GRAVES COUNTY PUBLIC SCHOOLS

Pursuing Excellence Together

2026 - 2027

Employee Handbook

GRAVES COUNTY PUBLIC SCHOOLS

2026 - 2027 Employee Handbook

Graves County Board of Education
2290 State Route 121 N.
Mayfield, KY 42066
Phone (270) 328-2656 • Fax (270) 328-1561
www.graves.kyschools.us

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.

Table of Contents

Table of Contents ____ i

Introduction ____ 1

WELCOME ____ 1
PURPOSE ____ 2
DISTRICT MISSION ____ 2
PURSUING EXCELLENCE TOGETHER. GRAVES COUNTY SCHOOLS WILL CULTIVATE AN ENVIRONMENT THAT EMPOWERS EVERY STUDENT TO ACHIEVE THEIR HIGHEST POTENTIAL AS LIFELONG LEARNERS WHO WILL BECOME RESPONSIBLE CITIZENS OF CHARACTER. ____ 2
BELIEFS ____ 2
FUTURE POLICY CHANGES ____ 3
CENTRAL OFFICE PERSONNEL AND SCHOOL ADMINISTRATORS 4

General Terms of Employment ____ 6

EQUAL OPPORTUNITY EMPLOYMENT ____ 6
HARASSMENT/DISCRIMINATION/TITLE IX SEXUAL HARASSMENT 6
HIRING ____ 8
CONTRACT ____ 8
TRANSFER OF TENURE ____ 8
JOB RESPONSIBILITIES ____ 8
CRIMINAL BACKGROUND CHECK AND TESTING ____ 8
CONFIDENTIALITY ____ 9
INFORMATION SECURITY BREACH ____ 9
SALARIES AND PAYROLL DISTRIBUTION ____ 9
REDUCTION IN SALARY ____ 10
HOURS OF DUTY ____ 11
MOMENT OF SILENCE OR REFLECTION ____ 11
STUDENT TELECOMMUNICATION DEVICES ____ 11
SUPERVISION RESPONSIBILITIES ____ 11
STUDENT ACTIVITIES ____ 12
BULLYING/HAZING ____ 12
SCHOOL CALENDAR ____ 14

Benefits and Leave ____ 15

INSURANCE ____ 15
SALARY DEDUCTIONS ____ 15
CAFETERIA PLAN ____ 16

EXPENSE REIMBURSEMENT 16
HOLIDAYS 16
CONTRACTED DAYS 16
LEAVE POLICIES 16
PERSONAL LEAVE 17
SICK LEAVE 17
SICK LEAVE DONATION PROGRAM 18
FAMILY AND MEDICAL LEAVE 18
FML BASIC LEAVE ENTITLEMENT 20
QUARANTINE LEAVE 21
PARENTAL LEAVE 21
EXTENDED DISABILITY LEAVE 22
EDUCATIONAL LEAVE 22
EMERGENCY LEAVE 23
JURY LEAVE 23
MILITARY/DISASTER SERVICES LEAVE 23
UNPAID LEAVE 24

Personnel Management 25

TRANSFER 25
EMPLOYEE DISCIPLINE 25
NONRENEWAL 26
PROMOTION 27
DEMOTION 27
EMPLOYEE SEPARATION 27
RETIREMENT 27
EVALUATIONS 28
TRAINING/IN-SERVICE 28
DISTRICT TRAINING 28
PERSONNEL RECORDS 29
RETENTION OF RECORDINGS 29

Employee Conduct 30

ABSENTEEISM/TARDINESS/SUBSTITUTES 30
STAFF MEETINGS 30
POLITICAL ACTIVITIES 30
EMPLOYEE RELIGIOUS EXPRESSION 30
DISRUPTING THE EDUCATIONAL PROCESS 31
RESTRICTIONS ON INSTRUCTIONAL MATERIALS 31
PREVIEWING STUDENT MATERIALS 31
CONTROVERSIAL ISSUES 31
DRUG-FREE/ALCOHOL-FREE SCHOOLS 31

FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA) DRUG AND ALCOHOL CLEARINGHOUSE FOR CDL/CLP OPERATORS 33
WEAPONS 33
TOBACCO, ALTERNATIVE NICOTINE PRODUCT, OR VAPOR PRODUCT 33
USE OF SCHOOL PROPERTY 34
USE OF PERSONAL CELL PHONES/TELECOMMUNICATION DEVICES 34
HEALTH, SAFETY AND SECURITY 35
AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS) 35
ACCEPTABLE USE OF TECHNOLOGY 35
TRACEABLE COMMUNICATIONS 36
ASSAULTS AND THREATS OF VIOLENCE 36
CHILD ABUSE 37
USE OF PHYSICAL RESTRAINT AND SECLUSION 37
CIVILITY 37
GRIEVANCES/COMMUNICATIONS 38
GIFTS 38
OUTSIDE EMPLOYMENT OR ACTIVITIES 38
EMERGENCY PROCEDURES 39
SCHOOL CANCELLATION RESOURCES 39
REQUIRED REPORTS 39
CODE OF ETHICS FOR CERTIFIED SCHOOL PERSONNEL 43

Acknowledgement Form 46

Introduction

Welcome

Dear Colleagues,

I would like to welcome you to Graves County Schools. Our primary goal is to provide a world-class educational system that will prepare your child to be ready for the transition to college or a career upon graduation. To achieve this goal, our work each day will focus on developing your child to his or her fullest potential both academically and socially. This work is built on the foundation of our five (5) core beliefs:

1. All students can learn and rise to our expectations.
2. Everything we do should be student centered.
3. Teachers influence learning more than any other factor.
4. Students learn more when authentically engaged.
5. As a team, schools, parents, and communities help students reach their highest potential.

These core beliefs keep us focused on teaching to high standards, addressing specific needs of our students, and working to build productive relationships with all stakeholders in our schools.

Graves County is a district that has high expectations for all students, and we provide an atmosphere that is safe and supportive of student learning. Graves County Schools has a rich tradition of achievement academically, in the fine arts, athletically, and in other extra-curricular activities. Being an Eagle is a point of pride in our schools and community.

I believe that Graves County is a special place and that our school district is a district of excellence. Thank you for visiting our website, and if you have any questions about our district, please let me know. It's a great day to be an Eagle!

Thank you,

Matthew Madding
Superintendent
Graves County Schools

Purpose

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

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Central Office and in the online via the District's web site or through this Internet address: http://policy.ksba.org/g05/. 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 Amy Turner in the Central Office.

District Mission

Pursuing Excellence Together. Graves County Schools will cultivate an environment that empowers every student to achieve their highest potential as lifelong learners who will become responsible citizens of character.

Beliefs

In the Graves County School District, we believe:

- All students can learn and rise to our expectations.
- Everything we do should be student-centered.
- Teachers influence learning more than any other factor.
- Students learn more when authentically engaged.
- As a team, schools, parents and communities help students reach their highest potential.

Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, the Graves 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.

Central Office Personnel and School Administrators

Person/Address	Telephone/E-mail	Fax
Superintendent Matt Madding	(270) 328-1554 Matthew.Madding@graves.kyschools.us	(270) 328-1561
Preschool/Daycare Consultant Courtney Hayden	270-328-1555 Courtney.Hayden@graves.kyschools.us	(270) 328-1561
Chief Information Officer Jack Smith	(270) 328-1557 Jack.Smith@graves.kyschools.us	(270) 328-1561
Superintendent Assistant Angie Riley	(270) 328-1563 Angie.Riley@graves.kyschools.us	(270) 328-1561
Payroll Clerk Heather Woodward	(270) 328-1551 Heather.Woodward@graves.kyschools.us	(270) 328-1561
Benefits Clerk Libby Johnson	(270) 328-1540 Libby.Johnson@graves.kyschools.us	(270) 328-1561
Finance Officer Jennifer Dillon	(270) 328-1544 Jennifer.Dillon@graves.kyschools.us	(270) 328-1561
Administrative Assistant Destiny Hawkins	(270) 328-1542 Destiny.Hawkins@graves.kyschools.us	(270) 328-1561
Director of HR & Title IX Coordinator Amy Turner	(270) 328-1542 Amy.Turner@graves.kyschools.us	(270) 328-1561
Supervisor of Elementary Instruction Amanda Henson	(270) 328-1546 Amanda.Henson@graves.kyschools.us	(270) 328-1561
Accounts Payable Paige Williams	(270) 328-1564 Paige.Williams@graves.kyschools.us	(270) 328-1561
Food Service Director Shelina McClain	(270) 328-1548 Shelina.McClain@graves.kyschools.us	(270) 328-1561
Supervisor of Secondary Instruction Allyssa Binkley	(270) 328-1545 Allyssa.Binkley@graves.kyschools.us	(270) 328-1561
Director of Pupil Personnel Scott Bradley	(270) 328-1566 Scott.Bradley@graves.kyschools.us	(270) 328-1561
Athletic Director Khristain Elliott	(270) 328-2656 Khristain.Elliott@graves.kyschools.us	(270) 247-8540

