney.

After making that report, the employee shall then immediately notify the Principal of the suspected abuse. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee.

Upon notification, the Principal or the Superintendent/designee shall facilitate the cooperation of the school with the investigation of the report. Any person who knowingly causes intimidation, retaliation, or obstruction in the investigation of the report shall be guilty of a Class A misdemeanor.

Board Policy 09.227

Use of Physical Restraint and Seclusion

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

Civility

Employees should be polite and helpful while interacting with parents, visitors and members of the public. Individuals who come onto District property or contact employees on school business are expected to behave accordingly. Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures, including dismissal.

In cases involving physical attack of an employee or immediate threat of harm, employees should take immediate action to protect themselves and others. In the absence of an immediate threat, employees should attempt to calmly and politely inform the individual of the provisions of **Board Policy 10.21** or provide him/her with a copy. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the caller; ending a meeting; asking the individual to leave the school; calling the site administrator/designee for assistance; and/or calling the police. As soon as possible after any such incident, employees should submit a written incident report to their immediate supervisor.

Grievances/Communications

The Superintendent/designee has developed specific procedures to assist employees in making a complaint. For full information refer to **Board Policies 03.16/03.26** and related procedures. Grievances are individual in nature and must be brought by the individual employee. The Board shall not hear grievances or complaints concerning simple disagreement or dissatisfaction with a personnel action.

Gifts

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

Outside Employment or Activities

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

School-Related and Instructional Student Trips

The Board encourages school related, educational field trips, including trips taken by student groups representing the school. Such trips are to be an extension of regular classroom work and an integral part of the educational program.

In order for students to be counted present during school related trips during the school day, the activity must be cocurricular or instructional.

Recreational trips shall not be taken by classes/clubs on school days.

The Board/Superintendent shall approve all overnight and out-of-state school related trips.

The Superintendent or the Superintendent's designee shall approve all other school related trips and shall regularly inform the Board of all such approval.

A certified or classified staff member must accompany students on all school-endorsed trips, except that a nonfaculty coach or nonfaculty assistant may accompany students on athletic trips as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old.

All trips shall comply with the chaperone requirement as follows:

Grade Level	# of Students	# of Chaperones
9-12	25	1
6-8	15	1
3-5	12	1
PreK - 2	10	1
All Overnight Trips	10	1

Board insured vehicles or appropriately certified common carriers shall be the primary method for transporting students. Use of certified common carrier service shall be authorized by the Board on a case by case basis, and the reasons to justify such use shall be cited in Board minutes.

All expenses for recreational trips shall be the responsibility of the student. Bus and driver expenses for educational field trips and trips taken by student groups representing the school shall be paid from the per pupil money allocated to the schools by the Board.

Students may ride to and/or from field trips and school activities in a vehicle with their parent or legal guardian (under certain conditions/restrictions may apply per board policy 09.36). Students may be released only to his/her parent/legal guardian or other adult who has been designated in writing by the parent/legal guardian on a district approved release form prior to the trip. With signed parent permission, students may ride in vehicles with school employees to/from events given said employee has produced evidence of adequate insurance coverage. This policy may be restricted by Principals, coaches, or sponsors, for specified activities at their discretion. All instances shall be in accordance with requirements set out in policy.

Administration of medication to students during field trips shall comply with applicable law, regulation and medication administration training developed by the Kentucky Department of Education.

Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school sponsored trips.

Driver**s** of school vehicles and operation of District-owned passenger vehicles transporting students shall be in compliance with requirements specified in applicable statutes and administrative regulations. **Board Policy 09.36**

Code of Ethics for Certified School Personnel

SOURCE: 16 KAR 1:020

Section 1. Certified personnel in the Commonwealth:

(1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;

(2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;

(3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:

(a) To students:

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

(b) To parents:

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

(c) To the education profession:

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;

3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

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

Required Reports

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

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

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

- If requested by a school district, public school, or nonpublic school regarding an applicant for a position, the district that employs or previously employed the applicant shall disclose any disciplinary action, and any resulting resignation or termination, related to abusive conduct while the applicant was employed by the district in accordance with KRS 160.380. This also applies to a school district, public school, or nonpublic school located in a member state of the Interstate Teacher Mobility Compact.

