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Welcome to Bardstown City Schools

The purpose of this 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 Bardstown City Schools.

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 or on the Bardstown City Schools web site at www.bardstown.kyschools.us. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities.

01.5

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

In this handbook, policy codes are in bold type following the paragraph to which they correspond. If you have questions, refer to these policies and/or contact your immediate supervisor.

District Mission

The Bardstown City School District, in partnership with the community, will provide diverse and individualized instructional services to inspire, enable, and prepare all students to be responsible, successful members of the community.

Future Policy Changes

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

General Terms of Employment

Equal Opportunity Employment

The Bardstown Board of Education is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex, or veteran status, as required by law. Reasonable accommodation for individuals with disabilities will be made 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 Superintendent Brent Holsclaw at the Board of Education's Central Office. **03.113/03.212**

Harassment/Discrimination

The Bardstown 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 employees, discrimination against employees, or any act prohibited by Board policy that disrupts the workplace and/or keeps employees from doing their jobs. Any employee who believes that s/he or any other employee or student is being subjected to harassment or discrimination should bring the matter to the attention of his/her Principal, immediate supervisor, or the District's Title IX/Equity Coordinator. 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**

Hiring

All employees, including regular full-time and part-time classified employees, are required to sign a written contract or letter of agreement with the Bardstown Board of Education. Each employee is responsible for completing all employee payroll documentation, including signing annually (summer) an employee master information form verifying the payroll information for his/herself for the coming school year. A list of all District job openings is available at the Central Office. For further information on hiring, refer to Policies 03.11/03.21 and related procedures. **03.11/03.21**

Transfer of Tenure

CERTIFIED EMPLOYEES: All teachers who have attained continuing contract status from another Kentucky school district must serve a one (1) year probationary period before being considered for continuing contract status in Bardstown City Schools. **03.115**

Certification and Records

The Board shall set certification requirements for teachers of all grades/courses, including elective courses, in compliance with applicable legal requirements. All persons appointed to positions requiring Kentucky certification shall present to the Superintendent a copy of the required certificate prior to assuming the duties of the position. It shall be the responsibility of the employee to see that the required certification is on file in the Superintendent's office and is kept current at all times. Any change in rank must be documented and on file at the District Office by September 15th in order to receive a pay adjustment. **03.121**

Criminal Background Check and Testing

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

CERTIFIED EMPLOYEES: New hires, student teachers, and substitutes assigned within the District must have both a state and federal criminal history background check. **03.11**

CLASSIFIED EMPLOYEES: New hires must have a state and federal criminal history background check. **03.21**

Confidentiality

In certain circumstances employees may receive confidential information regarding students' or employees' medical, discipline, or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from sharing confidential information with any unauthorized individual. **03.111/03.211, 09.14, 09.213**

Salaries and Payroll Distribution

CERTIFIED EMPLOYEES: Salaries for certified employees are based on a single-salary providing for 185 days of employment. Compensation for employment beyond 185 days is prorated on the employee's base pay. Pay for extra duty such as coaching is in addition to an employee's regular salary. **03.121**

Determination of and changes to certified employees' rank and experience are made on September 15 of each year. No later than forty-five (45) days before the first student attendance day of each year, the Superintendent will notify certified employees of the best estimate of their salary for the next school year.

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

ALL EMPLOYEES: Monthly salaries and payroll deductions are based on twelve (12) equal payments of the employee's annual contract salary. At the end of the school year, employees who have completed their duties may request to be paid their remaining salary on or before the end of the fiscal year (June 30). **03.121/03.221**

All certified and classified employees have to be paid 140 days during the school year to receive one (1) year of experience credit for salary purposes. Employees may obtain current, approved salary schedules from their Principal, or immediate supervisor.

DIRECT DEPOSIT: All employees (including part-time and substitutes) are eligible to participate in direct deposit, which is mandatory for all employees. The Board's depository, Wilson and Muir Bank, will provide each employee an account at no charge if the employee needs such account for direct deposit of his/her pay. The bank will decide which type of account to offer employees.