Person/Address	Telephone/E-mail	Fax
Special Education Consultant Justin Jones	(270) 328-1566 Justin.Jones@graves.kyschools.us	(270) 328-1561
Special Education Director Carmen Robertson	(270) 328-1549 Carmen.Robertson@graves.kyschools.us	(270) 328-1561
District Coordinator of Transportation Dessa Rohrer	(270) 328-2601 Dessa.Rohrer@graves.kyschools.us	(270) 247-8570
Maintenance Supervisor Richard Horn	(270) 328-4805 Richard.Horn@graves.kyschools.us	(270) 328-1561
Student Information Melissa Whitenton	(270) 328-1570 Melissa.Whitenton@graves.kyschools.us	(270) 328-1561
Special Education Consultant Grant Towery	(270) 328-2382 Grant.Towery@graves.kyschools.us	(270) 328-1561
Principal: Keri Cornwell Central Elementary School	(270) 674-4830 Keri.Cornwell@graves.kyschools.us	(270) 247-4626
Principal: Mallery Fowler Fancy Farm Elementary School	(270) 674-4820 Mallery.Fowler@graves.kyschools.us	(270) 623-6393
Principal: Melissa Paul Farmington Elementary School	(270) 674-4830 Melissa.Paul@graves.kyschools.us	(270) 345-2163
Principal: Janet Throgmorton Graves County High School	(270) 674-6242 Janet.Throgmorton@graves.kyschools.us	(270) 247-8540
Principal: Jonathan Miller Graves County Middle School	(270) 674-43670 Jonathan.Miller@graves.kyschools.us	(270) 251-3693
Special Education Consultant Kayla Wilson	(270) 674- Kayla.Wilson@graves.kyschools.us	(270)521-3693
Principal: Craig Fuqua Sedalia Elementary School	(270) 674-4850 Craig.Fuqua@graves.kyschools.us	(270) 328-8266
Principal: Michele Franklin Symsonia Elementary School	(270) 674-4860 Michele.Franklin@graves.kyschools.us	(270) 851-4386
Principal: Natalie Winn Wingo Elementary School	(270) 674-4870 Natalie.Winn@graves.kyschools.us	(270) 376-2223
Principal: Justin Hubbard Mayfield Youth Development Center	(270) 247-9609 Justin.Hubbard@graves.kyschools.us	(270) 247-2605

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 Graves 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 Amy Turner at the Board of Education's Central Office. **03.113/03.212**

Harassment/Discrimination/Title IX Sexual Harassment

The District 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 shall bring the matter to the attention of his/her Principal/immediate supervisor or the District's Title IX/Equity Coordinator as required by Board policy. The District will investigate any such concerns promptly and confidentially.

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

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

Title IX Coordinator (TIXC): Amy Turner
Office Address: 2290 State Route 121 N., Mayfield, KY 42066
Office Email: amy.turner@graves.kyschools.us
Office Phone: 270-328-1542

504 Coordinator: Carmen Robertson
Office Address: 2290 State Route 121 N., Mayfield, KY 42066
Office Email: carmen.robertson@graves.kyschools.us
Office Phone: 270-328-1549

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

07.1

Hiring

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

A list of all District job openings is available at the Central Office or online at https://graves.schoolspring.com/

For further information on hiring, refer to **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. **03.115**

Job Responsibilities

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

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as District property. In addition, employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. **03.133/03.233**

Certified Employees: All teachers in the District shall review records of assigned students to determine whether an IEP or 504 plan is in place.

Criminal Background Check and Testing

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

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

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

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

Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual.

Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence.