  The District considering the applicant for employment shall, if the application is for a certified position, request information from the Education Professional Standards Board (EPSB) related to pending and resolved disciplinary action against the applicant involving abusive conduct. The EPSB shall provide the requested information, if applicable, within ten (10) working days.

  If there is a finding of abusive conduct regarding an applicant, the applicant shall be:

  1. Ineligible for hire by the District; and

  2. Subject to dismissal or termination if the applicant is hired by the District or is a current employee of the District. **03.11/03.21**

- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**

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

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

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

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

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

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

- Employees who believe or have been made aware that they or any other employee, student, or visitor has been subject to Title IX Sexual Harassment shall report it to the TIXC. Failure to make such a report shall be grounds for discipline up to and including termination. If the knowledge of the reporting party gives rise to reasonable cause to believe that the reported conduct constitutes child abuse Policy 09.227 or a reportable criminal offense Policy 09.221, notification of state officials shall be made as required by law. **03.1621/03.2621/09.428111**

- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**

- Report to the Principal any student who is missing during or after a fire/tornado/ bomb threat drill or evaluation. **05.41 AP.1/05.42 AP.1/05.43 AP.1/05.47 AP.1**

- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**

- If you know or believe that the District's weapon policy has been violated, promptly make a report to your immediate supervisor. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**

- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities. **06.221**

- A District employee or volunteer qualified school volunteer that participated in unauthorized electronic communication subject to KRS 160.145 or reasonably believes that another District employee or qualified school volunteer participated in unauthorized electronic communication that is subject to KRS 160.145 that has not been previously reported shall immediately notify the Principal or applicable supervisor. If the subject of the report is the Principal, or a District-wide employee, the reporting employee or volunteer shall immediately notify the Superintendent. If the subject of the report is the Superintendent, the employee or volunteer shall immediately notify the Commissioner of Education and the Chair of the Board of Education. **08.2324**

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

  Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act that has occurred on school property or at a school-sponsored function involving intentional physical injury, or intentional attempt to cause physical injury, as defined in KRS 500.080, to any school employee; intentional assault resulting in serious physical injury as defined in KRS 500.800, a sexual offense, kidnapping, assault with the use of a weapon, possession of a firearm or deadly weapon in violation of the law, the use, possession, or sale of a controlled substance in violation of the law, or intentional or wanton damage to property causing a pecuniary loss of five hundred dollars ($500) or more. **09.2211/09.425**

- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

  The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in such an incident.

  Within forty-eight (48) hours of the original report of the incident, the Principal also shall file with the Board and the local law enforcement agency or the Department of Kentucky State Police or the County Attorney a written report containing the statutorily required information. **09.2211**

- When an allegation of abusive conduct, as defined in KRS 160.380, is made against a District employee to another District employee, the District employee in receipt of the allegation, whether communicated in writing, electronically, or orally, shall report the allegation to the Principal and in accordance with KRS 620.030. The Principal shall document the allegation in writing and notify the Superintendent/designee. An investigation of the allegation shall be conducted by the District until it is completed and shall not end prior to completion due to the employee transferring positions within the District or leaving the District, unless directed by the Cabinet for Health and Family Services or law enforcement officials to cease the investigation. **09.2211/09.227**

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, you shall **immediately** make an oral or written report, including but not limited to electronic submission, to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney, and then make a report to the Principal**.** (See **Child Abuse** section.) **09.227**

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

In certain cases, employees must do the following:

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

Staff Acceptable Use Policy (AUP)

The Metcalfe County School District has made a significant investment in technology so that our students will have the opportunity to develop the skills necessary to excel in our modern world. With this investment in technology comes a great responsibility to provide our students with a positive well-structured learning environment that will foster creative learning. Through the use of technology our students will learn skills that apply to real world problem solving.