Hours of Duty

CERTIFIED EMPLOYEES: Certified employees who are assigned to a school shall be prompt in attendance. Teachers shall be on duty a minimum of 7.5 hours each school day and in the classroom at least fifteen (15) minutes prior to the opening of school and shall remain at least fifteen (15) minutes after the closing of school. The Principal shall determine each teacher's schedule. Other certified employees shall be prompt in attendance and shall remain on duty as specified by school policy or their immediate supervisor. Certified employees are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor. **03.1332**

CLASSIFIED EMPLOYEES: Classified employees who are assigned to a school shall be prompt in attendance and shall remain on campus the entire school day, as designated in their contract and assigned by their supervisor. Classified employees are not allowed to leave their job assignment during duty hours without following school policy or without the express permission of their immediate supervisor. **03.2332**

ALL EMPLOYEES: Employees may be required to perform additional duties as directed by school policy or as assigned by their immediate supervisor.

Duties

All employees are expected to use sound judgment in the performance of their duties and take reasonable measures to protect the health, safety, and well-being of others, as well as District property. All employees will receive annual training for, "Appropriate Teacher/Student Behavior".

Job Description

Prior to the authorization of any personnel position in the District budget, the Superintendent, collaborating with other District authorities with

personnel assignment responsibilities, shall develop, for Board approval, job descriptions which establish all essential functions of each position. The description shall encompass job responsibilities, completion of records and reports, and achievement of goals identified to enhance student achievement and help the school and/or District meet goals established by statute and/or Board policy.

ACCOMMODATION

Reasonable accommodation shall be provided each qualifying employee with a disability to comply with the requirements of law and regulation.¹

REFERENCES:

¹Americans With Disabilities Act (ADA)

¹Rehabilitation Act of 1973

P. L. 93-12 Sec. 504; P. L. 101-336

[KRS 158.645](#)

[KRS 158.6451](#)

[OAG 91-10](#)

RELATED POLICY: 03.212

Order #: 09-034

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**

Holidays and Leaves

Holidays

All certified and classified employees who work 185 days but fewer than 260 days per year are paid for four (4) annual holidays as indicated in the school calendar. **03.122/03.222**

Non-Contracted Days

Employees shall work the days approved and paid by the Board. Use of non-contracted days must be approved in advance by the Superintendent/designee. Non-contracted days shall not accumulate. **03.122/03.222**

Vacations

CLASSIFIED EMPLOYEES: Classified employees who work 260 days per school year receive paid vacation days. **03.222**

Leaves (in General)

To provide the highest level of service, employees are expected to be at work and on time each day. However, when circumstances dictate, the Board provides various types of leave under which absences may be authorized. In all cases of absences, employees should inform their immediate supervisor and report the absence as soon as possible.

Listed below is general information regarding the several types of leave available to employees. Please note that in many cases a written request, submitted for approval before the leave begins, is required. There are no provisions for leave other than what is listed in this Handbook and/or the District's Policies and Procedures Manual.

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. **03.123/03.223**

For complete information regarding leaves of absence, refer to the District's Policies and Procedures Manual.

Personal Leave

Full-time employees are entitled to two (2) days of paid personal leave each school year. The Superintendent/designee must approve the leave date, but no reasons will be required for the leave unless the leave date is during a prohibited period. Approval is contingent on the availability of qualified substitute employees. Those who make the earliest application for personal leave shall be given preference. Personal leave days not taken during the current school year shall accumulate. A maximum of three (3) personal leave days may be used in any given school year, if available.

03.1231/03.2231

Sick Leave

Full-time employees are entitled to ten (10) days of paid sick leave each school year. Sick leave days not taken during the school year they were granted accumulate without limit for all employees. **03.1232/03.2232**

Employees coming to Bardstown City Schools from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave, provided an employee has no break in service. See the "Retirement" section for information about reimbursement for unused sick leave at time of retirement.

