

KNOX COUNTY
PUBLIC SCHOOLS

2017 - 2018
EMPLOYEE
HANDBOOK

KNOX COUNTY PUBLIC SCHOOLS
2017 - 2018 Employee Handbook

Kelly Sprinkles, Superintendent
Knox County Public Schools
200 Daniel Boone Drive
Barbourville, KY 40906
Phone 606.546.3157 • Fax 606.546.2819
www.knoxkyschools.us

As required by law, the Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information or disability 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	ii
Introduction	1
WELCOME	2
DISTRICT MISSION	2
FUTURE POLICY CHANGES	2
CENTRAL OFFICE PERSONNEL	3
SCHOOL ADMINISTRATORS	4
General Terms of Employment	5
EQUAL OPPORTUNITY EMPLOYMENT	5
HARASSMENT/DISCRIMINATION	5
HIRING	7
TRANSFER OF TENURE	9
JOB RESPONSIBILITIES	9
CRIMINAL BACKGROUND CHECK AND TESTING	9
CONFIDENTIALITY	9
INFORMATION SECURITY BREACH	10
SALARIES AND PAYROLL DISTRIBUTION	10
HOURS OF DUTY	10
TIME SHEETS	10
CONTRACT CALENDAR	10
DOCK PAY	11
SUPERVISION RESPONSIBILITIES	11
BULLYING	11
Benefits and Leave	12
INSURANCE	12
WORKER'S COMPENSATION	14
SALARY DEDUCTIONS	15
EXPENSE REIMBURSEMENT	15
HOLIDAYS	17
LEAVE POLICIES	17
PERSONAL LEAVE	17
SICK LEAVE	18
SICK LEAVE DONATION PROGRAM	18
FAMILY AND MEDICAL LEAVE	18
FML BASIC LEAVE ENTITLEMENT	20

MATERNITY LEAVE	21
EXTENDED DISABILITY LEAVE	21
EDUCATIONAL LEAVE	21
EMERGENCY LEAVE	21
JURY LEAVE	22
MILITARY/DISASTER SERVICES LEAVE	22
Personnel Management	23
TRANSFER	23
EMPLOYEE DISCIPLINE	23
RETIREMENT	23
EVALUATIONS	25
TRAINING/IN-SERVICE	25
PERSONNEL RECORDS	25
RETENTION OF RECORDINGS	25
Employee Conduct	26
ABSENTEEISM/TARDINESS/SUBSTITUTES	26
STAFF MEETINGS	26
POLITICAL ACTIVITIES	26
DISRUPTING THE EDUCATIONAL PROCESS	27
PREVIEWING STUDENT MATERIALS	27
CONTROVERSIAL ISSUES	27
DRUG-FREE/ALCOHOL-FREE SCHOOLS	27
WEAPONS	29
DRESS AND APPEARANCE	29
TOBACCO PRODUCTS	30
USE OF SCHOOL PROPERTY	30
USE OF PERSONAL CELL PHONES/TELECOMMUNICATION DEVICES	31
ACCESS TO ELECTRONIC MEDIA (ACCEPTABLE USE POLICY)	31
HEALTH, SAFETY AND SECURITY	34
ASSAULTS AND THREATS OF VIOLENCE	34
USE OF PHYSICAL RESTRAINT AND SECLUSION	35
CIVILITY	35
GRIEVANCES/COMMUNICATIONS	35
GIFTS	35
OUTSIDE EMPLOYMENT OR ACTIVITIES	35
SMALL PURCHASE DOCUMENTATION	36
REQUIRED REPORTS	36
CODE OF ETHICS FOR CERTIFIED SCHOOL PERSONNEL	38
Appendix	40
APPLICATION REQUIREMENTS - CERTIFIED	41
APPLICATION REQUIREMENTS - CLASSIFIED	42

EXEMPTION (SBDM)	43
ALTERNATIVE MODELS (SBDM)	45
ELECTION OF SCHOOL COUNCIL MEMBERS (SBDM)	46
SCHOOL COUNCIL POLICIES (SBDM)	48
SCHOOL BUDGET AND PURCHASING (SBDM)	51
SCHOOL HIRING (PRINCIPAL)	52
BUS DRIVER'S QUALIFICATIONS	52
BUS DRIVERS' RESPONSIBILITIES	56
LOADING AND UNLOADING	57
RAILROAD CROSSING PROCEDURES	58
SPECIAL EMPHASIS RULES FOR BUS DRIVERS	59
HOW TO HANDLE ACCIDENTS	59
DISMISSAL FROM SCHOOL	60
STUDENT RECORDS	61
EMERGENCY MEDICAL TREATMENT	64
CHILD ABUSE	65
SCHOOL-RELATED STUDENT TRIPS	66
STUDENT ACCIDENT REPORTING PROCEDURE	67
Acknowledgement Form	68

Introduction

Dear Employee,

The Employee Handbook has been prepared by our staff and provided for your information and future reference concerning employee responsibilities and expected performance during the school year. Please review the handbook to ensure you have a complete understanding of the laws, regulations and policies relating to your employment in the Knox County School District. You may also access the Knox County Board of Education's Policies and Procedures Manual via the District website (www.knox.kyschools.us) or directly via the following link: <http://policy.ksba.org/k03/>)

Any questions or requests for further interpretation of this handbook may be directed to the school principal and/or Superintendent's Office. Please note that this handbook is subject to revision, and addenda may be issued during the year.

Suggestions for improvement of the handbook are welcomed and should be addressed to:

Handbook Committee
Knox County Board of Education
200 Daniel Boone Drive
Barbourville, Kentucky 40906

Sincerely yours,

Knox County Board of Education

Welcome

Welcome to Knox County Public 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. 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.

District Mission

It is the mission of the Knox County Public Schools to “Inspire Leaders and Change Futures...One Child at a Time”. The faculty and staff of the Knox County Public Schools ensure that students will be challenged to excel through rigorous and individualized instruction, inspiring them to become productive and contributing members of our community, thus creating positive change.

Future Policy Changes

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

Person	Telephone/E-mail	Fax
Kelly Sprinkles Superintendent	606-546-3157 Kelly.Sprinkles@knox.kyschools.us	606-546-2819
Sherry Smith Administrative Assistant and District Personnel	606-546-3157 Sherry.Smith@knox.kyschools.us	606-546-2819
Kim Merida Director of Facilities & School Safety	606-546-3157 Kim.Merida@knox.kyschools.us	606-546-2819
Frank Shelton Director of District Communications & System Governance	606-546-3157 Frank.Shelton@knox.kyschools.us	606-545-6958
Jennifer Carey Coordinator of Gifted & Talented	606-545-0407 Jennifer.Carey@knox.kyschools.us	606-545-0408
Jeffrey Ketcham Director of Transportation	606-546-3880 Jeffrey.Ketcham@knox.kyschools.us	606-546-2819
Angela Ledford Director of Food Service & Nutrition School Health	606-546-3157 Angela.Ledford@knox.kyschools.us	606-546-2819
Charlotte McCoy Director of Special Populations	606-546-3157 Charlotte.Mccoy@knox.kyschools.us	606-546-2819
Amy Bays Director of Next Generation Learners	606-546-3157 Amy.Bays@knox.kyschools.us	606-546-2819
Gertrude Smith Director of Finance	606-546-3157 Gertrude.Smith@knox.kyschools.us	606-546-2819
Stacy Imel Director of Next Generation Professionals	606-546-3157 Stacy.Imel@knox.kyschools.us	606-546-2819
Kevin Parsons Director of Instructional Technology	606-546-3157 Kevin.Parsons@knox.kyschools.us	606-546-2819
Gina Sears Director of Student Support Services	606-546-3157 Gina.Sears@knox.kyschools.us	606-546-2819