Access to be Limited

Employees may only access student record information in which they have a legitimate educational interest. **03.111/03.211/09.14/09.213/09.43**

Information Security Breach

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

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

Salaries and Payroll Distribution

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

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

Determination of and changes to certified employees' rank and experience are determined on September 15th and February 15 of each year. Employees shall be responsible for notifying District payroll personnel of rank changes by the dates specified in order to receive compensation for that half year period. Pay for rank changes effective in September shall be retroactive to the beginning of the school year. Pay for mid-year rank changes shall be applicable to the final six (6) pay periods for that fiscal year for that employee.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. **03.221**

eStub

Payroll is posted on the district website and paystubs are not issued. Employees can view/print their paystub on eStub, which is accessed through the district website. An employee's first check will be in paper form and mailed to his/her home address. After the first paper check, payment will be direct deposited into the employee's bank account. (REMINDER: If an employee changes direct deposit information, the first check will be a paper check and mailed to the employee's home address. The next check will then be direct deposit.)

Go to the Graves County website: www.graves.kyschools.us

Click on eStub

Employee ID is the employee number, which may be obtained from your school secretary or by logging into TalentEd Records.

PIN is the employee's SSN with NO dashes. Once logged in for the first time, you will be directed to a screen to change this PIN should you wish to do so. If you forget your PIN, contact Heather Woodward (ext. 1551) to have your PIN reset to your SSN.

Reduction in Salary

Salaries for teachers shall not be less than the preceding year unless such reduction is part of a uniform plan affecting all teachers in the entire District or unless there is a reduction of responsibilities. Written notice that states the specific reason(s) for the reduction shall be furnished to teachers no later than ninety (90) days before the first student attendance day of the school year or May 15, whichever occurs earlier.

Hours of Duty

All employees shall be prompt in attendance and remain on duty as specified by school policy, the Principal, or their immediate supervisor.

Certified Employees: Certified employees shall not leave their job assignments during duty hours without the express permission of their immediate supervisor.

Each full-time teacher is provided with a duty-free lunch period each day during the regularly scheduled student lunch period. **03.1332**

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

Classified Employees Classified employees shall not leave school grounds during duty hours without the express approval of the Principal or the employee's immediate supervisor**. 03.2332**

Classified personnel may be required to perform additional duties as assigned by the Principal or their immediate supervisor**.**

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

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. **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. **09.422**

School Calendar

Graves County Schools
2026-2027

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
Su	M	Tu	W	Th	F	Sa
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27	28	29	30			

October 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	Professional Day: (teachers only) **July 27, 28, 29, 30**		**Opening Day:** (staff only) **Aug 3** **Closing Day:** (staff only) **May 14**		**First Day of school: Aug 6** **Last Day of school: May 13**
	Holiday: Sept 7, Nov 26, Dec 25, Jan 1, Jan 18		**No School: Oct 5-9, Nov 3, Nov 25, Nov 27, Dec 21-24, Dec 28-31, Feb 15, Mar 12, Mar 15, Apr 5-9**		
	Work Day: (staff only) **July 31, Aug 4, Aug 5**		**Preschool first day:** **Preschool last day:**		**Make-Up Day: Feb 15, March 12, 15, May 17**

School Hours: Elementary 7:25 – 2:30, Central Elementary 7:45 – 2:50, Middle School 8:00 – 3:00, High School 8:00 – 3:00

This calendar is subject to change due to inclement weather, school activities, or any emergency event that might occur.

Section

2

Benefits and Leave

Insurance

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

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

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

Optional insurance coverage available to employees includes vision, dental, disability, cancer, and life.

Salary Deductions

The Graves County school district makes all payroll deductions required by law.

In addition, the District will continue existing optional deductions for as long as they are applicable. New or additional optional deductions may be added if at least thirty percent (30%) of the total number of employees in the school system want and submit application for said deduction provided it is workable with the payroll system being used.

If a new deduction is applicable to certified employees only, the thirty percent (30%) will be applied only to the total number of certified employees. If a new deduction is applicable to classified employees only, the thirty percent (30%) will be applied only to the total number of classified employees. Deductions that are applicable to only one division of employees within these two (2) major classifications will not be considered.