Sick Leave Bank Program

All full-time employees are eligible to donate one (1) sick day at the time of hire or during open enrollment to be Sick Leave Bank members. The Sick Leave Bank provides employees who have exhausted all their available paid leave the means of obtaining additional sick leave days.

03.12321/03.22321

The maximum number of days an employee can draw from the Sick Leave Bank is fifteen (15) per school year. Any employee who receives a day from the Bank is required to donate a day back to the Bank the

following school year. Use of Bank days is approved by a committee of District employees.

Sick Leave Donation Program

Employees who have exhausted all of their leave may request other employees to donate sick days to them. Employees may not disrupt the workplace while asking for donations. An application to request donated days can be obtained from the employee's supervisor and should be forwarded to the Personnel Department upon completion.

03.1232/03.2232

Employees who have accumulated more than fifteen (15) days of sick leave may donate sick leave days to another employee authorized to receive the donation. Days donated cannot reduce the employee's sick leave balance to fewer than fifteen (15) days. An application to donate days can be obtained from the employee's supervisor and should be forwarded to the Personnel Department upon completion. Unused days will be returned on a prorated basis to the employees who donated days.

Family and Medical Leave

Full-time employees who have completed one (1) year of continuous employment and all part-time employees who worked at least 1,250 hours during the twelve (12)-month period immediately preceding the requested leave are entitled to family and medical leave (FML). Employees who qualify may take up to twelve (12) workweeks of leave per year if one of the following situations apply:

1. To care for the employee's child after birth or 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; or
3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform his/her duties.

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 FML. A statement from the employee's physician shall be required before FML is approved. **03.12322/03.22322**

Maternity Leave

Employees may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child. Employees eligible for family and medical leave (FML) are entitled to a maximum of 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. 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. Thereafter, leave may be extended in increments of one (1) year. **03.1233/03.2233**

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 shall require an employee to secure a medical practitioner's verification of a medical condition justifying the need for disability leave.

03.1234/03.2234

Educational Leave

CERTIFIED EMPLOYEES: The Board may grant certified employees unpaid leave for one (1) year for educational or professional purposes. An additional year may be granted by the Board. Written application for educational/professional leave must be made at least sixty (60) days before the leave is to begin. No more than two percent (2%) of certified employees may take educational/professional leave at one time. When requests received exceed the two percent (2%) of employees, those who submitted the earliest requests will be given first consideration. **03.1235**

Jury Leave

Any employee who serves on a jury in local, state, or federal court will be granted paid leave for the period of his/her actual jury service and will be required to reimburse the Board \$5.00 per 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 state and federal law. As soon as an employee is notified of an upcoming military-related absence, s/he is responsible for notifying their immediate supervisor. The Board may grant disaster services leave to requesting eligible employees. **03.1238/03.2238**

Personnel Management

Transfer

Employees who wish to request a voluntary transfer should contact their immediate supervisor for assistance. **03.1311/03.2311**

Termination/Nonrenewal

Termination and nonrenewal of contracts is the Superintendent's responsibility. **03.17/03.27/03.2711**

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

Evaluation

CERTIFIED EMPLOYEES: All certified personnel will be oriented annually to the evaluation process and to the evaluation criteria prior to implementation of the plan. The immediate supervisor will conduct or supervise the evaluation. Each employee shall develop an Individual Professional Growth plan, which is aligned with school and/or District professional development goals. Each evaluator will be trained and certified in the use of appropriate evaluation techniques and local evaluation instruments and procedures. All monitoring and observations will be with the employee's full knowledge and will include both formative and summative procedures.

All administrators, including the Superintendent, and non-tenured employees shall be evaluated annually. Tenured employees shall be evaluated a minimum of once every three (3) years. Each employee will be given a copy of his/her summative evaluation, which is maintained in the Principal's Office with a copy placed in the Central Office. **03.18**

CLASSIFIED EMPLOYEES: Each classified employee shall be evaluated at least once each year. The Principal or the immediate supervisor for that specific position or class of positions shall perform the evaluation.