School Administrators

Person	Telephone/E-mail	Fax
Central Elementary School Eric Hubbard, Principal	606-546-3496 Eric.Hubbard@knox.kyschools.us	606-546-3761
Dewitt Elementary School Marcie Walker, Principal	606-542-4274 Marcie.Walker@knox.kyschools.us	606-542-4279
Flat Lick Elementary School Steve Partin, Principal	606-542-4712 Steve.Partin@knox.kyschools.us	606-542-4737
G. R. Hampton Elementary School Brian Frederick, Principal	606-546-4169 Brian.Frederick@knox.kyschools.us	606-546-9202
Girdler Elementary School Jason Jordan, Principal	606-546-4859 Jason.Jordan@knox.kyschools.us	606-546-4366
Jesse D. Lay Elementary School Keith Broughton, Principal	606-546-6524 Keith.Broughton@knox.kyschools.us	606-546-3993
Knox Appalachian School Jeremy King, Principal	606-546-2568 Jeremy.King@knox.kyschools.us	606-545-7068
Knox Central High School Jeff Frost, Principal	606-546-9253 Jeff.Frost@knox.kyschools.us	606-546-5684
Knox Central Learning Academy Jeremy King, Principal	606-545-5410 Jeremy.King@knox.kyschools.us	606-546-2818
Knox County Middle School Jeremy Ledford, Principal	606-545-5267 Jeremy.Ledford@knox.kyschools.us	606-546-2161
Lynn Camp Schools Anthony Pennington, Principal	606-523-1814 (Elementary) 606-528-5429 (Middle/High) Anthony.Pennington@knox.kyschools.us	606-523-0872 (Elementary) 606-528-4750 (Middle/High)

Section

1

General Terms of Employment

Equal Opportunity Employment

The Knox County 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 genetic information, 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 the Benefits Coordinator at the Board of Education's Central Office.
03.113/03.212

Harassment/Discrimination

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

Any employee who believes that he or she, or any other employee, student, or visitor to the school or District, is being or has been subjected to harassment or discrimination 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

GENERAL TERMS OF EMPLOYMENT

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

<u>Stacy Imel</u> <i>Title IX Coordinator</i>	<u>200 Daniel Boone Dr., Barboursville</u> <i>Address</i>	<u>(606) 546-3157</u> <i>Telephone</i>
<u>Charlotte McCoy</u> <i>Section 504 Coordinator</i>	<u>200 Daniel Boone Dr., Barboursville</u> <i>Address</i>	<u>(606) 546-3157</u> <i>Telephone</i>

01.1

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

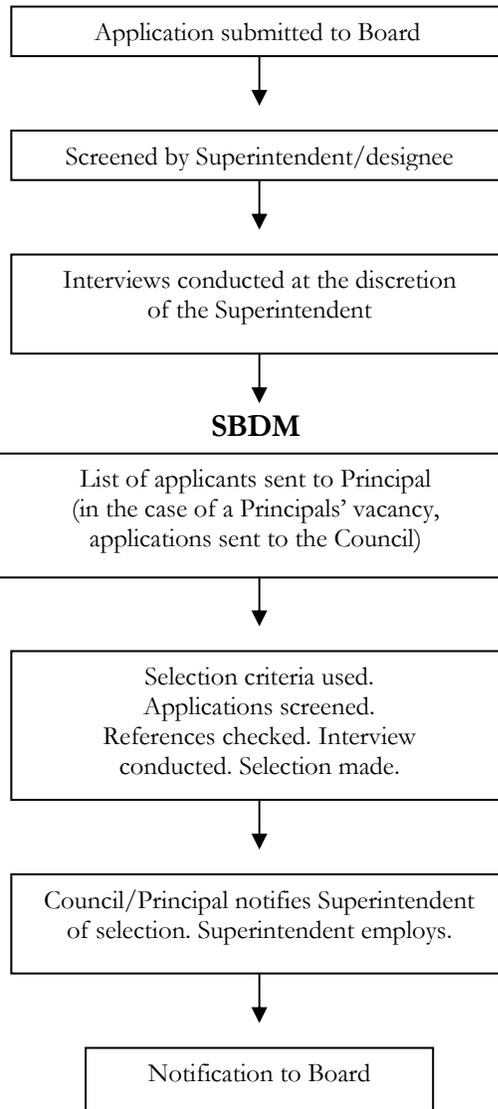
07.1

Hiring

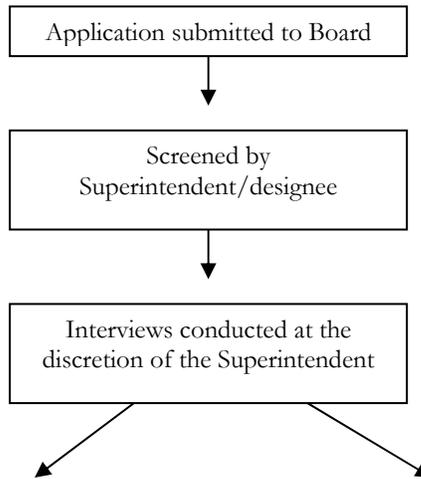
Except for noncontracted substitute teachers, all certified personnel are required to sign a written contract with the District. All regular full-time and part-time classified employees also shall receive a contract. **03.11/03.21**

A list of all District job openings is available at the Central Office. Please refer to the charts below and on the next page for information about the hiring process.

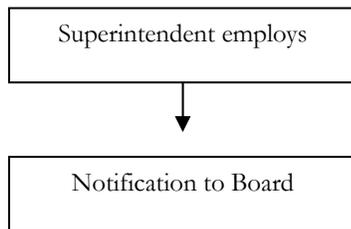
Administrative Personnel Positions



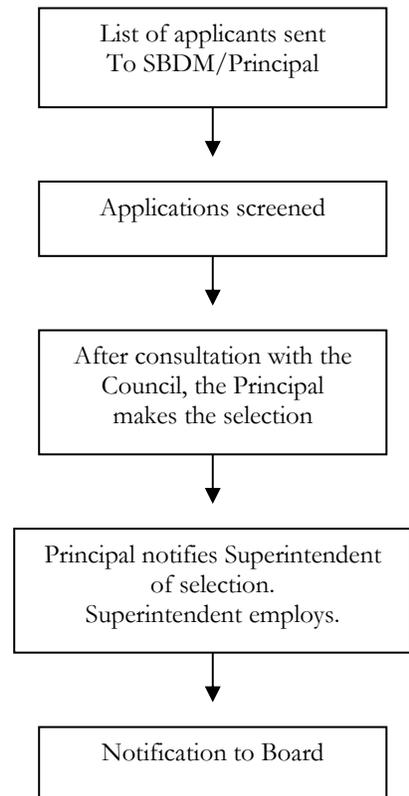
Certified & Classified Personnel Positions



DISTRICTWIDE POSITIONS



SBDM



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

Transfer of Tenure

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.

Certified Employees: New hires and student teachers assigned within the District must have both a state and a federal criminal history background check. **03.11**

Classified Employees: New hires must have a state criminal history background check. Applicants that have resided in Kentucky twelve (12) months or less shall be required to undergo both state and national criminal history background checks. **03.21**

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

Direct deposit advices are issued according to a schedule approved annually by the Board. At the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary before the end of the fiscal year (June 30). **03.121/03.221**

All employees shall participate in direct deposit of payroll. To enroll in direct deposit, a direct deposit form is required to be completed and submitted to the Payroll clerk.

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 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**

Hours of Duty

Certified Employees: Certified employees are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor. **03.1332**

Time Sheets

Time sheets are required to be submitted for all classified employees and certified employees in accordance with the District pay schedule for all extended time worked.

Contract Calendar

By July 1 of each year, employees of the Knox County Board of Education who work more than 185 days annually are required to complete and submit a contract calendar to the Superintendent's office. The contract calendar must reflect all of the days that the employee is contracted to work, the holidays for which he/she will be paid, and for certified personnel only, the four (4) professional development days and any extended employment days.

Dock Pay

If you are absent during the year and do not have a personal day, sick day, or an emergency day to cover the absence, your pay will be docked for that absence.

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.

The Student Discipline Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. **03.162/03.262/09.422/09.42811**

Bullying

"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. **09.422**

Benefits and Leave

Insurance

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

Health Insurance is provided for all full-time employees by the Commonwealth of Kentucky. Additional coverage for your family may be purchased through payroll deduction.

Full-Time Non-Certified Employee

A regular full-time non-certified employee is one who is employed with the expectation that he/she is to be employed for a full school term (or the remainder of a school term) whose assignments require a minimum of 80 hours or more per school month.

Full-Time Certified Employee

A regular full-time certified employee is one who is employed with the expectation that he/she is to perform regular duties for the full school term (or the remainder of the school term), but in no instance will such employment require less than 70% of the school day and/or school month.

New Employees

As soon as the employment contract is signed, contact the benefits coordinator concerning health and life insurance and retirement.