Optional deductions include vision, dental, disability, cancer and life insurances. **03.1211/03.2211**

Cafeteria Plan

The District offers employees a cafeteria plan of benefits. **03.1213/03.2212**

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses school personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent/designee. Allowable expenses include mileage, gasoline used for Board vehicles, tolls and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (as authorized by policy and/or procedure), and lodging. Itemized receipts must accompany requests for reimbursement. **Note:** The Board will reimburse meals only when the meal expense is a part of a trip that includes an overnight stay out of the District**.**

No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by the proper receipts. Receipts shall be required for all expenditures except for food which shall be reimbursed on a per diem basis**.**

Travel vouchers reimbursed with School Activity Funds must be submitted within one (1) week of travel. All other travel vouchers must be submitted quarterly. Requests will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **03.125/03.225**

Holidays

All certified employees and classified employees are paid for five (5) annual holidays as indicated in the school calendar. Employees on 220 day or more contracts will receive two (2) additional paid holidays as designated by the Superintendent.

In addition, classified personnel employed for 250 days shall be paid for one (1) additional holiday designated by the Superintendent**. 03.122/03.222**

Contracted Days

Employees shall work the days specified in their contracts. Use of noncontracted days must be approved in advance by the Superintendent or the Superintendent's designee. Noncontracted days shall not accumulate. **03.122/03.222**

Leave Policies

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

Following 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.

Certified 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.

Classified employees on extended leave 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.

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

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

Personal Leave

Full-time employees are entitled to two (2) days of paid personal leave each school year. Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized personal leave days equivalent to their normal working day.

Your supervisor must approve the leave date, but no reasons will be required for the leave. Employees taking personal leave must file a personal statement on their return to work stating that the leave was personal in nature. Other limitations are set out in Policy. **03.1231/03.2231**

Sick Leave

All full-time certified and classified employees are entitled to ten (10) days of paid sick leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized sick leave days calculated to the nearest one-half (½) day. Sick leave days not taken during the school year they were granted accumulate without limit for all employees. Upon return to work an employee claiming sick leave must file a personal statement or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill. **03.1232/03.2232**

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

Sick Leave Donation Program

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

Applications to donate sick leave should be returned to Heather Woodward.

The donating employee's sick leave balance will not fall below fifteen (15) days. Any sick leave that is not used will be returned on a prorated basis to the employees who donated days. **03.1232/03.2232**

Family and Medical Leave

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

1. For the birth and care of an employee's newborn child or for placement of a child with the employee for adoption or foster care;

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

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

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

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

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

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

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

FML Basic Leave Entitlement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Quarantine Leave

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

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

Parental Leave

Paid Maternity Leave

1. Eligible Certified and Classified employees adopting a child under four years of age or giving birth to a child shall be granted up to 30 days of paid adoption or maternity leave once each rolling 12 month period. The following conditions shall apply to paid adoption and maternity leave: The employee shall submit a written request at least 30 calendar days prior to the expected start date of the leave, or as soon as practicable given the circumstances.

2. The leave shall be taken on a continuous basis and may not be taken intermittently or on a reduced leave basis.

3. The leave shall be taken immediately after the adoption or birth of the child and expires six weeks after the date of adoption or birth regardless of whether a full thirty days of paid leave is available.

4. When both parents are employed by the district, paid adoption leave may be shared, but the combined amount of adoption leave that may be taken is limited to 30 days.

5. Unused paid adoption and maternity leave shall not accrue from year to year and shall not be transferrable to any other classification of paid leave established by board policy.

6. An employee is eligible for paid adoption and paid maternity leave if the employee is a full-time employee of the District and in active pay status or on an approved leave during the employee's scheduled work year. Part-time, temporary, seasonal, and substitute employees and student workers are not eligible for this leave.

Paid Sick Leave

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

Unpaid Leave

The parent of a newborn or an employee who adopts a child may also request an unpaid leave of absence not to exceed the remainder of the school year in which the birth or placement occurred. Thereafter, leave may be extended in increments of no more than one (1) year.

FMLA

Employees eligible for family and medical leave are entitled to up to twelve (12) workweeks of unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child. FMLA leave shall run concurrently with all paid and unpaid leaves when applicable. **03.1233/03.2233**

The Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law. **03.1233**

Extended Disability Leave

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

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

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

Classified Employees: Under listed conditions approved by the Board, the District may provide up to twelve (12) workweeks of continued health insurance coverage for full-time employees granted extended disability leave**. 03.2234**

Educational Leave

Certified Employees: The Board may grant unpaid leave for a period no longer than two (2) consecutive years for educational or professional purposes. Leave may be granted for full-time attendance at universities or other training or professional activities. Leave will not be granted for part-time educational activities.