The employee has the right to comment in writing on the evaluation report. Those comments, if any, shall be attached to the evaluation report, which is filed with the Superintendent. **03.28**

Training/In-Service

CERTIFIED EMPLOYEES: The Board provides a program for professional development. Each certified staff member is expected to receive at least twenty-four (24) hours of professional development each school year. The District may use up to one (1) day to provide District-wide training. With the Superintendent's approval, the fourth day may also be assigned to the school. (See KRS 158.070.)

Unless an employee is granted leave as approved under appropriate Board policy, failure to complete and document required professional development training during the academic year will result in a reduction in salary and may be reflected in the employee's evaluation. **03.19**

CLASSIFIED EMPLOYEES: Classified employees will be given opportunities to attend professional development when appropriate. **03.29**

Personnel Records

One master personnel file is maintained in the Central Office for each employee. Medical information is maintained separately from an employee's personnel file. Employees may inspect their personnel files. **03.15/03.25**

Cafeteria Plan

The Cafeteria Plan provides tax-savings benefits for payment of healthcare and dependent-care related premiums with pre-tax dollars. Eligibility is automatic for all full-time, regular employees and begins with the first day of employment. The cost to each employee varies with each program. Programs in the Cafeteria Plan include:

- State-sponsored health care plan
- Dental insurance
- Vision insurance
- Accidental death & dismemberment
- Disability insurance
- Cancer insurance
- Flexible medical spending account
- Miscellaneous other

03.1213/03.2212

Insurance

The Board provides unemployment, workers' compensation, and liability insurance for all employees. In addition, the State provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation. **03.124/03.224**

HEALTH INSURANCE: The Board and/or the State pays a part of the cost of health insurance. If an employee and/or covered dependents lose group health insurance due to a qualifying event, they have the right to continue state group health coverage at their own expense under COBRA for 18/36 months. Employees and/or their covered dependents who are entitled to COBRA coverage will be notified by the District within 30 days of the qualifying event.

Cost: The State pays the cost of the lowest-priced single Option A plan per month toward the monthly premium. This amount is generally revised annually. The balance will be paid with pretax dollars deducted from payroll monthly.

GROUP LIFE INSURANCE: Two (2) group life insurance plans are available to all full-time employees.

State-Sponsored: The state-sponsored term life policy (current carrier is Prudential Insurance) provides \$20,000 in case of death. The State of Kentucky pays the full premium for the employee.

Coverage begins on the first day of the second month after the employee's hire date. For example: An employee hired 8/13/05 would have insurance effective 10/1/05.

Board-Sponsored: The Board-sponsored life insurance policy (current carrier is MetLife Insurance Company) provides a benefit of \$15,000 in case of death. The Board pays the full premium for the employee.

Coverage begins on the first day of the second month after the employee's hire date. For example: An employee hired 8/13/05 would have insurance effective 10/1/05.

LIABILITY INSURANCE: All employees, including substitutes, are provided liability coverage, which provides protection against personal loss for incidents resulting from performing duties as a District employee. The Board pays the coverage for employees.

WORKERS' COMPENSATION: The Board provides workers' compensation for employees in case of lost wages or medical expenses for work-related injuries or disabilities.

Other Optional Payroll Deductions

MEDICAL FLEX SPENDING ACCOUNT: Employees have the option to enroll in and have the state health insurance contribution forwarded to a medical flex spending account. State monies are deposited on a monthly basis to these accounts. Employees have the option of depositing pre-tax dollars into the account for qualified expenses.

Reimbursements are made to employees after they submit a qualified medical expense receipt attached to the completed approved claim form.