The coverage for health insurance is effective the 1st day of the 2nd month after the date the health insurance application is completed.

Any questions in regard to employee benefits should be directed to the Benefits Coordinator, 546-3157.

Healthcare Flexible Spending Account – A Healthcare FSA is an account available for you to pay for healthcare services such as prescription co-pays, deductibles, and doctor’s office co-pays with pre-tax money. You may contribute up to \$5,000 a calendar year into your account. The amount you contribute will be payroll-deducted. You should only contribute an amount that you expect to use to pay for eligible healthcare expenses. The amount that is not used is not refundable or reimbursable.

Health Reimbursement Account – If, as an eligible, active employee, you choose to waive your health insurance coverage, your employer will contribute \$175 per month, up to \$2,100 per year, to Health Reimbursement Account (HRA). This amount can be used to pay for qualified medical expenses such as co-pays, certain dental fees, co-insurance, vision fees, etc. Any balance remaining in this account will roll over to the next calendar year as long as you continue to waive your health insurance coverage.

COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1986, or COBRA, provides that virtually all employers who sponsor group health plans must permit covered individuals, who lose coverage under that plan as a result of certain qualifying events, to elect to continue their coverage under the plan for a prescribed period of time on a self-pay basis. Individuals who are entitled to COBRA continuation coverage are known as Qualified Beneficiaries. Under federal law, you have 60 days after the date of the COBRA qualifying event or date you lose benefits due to a COBRA qualifying event to decide whether you want to elect COBRA continuation coverage under the Plan.

The following qualifying events entitle you to continue your health insurance coverage under COBRA:

Employee Qualifying Events (qualifies you for 18 months of continuing health insurance under COBRA):

1. Employee’s resignation/termination
2. Employee’s retirement
3. Employee’s layoff
4. Employee long-term disability
5. Employee’s involuntary termination
6. Employee begins leave of absence
7. Employee’s reduction of hours

Dependent Qualifying Events (Qualifies you for 36 months of continuing health insurance under COBRA):

1. Divorce / legal separation
2. Retiree, spouse or child of retiree loses coverage within one year before or after commencement of proceedings by sponsoring employer under Title 11 (bankruptcy) United States Code
3. Ineligibility of dependent child
4. Death of covered employee / retiree
5. Covered employee / retiree becomes entitled to Medicare; dependents may elect continuance of identical coverage

If you have questions regarding your COBRA rights, contact the Insurance Coordinator at 606-546-3157.

Life Insurance**\$20,000 Coverage**

The state pays the premiums and provides a \$20,000 life insurance policy for all full-time employees effective the first day of the second month of full-time employment.

Optional Coverage

This coverage is an optional payroll deduction available to employees and their immediate family. Contact the benefits coordinator for more details.

Policy Termination

Your life insurance coverage terminates on the last day of employment.

Conversion Period

An employee has 31 days from the date of termination of coverage to convert his or her insurance to an individual policy of life insurance without disability or accidental death benefits.

Liability Insurance**Reporting Incidences**

The District provides comprehensive general liability insurance, professional liability, and errors and omissions for all employees. Any incident which may result in a claim should be reported to the Central Office. The insurance company will assign an attorney to the case.

Unemployment Insurance**Temporary Income**

Unemployment Insurance provides temporary income if an employee is laid off from a regular job.

All Employees Are Subject

All employees are subject to unemployment benefits, with the local school districts paying 100% of the cost. Generally, employees are not eligible for payments during the summer if they have "reasonable assurance" of a position for the subsequent school year.

Worker's Compensation

All employees are covered by worker's compensation benefits should they be injured on the job. Any job-related accident should be reported to the principal or supervisor and Central Office immediately. **03.124/03.224**

Accidents not causing serious injury should also be reported; complications may arise later. Delayed reports could result in a lack of coverage.

Salary Deductions

Knox County Board of Education makes all payroll deductions required by law. Employees may choose from the following optional payroll deductions:

- Health/life insurance program;
- Credit Union;
- State approved deferred compensation plan;
- Dental insurance,
- State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans;
- Membership dues in professional/job-related organizations, when thirty percent (30%) of eligible members request deductions.

Deductions for membership dues of an employee organization, association, or union shall only be made upon the express written consent of the employee. This consent may be revoked by the employee at any time by written notice to the employer. **03.1211/03.2211**

Change in Withholding Information

If you wish to make any changes to your income tax withholding at any time during the year, please complete the appropriate form(s) and return to the Payroll Clerk. A W-4 form must be completed for a change in Federal Income Tax withholding and a K-4 form must be completed for a change in State Income Tax withholding. The change(s) will take effect on the next pay check. Employees should consider completing a new tax withholding form whenever personal or financial situation changes.

Expense Reimbursement

Reimbursement for travel expenses will be made through direct deposit.

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. No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by the original itemized receipts by the fifth (5th) working day of each month. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District.

The Board will furnish the standard forms for authorization and requests for reimbursement of travel-related expenditures. The forms are:

Travel Request Form (03.125 AP.21)

Statement of In District Travel form (03.125 AP.22)

Travel Expense Voucher (03.125 AP.22)

Mileage will be reimbursed by the Board at the rate approved by the Commonwealth of Kentucky for State Government Employees for the time period that the travel occurred.

Out of District Travel

A Travel Request Form (03.125 AP.21) is required to be completed and approved prior to any travel. Upon return from a conference, training, workshop, etc complete an official Travel Expense Voucher (03.125 AP.22), attach all original itemized receipts and submit to your immediate supervisor for approval. The approved completed form and voucher with attached receipts must then be submitted to the Superintendent/designee for approval and sent to the Finance Department by the fifth (5th) working day of each month to be processed for payment at the next regular Board meeting.

The District offers to provide transportation for travel. Mileage will not be paid for those who refuse the offer unless an exception is approved to the travel by the Superintendent/designee.

In District Travel

A Statement of In District Travel form (03.125 AP.22) is to be completed on a calendar month basis for all travel in the District. This form is to be completed, signed and approved by your immediate supervisor. Upon approval this form is submitted to the Superintendent/designee for approval and sent to the Finance Department by the fifth (5th) working day of each month to be processed for payment at the next regular Board meeting.

Overnight Travel

Meals

The cost of meals will be reimbursed when overnight lodging is required.

Meals will be reimbursed at a daily per diem amount set by the U.S. General Services Administration (GSA). The Departure and Return travel day in Standard Locations will be reimbursed at seventy-five percent (75%) of the daily per diem rate.

Meals and incidentals will be reimbursed at the daily per diem rate established by the General Services Administration (GSA) for travel in cities that are deemed to be Non-Standard or High Rate. Visit www.gsa.gov/perdiem to locate these cities and rates. On the Departure and Return travel day, employees are eligible for seventy-five percent (75%) of the total M & IE rate for these cities.

If meals are provided during a meeting or while attending a conference, the per diem reimbursement will be reduced by the amount(s) below for the provided meal(s):

Breakfast	25% of the daily per diem amount
Lunch	25% of the daily per diem amount
Dinner	50% of the daily per diem amount

The meal and incidental expense daily per diem rate includes taxes and tips, so employees will not be reimbursed separately for those items. Incidental expenses include fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.

Meals and incidentals will not be reimbursed using the per diem rates to an employee/sponsor accompanying students on a District/School sponsored trip. Reimbursement will be based on the maximum allowable rates for students which is \$5 for Breakfast, \$10 for Lunch, and \$15 for Dinner. **03.125/03.225**

Lodging

Hotel or motel charges (not including food or other charges) incurred in school-related travel. Charges must be substantiated by an original receipt. **03.125/03.225**

Holidays

All employees shall be paid for four (4) holidays which shall be designated in the official school calendar. These holidays are Labor Day, Thanksgiving Day, Christmas Day and Martin Luther King Day. These are part of the school year required by state law. In addition, twelve-month employees (employees that work two hundred and forty {240} days in the fiscal year) shall be paid for Independence Day, Memorial Day and New Year's Day. **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.

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

Employees on extended leave who plan to return the next school year must notify the Superintendent/designee in writing of their intention to return to work by April 1.