In order for our investment to reach its fullest potential, we must understand and follow these rules:

General Usage

- Staff users understand and agree that the computers and related supporting technology are the property of the Metcalfe County Board of Education and any information stored in them or any supporting technology is the property of the Metcalfe County Board of Education.

- Staff users agree not to use computers and network equipment download or install licensed software not owned by the Metcalfe County Board of Education, or music files, hacking software, etc.
- Staff users agree not to circumvent the school district's internet proxy or firewall services.
- Staff users understand that they are financially responsible for any intentional malicious damage or vandalism they may cause to computers or related supporting equipment, including the attempt to disable, damage or destroy the physical computer and connections, data stored on the computer or network storage device, operating system, computer network or the intentional disruption of data transmission.
- Staff users agree not to alter the setup of any school district computer or equipment by loading programs or services, or disabling approved programs and/or services, without the expressed permission of the Network Administrator, Chief Information Officer, School Principal and/or Superintendent.
- As a staff user, I understand that the Network Administrator, Chief Information Officer, Superintendent or any other person as designed by the superintendent may access any information stored on any computer, user directory, email account, database or current screen. I also understand that any computer or computer storage device can be inspected for appropriate content or misuse.
- Staff users agree to never send spam, chain letters or other mass unsolicited mailings or telephonic messages, nor buy, sell, advertise or otherwise conduct business unless it is an approved school project.
- As a staff user I understand that my user account that gives me access to the internet, email, and home folder will be deactivated if this AUP is not signed and returned to the Network Administrator.
- Staff users agree not to attempt to access the network with other user's accounts, or give their account logon information to another user.

Internet Usage

- Internet access through the school district's network will be used for instruction, research and administration only and will not be used for private business, personal gain, or any non-work related communications. Further, you agree not to engage in any illegal activity, including but not limited to copyright infringement, online gambling, vandalism, harassment or discrimination. All internet activity of sites visited will be logged according to Kentucky Department of Education and local Board of Education policies.
- Staff users understand that all internet sites visited and duration of time on the web sites will be logged and is available for inspection.
- Staff users agree that inappropriate graphics or text will not be uploaded or downloaded using school district-owned or Kentucky Department of Education owned/managed equipment, including internet and email.
- Staff users agree that accessing audio or video services via the internet (ex. YouTube, MySpace, Facebook, internet radio, etc.) is prohibited without the permission of the School Principal, Network Administrator, Chief Information Officer and/or Superintendent.
- Staff users agree that they will not access newsgroups, chatrooms, or similar web sites unless deemed educational and such use is included in an approved lesson plan.

- Staff users agree to never distribute private information about themselves or students.
- Staff users agree not to let students access internet content without supervision.

Email Usage

- Staff users understand that school email is for educational purposes only and that the content of email accounts is randomly checked.
- Staff users agree to not open, forward or create chain letters, jokes of the day, prayers of the day, or any other form of non-educational email.
- All third party email accounts, such as Hotmail, Yahoo mail, etc. are deemed for personal use and will not be accessed during work hours using school district-owned equipment.
- This Acceptable Use Policy is in accordance with:
- 701 KAR 5:120 – Prevention of objectionable material transmitted to schools via computer.
- KRS 434.520 – Unlawful access to a computer in the second degree.
- KRS 434.845 – Misuse of computer information.

Personal Appearance Guidelines

Recognizing that students, parents, and community members expect a high degree of professional competence of Metcalfe County School District employees and in further recognition that the impression that others have of professional competence is significantly influenced by personal appearance, all persons affiliated with the School District should dress neatly and in a manner consistent with a professional atmosphere, keeping in mind the impression made on students, parents, and community members.

Acknowledgement Form

Employee Handbook

2026-2027 School Year

I, _____, have received an electronic copy
Employee Name

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

I understand and agree:

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

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

_____

Employee Name (please print)

_____ _____

Signature of Employee *Date*

Staff Acceptable Use Policy (AUP)

As a Staff user I understand that any violation of this policy could result in the loss of network access, disciplinary action according to Metcalfe County School District or Kentucky Department of Education policies, or legal action.

_____ _____

Signature Date

_____

School or Department

Return signed form to the Principal.