03.1213/03.2212

CREDIT UNION DEDUCTIONS: Credit unions provide competitively priced savings and loan programs. Membership with the credit union allows the employee the opportunity to deposit through payroll deductions into personal savings and checking accounts. Payroll deductions are taken after-tax. **03.1213/03.2212**

Retirement

Two (2) retirement plans are available: KTRS and CERS. The applicable mandatory plan is determined by the employee's job classification.

CERTIFIED EMPLOYEES: Kentucky Teacher Retirement System (KTRS) pays a monthly benefit when the employee retires based on the type of retirement and the years of credited service. **03.175**

Participants do not pay into the Social Security System. Those hired after March 31, 1986, will, however, participate in the Medicare program.

Eligibility: Part-time and substitute positions that are the same or similar to those provided by certified, full-time teachers are required to contribute to KTRS effective July 1, 2002.

Cost: Participating employees contribute on a pre-tax basis 9.855% as of July 1, 2002, of gross eligible earnings. The State of Kentucky contributes the same percentage with an overmatch of 3.25%. (Note: These rates are subject to change.)

CLASSIFIED EMPLOYEES: County Employee Retirement System (CERS) pays a monthly benefit upon retirement dependent on the type of retirement and years of credited service. **03.273**

Participants also contribute to the Social Security System and Medicare System.

Eligibility: Participation begins the first day of employment for all classified employees working an average of 80 hours per month.

Cost: The employee contributes on a pre-tax basis 5% of gross earnings. The Board of Education contributes 10.98% of the eligible employee's gross earnings. (Note: These rates are subject to change.)

ALL EMPLOYEES: 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 his/her retirement system (KTRS or CERS).

The Board compensates employees at retirement for each unused sick day at the rate of twenty percent (20%) of their daily salary, based on the employee's last annual salary. **03.175/03.273**

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur the expense, employees will be reimbursed for school-related travel when such travel is a required part of the employee's duties. An employee who uses his/her personal vehicle for travel shall be reimbursed at the rate of .41¢ per mile. (rate subject to change) With prior approval of the Superintendent/designee, an employee who is assigned to attend meetings and/or training sessions may be reimbursed for the actual costs charged for meals. **03.125/03.225**

LODGING: Employees who have obtained prior approval from their supervisor may be reimbursed for lodging expenses if their travel takes them at least forty (40) miles from their work and home locations. The employee should make every attempt to secure the most efficient lodging available. Reimbursement requests require receipts.

Purchasing

The Bardstown Board of Education adopted the Kentucky Model Procurement Code (KRS 45A) as its guideline for purchasing. A purchase order is required for every item purchased. **04.32**

All persons who are authorized to purchase supplies or materials on behalf of the Bardstown Board of Education should make purchases from the authorized bid list or catalog. The Principal or supervisor must approve every employee purchase. Approved vendors for school, office, and computer supplies can be obtained from the school secretary/bookkeeper, Principal, or from the Finance Office.

Political Activities

No District employee shall promote, organize, or engage in political activities while performing his/her duties or during the workday. 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.

Political positions shall not be defined to include communications approved by the Superintendent to be distributed to parents or the community concerning District needs or proposed actions by the Board. Examples of such communications may include, but not be limited to, those addressing designation of attendance zones/areas and District facility and financial needs. The Superintendent shall inform all District employees of the provisions of KRS 161.164. **03.1324/03.2324**

Employee Conduct

Absenteeism/Tardiness and Substitutes

Employees are expected to notify their immediate supervisor when they must be tardy or absent. Staff in positions requiring substitutes must contact their immediate supervisor and the substitute coordinator to request a substitute for the day.

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**

Drug-Free/Alcohol-Free Schools

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain in the workplace or in the performance of duties, alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.

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.

Employees who know or believe that the District's alcohol-free/drug-free policies have been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **09.423**

Any employee convicted of a workplace violation of drug abuse statutes must notify the Superintendent/designee of the conviction within five (5) working days. **03.13251/03.23251**

Weapons

Carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, 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 Products

Federal law and Board policy prohibit the use of any tobacco product in any building owned or operated by the Board. **03.1327/03.2327**

Bus drivers shall not use tobacco products while operating the bus. **06.221**

Use of School Property

Unless otherwise approved by the Superintendent, 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 only for authorized District business purposes. Personal use of such equipment is prohibited except for emergency situations. Employees shall reimburse expenses incurred for emergency personal use.