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

Employees shall not experience loss of income or benefits, including sick leave, when they are assaulted while performing assigned duties and the resulting injuries qualify them for 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 three (3) 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. Full-time employees may take personal leave in half-day increments. The Superintendent or designee must approve the leave date, but no reasons will be required for the leave. Other limitations are set out in Policy. **03.1231/03.2231**

Sick Leave

Full-time employees are entitled to ten (10) days of paid sick leave each school year. Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day. Sick leave days not taken during the school year they were granted accumulate without limit for all employees.

Classified: Full-time employees may take sick leave in half-day increments. **03.1232/03.2232**

See the “Retirement” section for information about reimbursement for unused sick leave at retirement.

Sick Leave Donation Program

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:

Applications to donate sick leave should be returned to the Payroll Clerk.

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

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:

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.

Maternity Leave

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

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

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. **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 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**

Educational Leave

Certified Employees: The Board may grant unpaid leave for a period no longer than one (1) year 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.

To be eligible for educational/professional leave, an employee must have been employed by the District for at least five (5) years. In addition, only one (1) year of educational leave shall be granted to an employee during each five (5) year period.

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

Emergency Leave

Full-time 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 leave may be used for the purpose of mourning a member of the employee's immediate family. Employees may use emergency leave any day from the day of death to the day of the funeral. Accumulated sick leave must be taken for any additional time off needed.

Request for Leave

Emergency leave must be requested through the Superintendent or designee who will determine if the leave requested meets the Board's criteria.

Affidavit

Persons taking emergency leave must file a personal affidavit 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 (minus any jury pay, excluding expense reimbursement) for the period of her/his jury service.

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

Employees are responsible for obtaining a Certificate of Jury Service from the court documenting their service. The Certificate and a check or money order reimbursing the Board for jury pay (except expense monies) shall be submitted with the timesheet for the pay period in which the jury service occurred. **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**

Personnel Management

Transfer

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

Employees charged with a felony offense may be transferred to a second position with no change in pay until such time as they are found not guilty, the charges are dismissed, their employment is terminated, or the Superintendent determines that further personnel action is not required.**03.1311/03.2311**

Employee Discipline

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

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

Retirement

Notice of Retirement

Persons retiring should give the Superintendent notice as far in advance as possible but not less than two (2) weeks prior to retirement. **03.175/03.273**

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).

Member Information Form

Upon employment in a covered position, the employee is required to complete a membership information form and a beneficiary designation form. No benefit may be paid, including a refund of account, until a complete membership form is received in the Retirement Office.

Reporting Changes

As long as the employee remains in the retirement system, he or she is responsible for informing the Retirement Office of changes in address, beneficiary designations and divorce.

Life Insurance

As of July 1, 1998, CERS members are provided with a \$5,000 life insurance policy, and KTRS members are provided with a \$3,000 life insurance policy.

Sick Leave

Members will be paid 30% of the value of their unused sick leave upon retirement. For KTRS members, the sick leave payment is included in the calculation for retirement income purposes. For CERS members, sick leave payments are not included in the retirement income calculation.

03.175/03.273

Information

Members with questions about their account should contact the Retirement Office at the following addresses:

CERS:

Kentucky Retirement Systems
Perimeter Park West
1260 Louisville Road
Frankfort, Kentucky 40601-6124
<http://kyret.ky.gov>
Phone #: 800-928-4646
502-696-8800

TRS:

Teacher's Retirement System
479 Versailles Road
Frankfort, Kentucky 40601
<http://ktrs.ky.gov>
Phone #: 800-618-1687
502-848-8500

Supplemental Retirement Plans

Employees are eligible to voluntarily participate in supplemental retirement plans, including the 401(k), 457, and 403(b) plans. These plans are designed to be additions to your normal retirement (Teacher Retirement and/or County Retirement). Employees contribute a portion of their salaries or wages into the plan of their choice and choose their investment options within the chosen plan.

A supplemental retirement plan provides opportunities to set aside additional retirement assets on a tax-deferred basis. This means that the employee contribution is not subject to federal income tax, or in most cases, state income tax until distributed by the plan. This tax deferral also applies to any earnings on the contributions. Because the Plans are intended as a means of saving for retirement, distributions are limited to certain events.

Plans are available from several vendors for the 401(k) and 457 supplemental retirement accounts.

The current authorized Investment Option Providers for 403 (b) plans are:

First Investors, and
American Fidelity Assurance

For additional information about enrollment or changing your contribution amount, contact the Benefits Coordinator at 606-546-3127, extension 2403.

Evaluations

All employees are given an opportunity to review their evaluations and an opportunity to attach a written statement 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 as well as reported to the Educational Professional Standards Board. **03.19**

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**

Information Change

For a name, address or telephone number change, submit a change form which is available from the central office or on the District's website.

After completing the form, submit to the Personnel Director at the Central Office.

Note: for name changes, you must provide a copy of your new social security card. Contact Kentucky Teacher Retirement and/or County Retirement to report a name change on your retirement accounts.

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

There is no substitute for a great teacher. Regular teacher attendance is important for the success of our students. Teachers know their content better than anyone else. Teachers understand their curriculum and effective strategies. Great teachers form strong relationships with their students and show the students that they care about them as people. It is vital that teacher attendance be a priority. The use of substitute teachers put added strain on the efforts of school reform by not only increasing the costs of instruction, but by changing the delivery of instruction from fully credentialed and permanent teachers to part time and substitute teachers.

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 or their designated person no later than prior to the beginning of the school day to request a substitute for the day.

Absence cards must be completed for each absence. Each school office maintains a supply of these cards. Your sick leave, personal leave and emergency leave days available as of the end of the pay period will be printed on your check stub each pay day.

Staff Meetings

Unless they are on leave or have been excused by the administrator who called the meeting, staff members shall attend called meetings. **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. **03.1324/03.2324**

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

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

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

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

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia;
3. Substances that look like a controlled substance with employee intent of passing off the item as a controlled substance;
4. Prescription drugs for the purpose of sale or distribution, or prescription drugs above the level recommended by the prescribing physician; and
5. Over the counter medications for purposes other than those for which they are intended.

Authorized Drugs

Employees who personally use or who are designated to administer to a student a drug authorized by and administered in accordance with a prescription from a health professional shall not be considered in violation of this policy.

Suspension/Termination/Non-renewal

Any employee in violation of the terms of this policy may be suspended, non-renewed or terminated. In addition, violations may result in notification of appropriate legal officials.

Alternative

As an alternative, the Superintendent may choose that an employee who violates the terms of this policy shall satisfactorily participate in a Board-approved drug/alcohol abuse assistance or rehabilitation program. If the employee fails to satisfactorily participate in such a program, the employee shall be suspended, non-renewed or terminate.

Reporting

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances 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. Any employee who fails to report may be suspended, non-renewed or terminated.

Notification by Employee

Any employee convicted of a workplace violation of criminal drug statutes shall, within five (5) working days, provide notification of the conviction to the Superintendent.

Random Screening

The Board has several positions that are considered safety sensitive. In general, these are positions where a single mistake by such employee can create an immediate threat of serious harm to students and fellow employees.

Safety-sensitive positions requiring post-offer, pre-employment drug testing are: principal, assistant principal, teacher, traveling teacher, teacher aide, substitute teacher, school secretary, central office staff, itinerant staff, and school bus driver.

The Knox County Board of Education has established a random drug-testing program for employees in a safety-sensitive position.

Physical Examination/Screening Based Upon Reasonable Suspicion

Whenever the Board, through its Superintendent or the person authorized to act in the Superintendent's absence, and/or the DC, reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by illegal drugs, abuse of prescription drugs, or alcohol, or that an employee has otherwise violated this policy, the employee may be required to submit to a breath and/or urine sample for drug and alcohol testing.

When the supervisor observes or is notified of behaviors or events that lead the supervisor to believe that the employee is in violation of this policy, the supervisor should notify the DC.

An employee who is required to submit to drug/alcohol testing based upon reasonable suspicion and refuses, shall be charged with insubordination and necessary procedures shall be taken to terminate the employee in accordance with Board policies and applicable state laws.

An employee who tests positive on a reasonable suspicion test shall be in violation of this policy. Violation of this policy shall constitute grounds for termination in accordance with Board policy and state law.

The Superintendent/designee or the DC are the only individuals in the District authorized to make the determination that reasonable suspicion or cause exists to order a drug screen and are the only individuals in the District who may order an employee to submit to a drug screen test.

Disciplinary Action

Employees in violation of the provisions of this policy shall be subject to disciplinary action up to and including termination.