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

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

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

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

Classified Employees: Upon recommendation by the Superintendent, the Board may grant short-term paid leave to classified employees for training necessary to enhance skills required for their jobs or in anticipation of a different position within the school system. **03.2235**

Emergency Leave

All certified and classified employees are entitled to one (1) day of emergency leave with pay each school year. Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized emergency leave days equivalent to their normal working day.

"Emergency" shall be defined as any unexpected circumstance which does not occur or could not be scheduled on non-work time and which would prevent the employee from performing his/her duties. Approved reasons for taking emergency leave include: bereavement, personal disasters, legal/court appearances and others as approved by the Superintendent/designee Persons taking emergency leave must file a personal statement upon their return to work stating the specific reasons for their absence. **03.1236/03.2236**

Jury Leave

Any employee who serves on a jury in local, state or federal court will be granted paid leave for the period of her/his jury service.

Employees are excused only for the actual time served and are expected to return to work in the event they complete their jury service or are released from jury duty before the end of the regular work day.

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

Military/Disaster Services Leave

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

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

Unpaid Leave

Certified Employees: The Superintendent may grant an employee's request for a temporary leave without pay for a period not to exceed five (5) working days provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability. Such request must be submitted in writing to the Superintendent at least ten (10) working days prior to the date the leave begins. **03.123**

Classified Employees: Leave without pay may be granted by the Board provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability. An employee shall make a written request for leave without pay to his/her immediate supervisor who shall forward the request to the Superintendent/designee for approval/disapproval. **03.223**

Section

3

Personnel Management

Transfer

Employees who wish to request a voluntary transfer should contact their immediate supervisor for assistance**.** Please see board procedure 03.1311 AP.2 and 03.2311 AP.2 to access a voluntary request form.

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 charged with a felony offense as permitted under to a second position in accordance with KRS 160.380. **03.1311/03.2311**

Employee Discipline

CERTIFIED

Termination – No contract shall be terminated except upon notification of the Board by the Superintendent. Prior to notification of the Board, the Superintendent shall furnish the teacher with a written statement specifying in detail the charge against the teacher.

Termination of contracts of certified personnel shall be made in compliance with the requirements of KRS 161.790.

CLASSIFIED

Termination – Classified employees may be subject to the following actions, to include, but not limited to:

1. Verbal warning or reprimand by Superintendent/designee
2. Written warning or private reprimand by Superintendent/designee
3. Probation imposed by Superintendent/designee
4. Reassignment (temporary or permanent) by Superintendent

5. Public reprimand by Superintendent
6. Suspension without pay by Superintendent
7. Nonrenewal by Superintendent
8. Dismissal (termination of contract) by Superintendent

In the event that a classified employee receives a public reprimand, suspension without pay, or termination following the outcome of an investigation, the employee may request a hearing by filing the proper form (Board Procedure 03.27 AP.21) with the Superintendent within ten (10) calendar days after receiving the written notification of an opportunity for a hearing.

Nonrenewal

CERTIFIED

Nonrenewal of limited contracts for certified personnel shall be made no later than May 15 in compliance with KRS 161.750. Upon receipt of a request by a teacher, the Superintendent shall provide a written statement containing the specific, detailed, and complete statement of grounds upon which the nonrenewal of contract is based.

CLASSIFIED

Nonrenewal of contracts for classified personnel shall be made in compliance with the requirements of KRS 161.011, with written notice being mailed or provided to the employee by the Superintendent no later than May 15.

The Superintendent may nonrenew the contracts of classified employees with less than four (4) years of continuous active service for any legal reason. Upon written request by the employee, within ten (10) days of the receipt of nonrenewal, the Superintendent shall provide, in a timely manner, written reasons for the nonrenewal.

Classified employees with four (4) or more years of continuous service may be nonrenewed for reasons listed in policy 03.2711. Upon written request within ten (10) days of the receipt of the notice of nonrenewal, the employee shall be provided with a specific and complete written statement of the grounds upon which the nonrenewal is based. The employee shall have ten (10) days to respond in writing to the grounds for the nonrenewal.

Promotion

The promotion of certified personnel shall be made by the Superintendent, who at the first meeting following the actions, shall notify the Board of the same. Promotion of personnel shall be based on qualifications, success in past assignments, and potential for success in the new position.