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

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

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.

The delegating physician or nurse must approve in writing employees to whom health service responsibilities have been delegated. The approval form shall state that the employee consents to perform the health service when the employee does not have the administration of health services in his/her contract or job description as a job responsibility, but possesses sufficient training and skills and has demonstrated competency to safely and effectively perform the health service. The approval form shall be maintained as required by law. Delegation of health service responsibilities shall be valid only for the current school year. **09.22**

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral or written) to their immediate supervisor.

Under provisions of state law (KRS 158.150) and regulation (702 KAR 5:080), school personnel may remove threatening or violent students from a classroom or from the District's transportation system pending further disciplinary action. However, before the need arises, employees should familiarize themselves with policy and procedures that are required. **09.425**

Search and Seizure

School administrators are authorized to use stationary or mobile metal detectors. Metal detectors may be used in the following circumstances:

- To search an individual student when there is reasonable suspicion to believe the specific student is concealing a weapon;
- To search all students entering the premises; or
- To search students on a random basis, provided adequate procedures are adopted and followed to ensure a random selection process.

Procedures setting guidelines for the use of metal detectors shall be developed and presented to the Board for review. All procedures for the use of metal detectors shall conform to applicable legal standards. Students shall be notified that metal detectors may be used and the circumstances and procedures for their use. Items that may be used to disrupt or interfere with the educational process may be removed temporarily from the pupil's possession by a staff member. Such items may be returned to the pupil by the staff member or through the Principal's office. All items that have been seized shall be turned over to the proper authorities or returned to the true owner. **09.436**

Child Abuse

Any school personnel who knows or believes that a child under eighteen (18) is abused or neglected shall immediately make a report to a local law enforcement agency, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney. **09.227**

Civility

The Board invites parental and community member involvement and recognizes that the vast majority of input received will be of a constructive and civil nature. This policy is designed to address those rare instances where that is not the case. While it is not the Board's intent to deny an individual's right to freedom of expression, it has the responsibility to maintain, to the extent possible and reasonable, safe, harassment-free schools, school activities, and workplaces for students and staff and to minimize disruptions to the District's programs.

Behavior Standards

Persons coming onto District property shall be under the jurisdiction of the site administrator or designee. District employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto District property or contact employees on school or District business are expected to behave accordingly. Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

- Cursing and use of obscenities,
- Disrupting or threatening to disrupt school or office operations,
- Acting in an unsafe manner that could threaten the health or safety of others,
- Verbal or written statements or gestures indicating intent to harm an individual or property, and
- Physical attacks intended to harm an individual or substantially damage property.

Employees who fail to observe these standards in their own behavior shall be subject to appropriate disciplinary measures, up to and including dismissal.

Employee Options

In cases involving physical attack of an employee or imminent threat of harm, the first priority shall be for employees to take immediate action to protect themselves and others. In absence of an imminent threat, employees shall attempt to calmly and politely inform the individual of the provisions of this policy and/or provide him/her with a copy. However, if the individual continues to behave in a discourteous and uncivil manner, the employee may respond as needed, to include, but not be limited to, the following options:

- Hang up on a caller;
- End a meeting;
- Ask the individual to leave the school;
- Call the site administrator or designee for assistance; and/or
- Call the police.

Employees shall submit to their immediate supervisor, as soon as possible, a written incident report for all such occurrences. The Superintendent/designee, on advice from the Board Attorney, shall determine whether an incident indicates the need for a restraining order or pursuit of other legal options on behalf of the District. Individual employees are free to pursue other legal courses of action. **10.2**

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.

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.

Outside Employment or Activities

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