The fact that an employee has been referred for assistance and his/her willingness or ability to rehabilitate are appropriate considerations as to what, if any, personnel action may be taken.

03.13251/03.23251

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, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, 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**

Dress and Appearance

The following dress code shall apply to all staff employed by the Knox County Board of Education. **03.1326/03.2326**

APPROPRIATE/ACCEPTABLE ATTIRE

- Dress and casual shirts
- Dress and casual slacks
- Dress and casual shoes
- Ties
- Dresses, jumpers and skirts (must be knee length or longer; denim acceptable)
- Seasonable shirts
- School logo shirts
- Leggings may be worn if over garment reaches mid-thigh or lower and must be opaque or non-see through material.

EXCEPTIONS

- Jeans are permitted for bus drivers, custodians, maintenance staff, and instructional assistants. Agriculture teachers are permitted to wear jeans due to the nature of their job.
- Shorts may be worn by bus drivers; however they must be knee length.
- Cafeteria staff may wear scrubs.
- Physical Education teachers may dress appropriately for the day's planned activities, excluding jeans, of any color, and shorts.

INAPPROPRIATE/UNACCEPTABLE ATTIRE

Examples include but are not limited to:

- Shirts, blouses or tops that are strapless or have spaghetti straps;
- Shirts, blouses or tops that are not long enough to be tucked in;
- Tight, sheer, exposing, provocative or revealing articles of clothing;
- Any clothing with holes or tears that expose skin on undergarments; and
- Excessively loose or baggy pants or shirts.

Tobacco Products

Federal law and Board policy prohibit the use of any tobacco product in any building owned or operated by the Board where children meet on a routine or regular basis. **03.1327/03.2327**

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

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.

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.

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**

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**.

Access to Electronic Media (Acceptable Use Policy)

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.

Safety Procedures and Guidelines

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

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

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

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

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

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

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

Permission/Agreement Form

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

The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

Employee Use

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

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

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

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

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

In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent's designee.
3. Guidelines may specify whether access to the site must be given to school/District technology staff.

4. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become “friends” prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use; and
 - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

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

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

Community Use

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

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

Disregard of Rules

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

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

Responsibility for Damages

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

Responding to Concerns

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

Audit of Use

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

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

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

Retention of Records for E-Rate Participants

Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year. **08.2323**

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.

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 existing emergency. **03.14/03.24/05.4**

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral, written or electronic) 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**

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 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**

Small Purchase Documentation

Written documentation must be maintained to justify small purchases. The following documentation must be submitted for attachment to the purchase order:

1. Written justification for the purchase,
2. At least 3 price quotes that were obtained,
3. Copy of any contract (could be service),
4. Any other documentation that justifies the purchase.

NOTE: THREE (3) PRICE QUOTES MUST BE OBTAINED AND ATTACHED TO THE PURCHASE ORDER.

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**
- 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**
- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances 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. **03.13251/03.23251/09.423**
- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.
School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse. **03.13253/03.23253/09.425**
- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24, 05.4**
- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262, 09.42811**

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

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

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

- 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, you shall **immediately** make a report to a local law enforcement agency or Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney. (See **Child Abuse** section.) **09.227**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**
- 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**

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.

Appendix

This Appendix contains the following documents:

1. Application Requirements
 - Certified and Substitute Teachers
 - Classified Employees
2. SBDM Information
 - Exemptions
 - Alternative Models
 - Election of Members
 - School Council Policies
 - School Council Budget
3. Bus Drivers and Transportation
 - Bus Driver Qualifications
 - Bus Driver Responsibilities
 - Loading and Unloading
 - Railroad Crossings
 - Special Emphasis and Rules
 - Accidents
4. Student Issues
 - Dismissal From School
 - Student Records (FERPA)
 - Emergency Medical Treatment
 - Child Abuse
 - School Related Student Trips

Application Requirements - Certified

The following items are REQUIRED before employment. Employment may not begin until after all paperwork required is completed.

- ❑ **COMPLETED APPLICATION**
- ❑ **COPY OF DRIVERS LICENSE AND SOCIAL SECURITY CARD**
- ❑ **TEACHING CERTIFICATE:** An original, official copy of the certified staff member's certificate that is valid for the current year from the Department of Education, Division of Certification.
- ❑ **TRANSCRIPTS:** Official copies of college/university credits and standardized test results. No computer copies will be accepted.
- ❑ **VERIFICATION OF EXPERIENCE:** Verification from each school district or the Kentucky Department of Education for which there is past teaching or administrative experience. (This must be on file before salary can be received based on that experience). Central Office personnel will write for verification after the names of the school districts have been provided.
- ❑ **VERIFICATION OF TRANSFERABLE SICK LEAVE:** Certified employees may transfer days of accumulated sick leave from one Kentucky district or the Kentucky Department of Education to another Kentucky district when place of employment changes.
- ❑ **HEALTH CERTIFICATION:** Each employee, including substitutes, must have a medical examination, which shall include a tuberculin risk assessment, prior to initial employment, and proof shall be filed with the Central Office. Individuals identified as being at high risk for TB shall be required to undergo a tuberculin skin test as required by 704 KAR 4:020 or a blood test for Mycobacterium tuberculosis (BAMT) as required by 702 KAR 1:160. Health certification records shall also include results from Hepatitis B vaccinations, if the position so requires.
- ❑ **MEMBERSHIP APPLICATION TO THE KENTUCKY TEACHERS' RETIREMENT SYSTEM:** Each regular full time certified employee must complete and sign a membership application with teacher retirement if they are not already a member or if they have previously withdrawn their account.
- ❑ **TAX WITHHOLDING EXEMPTION CERTIFICATES:** Each employee is to complete a copy of Form K-4 (State) and Form W-4 (Federal) for their file. (New certificates must be completed any time the employee makes a change in the number of exemptions claimed or the amount to be deducted.)
- ❑ **CRIMINAL RECORDS CHECK:** Required by state. There is a \$35.00 fee that must be paid by check to the Knox County Board of Education. A fee of \$10 is to be paid to the Barbourville City Police when fingerprinted.

- ❑ **DRIVING RECORDS CHECK FORM:** Required by the state for all bus drivers and by the District, if applicable for other certified personnel. Form will be mailed by Central Office personnel to the Kentucky Transportation Cabinet, Division of Driver Licensing.
- ❑ **DRUG SCREENING:** Required by state. There is a \$35.00 fee that must be paid by check to the Knox County Board of Education.
- ❑ **I-9 FORM:** Required by federal law to determine eligibility for employment in the United States.
- ❑ **MANDATORY DIRECT DEPOSIT FORM** – Complete and attach voided check or deposit ticket.
- ❑ **CAFETERIA BENEFIT PLAN APPLICATION, if applicable:** Must be completed by every full-time employee of the School District. (This is usually done shortly after the opening of school by a person who visits each school to have the forms completed.)

Application Requirements - Classified

The following items are REQUIRED before employment. Employment may not begin until after all paperwork required is completed.

- ❑ **COMPLETED APPLICATION**
- ❑ **HIGH SCHOOL DIPLOMA** (OR GED OR PROOF OR PROGRESS TOWARD GED FOR STAFF EMPLOYED AFTER 7/31/90)
- ❑ **CERTIFICATION (I.E., CDL FOR BUS DRIVERS) OR LICENSURE, WHERE APPLICABLE**
- ❑ **COMMERCIAL DRIVER'S LICENSE:** Must be presented to the Superintendent's designee by each regular or substitute bus driver employed by the District prior to assuming the duties of the position.
- ❑ **COPY OF DRIVERS LICENSE AND SOCIAL SECURITY CARD**
- ❑ **TRANSCRIPTS:** Official copies of college/university credits and standardized test results. No computer copies will be accepted.
- ❑ **VERIFICATION OF EXPERIENCE:** Verification from each school district or the Kentucky Department of Education for which there is experience. (This must be on file before salary can be received based on that experience). Central Office personnel will write for verification after the names of the school districts have been provided.
- ❑ **VERIFICATION OF TRANSFERABLE SICK LEAVE:** Classified employees may transfer days of accumulated sick leave from one Kentucky district or the Kentucky Department of Education to another Kentucky district when place of employment changes.