Demotion

In accordance with statutory provisions, the demotion of personnel shall be made by the Superintendent, who at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent. Demotions of administrative staff must comply with provisions of KRS 161.760 and KRS 161.765 which outlines the procedures for demotion of applicable administrators.

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

Employee Separation

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

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

Retirement

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

Employees retiring from the District may be compensated for unused sick days only once, even if they are subsequently rehired. Sick leave balances are "zeroed out" upon retirement**.**

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

Evaluations

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

Training/In-Service

The Board provides 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.

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-year (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. **03.15/03.25**

Retention of Recordings

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

Section

4

Employee Conduct

Absenteeism/Tardiness/Substitutes

In all cases of absence, certified employees shall notify Ann Clapp at 270-328-1559 or 270-674-1559 prior to 6:00 a.m. the day of the absence. Classified employees shall notify their immediate supervisors before the opening of school or the night before, if possible.

Staff Meetings

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

Political Activities

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

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

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**

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. **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**

Previewing Student Materials

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

Controversial Issues

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

Drug-Free/Alcohol-Free Schools

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

1. Alcoholic beverages;

2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.

3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

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

When the Superintendent/designee reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol, or that an employee has otherwise violated Board policies on drug-free/alcohol-free schools, the employee may be required to submit to a breath and/or urine test.

All applicants, except substitute teachers, will be tested for the purpose of detecting illegal use of drugs. Any applicant with a confirmed positive test result will be denied employment.

All employees, except substitute teachers, employed in safety-sensitive positions shall participate in random drug testing which will be conducted on a neutral selection basis with all employees having an equal chance of being selected.

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. **03.13251/03.23251/09.423**

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

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

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

Weapons

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, 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 to the local police department, sheriff, or Kentucky State Police. **05.48**

Tobacco, Alternative Nicotine Product, or Vapor Product

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

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

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

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

Use of School Property

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

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.

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

District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted.

Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time. **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. **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**

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.**. 09.425**

Child Abuse

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

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

Upon notification, the Principal or the Superintendent/designee shall facilitate the cooperation of the school with the investigation of the report. Any person who knowingly causes intimidation, retaliation, or obstruction in the investigation of the report shall be guilty of a Class A misdemeanor. **09.227**

Use of Physical Restraint and Seclusion

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

Civility

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

In cases involving physical attack of an employee or immediate threat of harm, employees should take immediate action to protect themselves and others. In the absence of an immediate threat, employees should attempt to calmly and politely inform the individual of the provisions of 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. **10.21**

Grievances/Communications

The Superintendent/designee has developed specific procedures to assist employees in making a complaint. For full information refer to Policy **03.16/03.26** and related procedures.

Grievances are individual in nature and must be brought by the individual employee. The Board shall not hear grievances or complaints concerning simple disagreement or dissatisfaction with a personnel action. **03.16/03.26**

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. **03.1322/03.2322**

Outside Employment or Activities

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

Emergency Procedures

The District follows a universal set of emergency protocols approved by the Kentucky Community Crisis Response Board. When a specific call is made, pre-arranged procedures, copies of which are available throughout our District, will be used. The six (6) major options include (a) Evacuation, for use when conditions outside are safer than inside; (b) Reverse Evacuation, for use when conditions inside are safer than outside; (c) Severe Weather Safe Area, for use in severe weather emergencies; (d) Shelter in Place, for use in external gas or chemical release; (e) Lockdown, for use to protect building occupants from potential dangers in the building; and (f) Drop, Cover and Hold, for use in earthquake or other imminent danger to building or immediate surroundings.

Crisis Planning Teams and Updated Crisis Plans are prominent resources established in each of our schools. Administrators and other team members are continuously reminded of these resources and updated on their proper use in order to make each of our schools and buildings as safe as possible.

School Cancellation Resources

When conditions cause school to be cancelled, that announcement will be made on the district's information hotline as soon as possible. The phone number is (270) 674-4803 or 328-4803. The announcement also will be made through local radio and TV and on the Internet at www.graves.kyschools.us.

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**

- 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**

- 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**

- 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 visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262, 09.42811**

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

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

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

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

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

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

- A District employee or 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 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.

  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**

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

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.

Acknowledgement Form

2026-2027 School Year

Employees are required to sign the digital Acknowledgement Form stating that they have read the Employee Handbook.

Contact Amy Turner at Central Office for the digital form to be sent.