- ❑ **HEALTH CERTIFICATION:** Each employee, including substitutes, must have a medical examination, which shall include a tuberculin risk assessment, prior to initial employment, and proof shall be filed with the Central Office. Individuals identified as being at high risk for TB shall be required to undergo a tuberculin skin test as required by 704 KAR 4:020 or a blood test for Mycobacterium tuberculosis (BAMT) as required by 702 KAR 1:160. Health certification records shall also include results from Hepatitis B vaccinations, if the position so requires.
- ❑ **MEMBERSHIP APPLICATION TO THE COUNTY EMPLOYEES' RETIREMENT SYSTEM:** Each regular full time certified employee must complete and sign a membership application with county retirement if they are not already a member or if they have previously withdrawn their account.
- ❑ **TAX WITHHOLDING EXEMPTION CERTIFICATES:** Each employee is to complete a copy of Form K-4 (State) and Form W-4 (Federal) for their file. (New certificates must be completed any time the employee makes a change in the number of exemptions claimed or the amount to be deducted.)
- ❑ **CRIMINAL RECORDS CHECK:** Required by state. There is a \$35.00 fee that must be paid by check to the Knox County Board of Education. A fee of \$10 is to be paid to the Barbourville City Police when fingerprinted.
- ❑ **DRIVING RECORDS CHECK FORM:** Required by the state for all bus drivers and by the District, if applicable for other certified personnel. Form will be mailed by Central Office personnel to the Kentucky Transportation Cabinet, Division of Driver Licensing.
- ❑ **DRUG SCREENING:** Required by state. There is a \$35.00 fee that must be paid by check to the Knox County Board of Education.
- ❑ **I-9 FORM:** Required by federal law to determine eligibility for employment in the United States.
- ❑ **MANDATORY DIRECT DEPOSIT FORM –** Complete and attach voided check or deposit ticket.
- ❑ **CAFETERIA BENEFIT PLAN APPLICATION, if applicable:** Must be completed by every full-time employee of the School District. (This is usually done shortly after the opening of school by a person who visits each school to have the forms completed.)

Exemption (SBDM)

Any school performing above its threshold level requirement as determined by the Kentucky Department of Education under KRS 158.6455 may apply to the Kentucky Board of Education for exemption from SBDM. Any school that requests such exemption shall inform the Superintendent and the Board.

Any District-operated school not defined as a “school” by KRS 160.345 (1) (b) is not eligible to operate under School Based Decision Making.

Petition Scheduling

Faculty members of a school who no longer wish to remain under SBDM shall present a written petition to the Principal signed by a minimum of twenty-five percent (25%) of the faculty members, indicating their desire for a vote on the matter.

Under guidelines established by its membership, the parent/teacher organization of the school or, if none exists, the largest organization of parents formed for this purpose may also submit a petition to the Principal, calling for a vote on whether to apply for an exemption.

Notice

On receiving a petition the Principal shall set the date, time and place of a faculty meeting for the purpose of voting on applying for an exemption from SBDM. This meeting shall be held not less than five (5) and not more than ten (10) school days from the Principal's receipt of the petition.

Notice of the meeting shall be provided to all faculty members assigned to the school at least five (5) days in advance of the meeting.

Meetings

The Principal shall chair the meeting at which the vote is taken by the faculty. Voting shall be by secret ballot. Ballots shall offer faculty members the opportunity to vote for or against applying for an exemption from SBDM. The Principal and at least two (2) teachers chosen by the faculty shall count the ballots and announce the results at the conclusion of the meeting. The parent vote on applying for an exemption shall be conducted by the parent/teacher organization of the school or, if none exists, the largest organization of parents formed for this purpose.

A vote of two-thirds (2/3) of the faculty and a majority of at least twenty-five (25) voting parents of students enrolled in the school shall be required to apply for an exemption from SBDM. The Principal shall forward results of the faculty and parent elections to the Superintendent and the Board within five (5) working days.

A vote to apply for an exemption **from SBDM** shall be held not more than once every school year.

Vote to Return

An exemption, once granted by the Kentucky Board of Education, shall continue unless the school fails to meet threshold requirements or votes to return to SBDM.

A vote to enter into SBDM shall be held no more than once every **school year**. Faculty members of a school who wish to re-enter School Based Decision Making (SBDM) shall present a written petition to the Principal, signed by a minimum of twenty-five (25%) percent of the faculty members, indicating their desire for a vote on the matter.

Vote to Return

The Principal shall chair the meeting at which the vote is taken. Voting shall be by secret ballot. Ballots shall offer faculty members the opportunity to vote for or against re-entering SBDM. The Principal and at least two (2) teachers chosen by the faculty shall count the ballots and announce the results at the conclusion of the meeting.

If two-thirds (2/3) of the faculty vote to re-enter SBDM, the school will do so. The Principal shall forward results of the vote to the Superintendent and the Board. Organization of elections to select teacher and parent representatives for the school council shall be conducted in accordance with Board Policy 02.421. **02.413**

Alternative Models (SBDM)

A school may develop an alternate form of SBDM under the following process.

Process

Alternate models may address membership, organization, duties and responsibilities of the council. The alternate model shall be developed by a committee composed of representatives of parents, high school students, teachers and administrators. The composition of the committee shall be three (3) parents, three (3) teachers, one (1) student and one (1) administrator who shall be the Principal of the school. The parent representatives shall be appointed by the parent teacher organization. If no parent teacher organization exists at the school, then the parent representatives of the committee shall be elected under the procedures set out for electing parents to the school council. The student representative shall be appointed by the student government organization. If no student government organization exists at the school then the Principal shall appoint the student representative. The teacher representatives shall be elected by the teachers of the school.

Approval

Any model developed by this committee must be approved by two-thirds (2/3) of the school faculty. An alternative model shall not eliminate or reduce the proportion of parent representatives on the council.

Review

On recommendation of the Principal or on a two-thirds (2/3) vote of the certified staff, the alternate model may be reviewed by the establishment of a review committee whose membership shall be as described above. The review committee may propose amendments to the alternate model which must be approved by two-thirds (2/3) of the faculty of the school prior to its presentation to the Board.

Approved models or amendments shall be presented to the Board for review and transmitted to the Commissioner of Education and the State Board for Elementary and Secondary Education. **02.414**

Election of School Council Members (SBDM)

Election of Teacher Members

Teachers assigned to a school shall organize the election to select teacher council members. Teachers may request the Principal to provide administrative assistance in preparing for the election.

Teachers may nominate themselves or another teacher. A written ballot containing the names of all qualified teachers nominated shall be prepared and kept on file with other council records. The teachers attending the meeting shall choose a chairperson to chair the meeting to elect teacher members to the council. Balloting will continue until three (3) teachers are elected. Teacher members must be employees of the District and currently assigned to the school where they are elected as council member. For the purpose of electing teacher council members, a Principal or Assistant Principal may not vote or serve as a teacher council member. Election shall be by majority vote of all teachers assigned to the school.

Itinerant teachers may vote at all schools to which they are assigned and may serve on the council of any of those schools.

Teachers elected to a council shall not be involuntarily transferred during their term of office.

Election of Parent Members

Parents of students assigned to a school shall organize the election to select parent council members. They may request the Principal to provide administrative assistance required to conduct the election.

The president of the parent-teacher organization shall organize and oversee the election of parent council members; however, the Principal shall be present to monitor this election to assure compliance with the law. If the school does not have a parent-teacher organization, then parents shall set the date and time for parents to elect parent council members and shall provide notice of the election to parents.

A parent council member shall be a parent, stepparent, or foster parent of a student to be enrolled in the school during the parent's term of council service. Parent shall also mean a person who has legal custody of a student pursuant to a court order and with whom the student resides. A parent council member shall not be an employee or the relative of an employee of the school in which that parent serves, nor shall the parent representative be an employee or a relative of an employee in the District administrative offices. A parent representative shall not be a local Board member or Board member's spouse. Relative shall mean father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, or daughter-in-law.

A parent council member shall submit to a state and national fingerprint-supported criminal history background as required by KRS 160.380. A parent member may serve prior to the receipt of the criminal history background check report, but shall be removed from the council on receipt by the District of a report documenting a record of a sex crime or criminal offense against a victim who is a minor as defined in KRS 17.500 or as a violent offender as defined in KRS 17.165.

Minority Representatives

If the council formed under the elections described above does not have a minority member, and the school has eight percent (8%) or greater enrollment of minority students, the Principal shall be responsible for carrying out the following:

1. The Principal shall organize a special election no sooner than ten (10) and no later than twenty (20) calendar days following the elections described above to elect a minority parent to the council by ballot. The Principal shall notify all parents of the date, time, and location of the election. The notice shall call for nominations of minority parents for the ballot. The election shall be conducted using the same procedures as the election of the two (2) other parent members of the council.
2. The Principal shall call a meeting of all teachers in the building within seven (7) days following the initial election of parent and teacher council members. The teachers shall select one (1) minority teacher to serve as a teacher member on the council.
3. If there are no minority teachers who are members of the faculty, an additional teacher member shall be elected by a majority of all teachers. Procedures for election of the teacher representative shall be the same as the procedures for election of the other three (3) teacher members of the council.

Terms

Terms of school council members shall be for one (1) year and shall begin on July 1 and end on June 30 of the following year. A school council, once elected, may adopt a policy setting different terms of office for parent and teacher members subsequently elected. Term limitations shall not apply for a minority teacher member who is the only minority on faculty. Annual elections for the following year's terms should be held no later than the preceding May, but the specific date shall be set by the council.

Council Elections for New or Consolidated Schools

When a new school is opened or schools are consolidated, these guidelines shall be followed:

- If a school is scheduled for closing, there is no need to hold council elections for the upcoming school year.
- Council members of a school being consolidated with another school may not carry over a term of office to the newly consolidated school's council, but may stand for election if otherwise qualified.
- Following the opening of a new or consolidated school, elections shall be held to form a council.

Conflict of Interest

Council members shall not have a conflict of interest pursuant to KRS Chapter 45A, except the salary paid to District employees.

Removal of Council Members

On recommendation of the Commissioner of Education and pursuant to statutory requirements, the Board may remove a council member for cause by a vote of four-fifths (4/5) of the Board's membership.

Vacancies

Council vacancies shall be filled at a special called election and shall follow the guidelines set forth in this policy. **02.421**

Additional information:

1. A teacher who is not a resident of Kentucky may serve on school councils.
2. Itinerant teachers may vote and/or serve on the SBDM Council in any and all schools in which they work. For additional information, refer to Section 02, Administration, in the Board Policy Manual.

School Council Policies (SBDM)**Adoption of Policy**

The council shall adopt policies consistent with Board policies which provide an environment that enhances student achievement and helps the school meet goals established by law and by the Board.

The school council shall adopt policy to be implemented by the Principal in each of the following areas of responsibility:

1. Determination of curriculum including needs assessment and curriculum development;
 - Such policies shall determine the writing program for the school, including use of writing portfolios consistent with KRS 158.6453, to be submitted to the Kentucky Department of Education for review and comment.
2. Assignment of all instructional and non-instructional staff time;

3. Assignment of students to classes and programs within the school;
 - Placement of students from the household of an active duty service member or civilian military employee transferring into the District before or during the school year shall be based initially on enrollment in courses offered at the sending school and/or educational assessments conducted at that school. Course placement includes, but is not limited to, Honors, International Baccalaureate, Advance Placement, vocational, technical, and career pathways courses. Initial placement does not preclude the District/school from performing subsequent evaluations to ensure appropriate placement and continued enrollment of students in the course(s).
 - Each secondary school-based decision making council shall establish a policy on the recruitment and assignment of students to advanced placement (AP), International Baccalaureate (IB), dual enrollment, and dual credit courses that recognizes that all students have the right to participate in a rigorous and academically challenging curriculum.
4. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar and transportation requirements established by the Board;
5. Determination of the use of school space during the school day;
6. Planning and resolution of issues regarding instructional practices;
7. Selection and implementation of discipline and classroom management techniques as a part of a comprehensive school safety plan, including responsibilities of the student, parent, teacher, counselor and Principal;

As reflected in the District Code of Acceptable Behavior and Discipline, loss of physical activity periods shall not be used as a disciplinary consequence.
8. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation and supervision;

The school shall facilitate the opportunity for transitioning military children's inclusion in extracurricular activities to the extent they are otherwise qualified, regardless of application deadlines.
9. Procedures, consistent with local Board policy, for determining alignment with state standards, technology utilization, and program appraisal;
10. Commitment to a parent involvement process that provides for:
 - a. Establishing an open, parent-friendly environment;
 - b. Increasing parental participation;
 - c. Improving two-way communication between school and home, including what their child will be expected to learn; and
 - d. Developing parental outreach programs.

11. Procedures to assist the council with consultation in the selection of personnel by the Principal, including but not limited to meetings, timelines, interviews, review of written applications, and review of references. Procedures shall address situations in which members of the council are not available for consultation.
12. Schools with K-5 organization, or any configuration thereof, shall develop and implement, in compliance with requirements of federal and state law and Board policy, a wellness policy that includes moderate to vigorous physical activity each day, encourages healthy choices among students, and incorporates an assessment tool to determine each child's level of physical activity on an annual basis. The policy may permit physical activity to be considered part of the instructional day, not to exceed thirty (30) minutes per day, or one hundred and fifty (150) minutes per week. (In the absence of a council, the Principal of the school shall develop and implement the required wellness policy.)

The Superintendent/designee shall provide assistance in identifying strategies and options to promote daily moderate to vigorous physical activity for students, which may include those that increase strength and flexibility, speed heart rate and breathing and stress activities such as stretching, walking, running, jumping rope, dancing, and competitive endeavors that involve all students.

As an alternative to adopting separate policies, school councils may adopt Board policy or standards established by the Board as council policy in the above areas, or they may delegate responsibility for developing a policy to the Principal.

Review of Policies

When the proposed policy is in final form, it shall be forwarded by the Principal to the Board attorney for review. Any potential violation of state or federal law or regulation or Board policy for which no waiver has been obtained through Policy 02.432 shall be noted by the Board attorney in writing to the Principal and the appropriate area assistant superintendent. In addition concerns about contractual obligations, liability and/or health and safety questions, and budgetary issues shall be noted.

The Principal shall discuss at the next council meeting the policy in light of the potential legal ramifications. The council, through official action, shall adopt amendments, seek a waiver, or take other necessary action to ensure the policies are legally sound. Any changes made to the policies shall be sent to the Board attorney in accordance with this policy. If the Board attorney has no legal concerns, s/he shall notify the area assistant superintendent and the Principal.

Compliance with Board Policy

In the development and application of school policies as permitted by statute, schools operating under SBDM shall comply with those policies that fall within the authority of the Board, including but not limited to those prohibiting discrimination based on age, race, sex, color, religion, national origin, political affiliation, or disability.

Waiver of State Regulations

School councils who decide to request a waiver of state regulations and/or reporting requirements established by a Kentucky Revised Statute requiring paperwork to be submitted to the Kentucky Board of Education or the Department of Education shall submit the supporting information to the Superintendent as required by law. The Superintendent shall then forward the request to the Kentucky Board of Education. **02.4241**

School Budget and Purchasing (SBDM)

Board Allocations

The Board shall appropriate to each school an amount equal to or greater than that specified by the formula prescribed in 702 KAR 3:246. School councils shall be provided notice of allocations for the next budget year in accordance with the timelines required by regulation.

An amount for professional development shall be allocated as required by Kentucky Administrative Regulation.

The Board shall allocate Section 7 funds according to the options provided in 702 KAR 3:246. Notice of the Section 7 allocation shall be provided in accordance with that regulation. Based on the needs assessment conducted by the school, the council shall forward to the Board a list of those priorities no later than January 1 each year.

School Responsibility

The school shall, in expending allocated funds, comply with all state and Board budgeting, purchasing and reporting laws, regulations, policies and procedures. Board purchasing procedures shall be followed in the expenditure of these funds. Expenditure of these funds, with the exception of personnel salaries, shall be accomplished only by completing a central office purchase order.

The Board allocation is the total financial resource available to that school in those budget categories for the fiscal year. The council may reassign these funds to alternate budget categories for purposes consistent with its responsibilities. The school shall not expend or commit to expend any funds in excess of those allocated to the school. Should this occur, the employee(s) responsible shall be subject to appropriate disciplinary action, and the Superintendent may require the school/council to present, for Board approval, a plan to reimburse the District for the amount spent in excess of the allocation.

All state allocated funds managed by the school but not expended by the end of the fiscal year, shall revert to the District general fund, unless the school council has received Board approval to escrow the funds to be used at a future date for an approved project.

Board Appropriation

The council shall determine, within available resources, the instructional resources, travel, equipment, and student support services to be provided in the school.

Purchasing

In order to comply with state accounting and bidding requirements, all purchases of goods and services shall be made in conformity with Board policy.

Superintendent's Responsibility

The Superintendent/designee shall prepare and provide the school a monthly statement of the current financial status of funds allocated to the school. This statement shall include the beginning unencumbered balance for each category of authorized expenditure, an itemized listing of purchase orders paid, an itemized listing of purchase orders authorized but not paid, and the end-of-the-month unencumbered balance of funds allocated.

Expenditure of Funds

In schools where SBDM has been implemented, the school council shall determine the expenditure of funds allocated to the school. In schools not operating under SBDM, the District administration shall determine the expenditure of these funds. **02.4242**

School Hiring (Principal)

When a vacancy exists in the position of school Principal, the outgoing Principal shall not serve on the council during the Principal selection process.

The Superintendent/designee shall serve as the Chair of the council for the purpose of the hiring process and shall have voting rights during the selection process. The council shall have access to the applications of all persons certified for the position. The Principal shall be elected on a majority vote of the membership of the council.

No Principal who has been previously removed from a position in the District for cause may be considered for appointment as Principal.

Bus Driver's Qualifications

Annual Medical Exam

An annual medical examination of each school bus driver is required. The medical examination shall include test for:

1. hearing and vision disorders,
2. emotional instability, and
3. serious medical conditions including:
 - a. diabetes;
 - b. epilepsy;
 - c. heart disease, and
 - d. other chronic or communicable diseases if indicated in the option of the examining physician.

Test for Tuberculosis

The examination shall include tests for tuberculosis upon initial employment and positive reactors shall be required to have further evaluations.

Medical Exam

A medical examination of a school bus driver shall be reported on a form prescribed by the State Department of Education or an electronic medical record that includes all of the data equivalent to that on the Medical Examination of School Employees form. A copy of the form or electronic medical record shall be submitted to the local Superintendent.

Criminal Records and Driving History Check

A criminal records and driving history check shall be performed by a local district on new bus drivers both:

1. Prior to initial employment; or
2. After a break in service (excluding summers).

Records Check

Employment shall be contingent upon the requirement of the criminal records and driving history check performed by the local district on new drivers.

Required Reporting

A school bus driver shall immediately report to the local Superintendent or his designee a:

1. Revocation of his driver's license;
2. Conviction for DUI; or
3. Conviction for reckless driving.

Controlled Substance/Alcohol Testing

Controlled substance and alcohol use and testing in accordance with KDE-1530, September, 1994, shall be a condition of employment for:

1. School bus driver;
2. Substitute drivers, coaches, teachers, and volunteers who drive school buses;
3. School bus mechanics; and
4. Other safety-sensitive jobs requiring a CDL.

The controlled substance and alcohol use and testing program shall include the following tests:

1. Pre-employment testing;
2. Post-accident testing;
3. Random testing; and
4. Reasonable suspicion testing.

Positive Testing Results

Prospective employees who test positive for controlled substances, or register 0.02 or above, on the evidential breath test (EBT), shall not be considered for employment to drive a school bus or the performance of safety-sensitive services related to pupil transportation.

A school bus driver, substitute driver, school bus mechanic or anyone performing safety-sensitive pupil transportation duties having a confirmed positive test for controlled substances shall be relieved of those duties immediately.

A school bus driver, substitute driver, school bus mechanic or anyone performing safety sensitive pupil transportation duties who tests above 0.02 percent on the confirmation alcohol test immediately before, or immediately following the performance of those duties shall be relieved of these duties immediately.

Reasons for Not Employing

A person shall not be employed as a school bus driver if convicted of driving a motor vehicle under the influence of alcohol or any illegal drug within the last five (5) years.

A person shall not drive a school bus unless he or she is physically or mentally able to operate a school bus safely and satisfactorily. If there is limitation of motion in joints, neck, back, arms, legs, or other bodily parts, due to injury of disease and that would limit the driver's ability to safely perform the task of safely driving a school bus, the driver shall be rejected. A driver taking medication, either by prescription or without prescription, shall not be permitted to drive if that medication would affect, in any way, the driver's ability to safely drive a school bus.

Visual Requirements

A person shall not drive a school bus unless he or she has:

- a. Visual acuity of at least 20/40 (Snellan) in each eye either without glasses or by correction with glasses;
- b. Form field vision of not less than a total of 140 degrees; and
- c. The ability to recognize the colors of traffic signals and devices showing standard red, green, and amber.

Drivers requiring correction by glasses shall wear properly prescribed glasses at all times while driving.

Hearing Requirements

A person shall not drive a school bus whose hearing is less than 7/15 in the better ear, or hearing loss is greater than forty (40) decibels if audiogram is used, for conversational tones, with or without a hearing aid. Drivers requiring a hearing aid shall wear such property, operating aids at all times while driving.

Routine Physical Exams

The Board, at its discretion, may require a school bus driver to pass a routine physical examination or a special type physical examination more often than annually. The school bus driver shall have a current physical fitness certificate on file in the district superintendent's office.

Minimum Age

Effective April 1, 1992, school bus drivers must be twenty-one (21) years of age or older.

Current Driver's License

The school bus driver shall have a current driver's license that is valid in Kentucky. Beginning April 1, 1992, Kentucky school bus drivers shall possess a commercial driver's license, with the passenger endorsement for a school bus, which is valid in Kentucky.

Driving Skills

Prior to acceptance into the driver training program, a driver applicant shall be required to demonstrate driving skills judged by a certified driver training instructor to meet acceptable performance standards as outlined in the Division of Pupil Transportation curriculum.

The driver applicant's score sheet shall become a part of the driver's record.

Demonstration of Skill Levels

A driver shall demonstrate the following skill levels:

Driver ability to perform steering, shifting, maneuvering, braking, use of mirrors, and negotiate each of the following:

- a. Ninety (90) degree left hand turns;
- b. Ninety (90) degree right hand turns;
- c. Straight ahead;
- d. Irregular surface maneuverability at speeds;
- e. Demonstration of spatial awareness.

Minimum Training Requirements

Minimum training requirements to become a Kentucky school bus driver shall consist of the training course developed by the Kentucky Department of Education. The training course shall consist of the following instructional units and minimum instructional times.

- a. Laws and regulations - one (1) hour;
- b. Driving fundamentals - one (1) hour;
- c. Care and maintenance - one (1) hour;
- d. Critical situations - one (1) hour;
- e. Accidents and emergency procedures - one (1) hour;
- f. Pupil management - one (1) hour;
- g. First aid - one (1) hour;
- h. Special education transportation - five-tenths (.5) hour;
- i. Extracurricular trips - five-tenths (.5) hour;
- j. Vehicle operations - three (3) hours;
- k. Vehicle control at speed - one (1) hour;
- l. Bus route identification, driver review and instruction - two (2) hours;

Driver Review, Evaluation, and Instruction

Upon successful completion of the core curriculum the school bus driver applicant shall complete within thirty (30) days the following:

- a. Driver Review I, Evaluation and Instruction - two (2) hours within the first five (5) days of driving; and
- b. Driver Review II, Evaluation and Instruction - two (2) hours, not less than twenty (20) days nor more than thirty (30) days of driving;
- c. Driver Review III, Evaluation and Instruction – two (2)-hour minimum requirement to be completed within three (3) to six (6) months of completion of Driver Review II. Driver Review III shall be completed with students on the bus. A copy of the score sheet shall become part of the driver’s file.

Eight Hour Inservice

Certified drivers shall complete annually an eight (8) hour inservice update relevant to the curriculum prior to the beginning of the school year.

Requalification Requirement

Discontinuance of driver employment and subsequent reemployment shall require drivers to become re-qualified by a training update within a twelve (12) month period following his or her certification termination date.

A driver who does not complete the training update and recertification as required shall be required to complete beginning training program.

Substitute Bus Drivers

Substitute school bus drivers shall meet the same requirements as regular school bus drivers.

Bus Drivers’ Responsibilities

All bus drivers shall meet the qualifications of and be in compliance with the responsibilities noted in Kentucky Administrative Regulations. Bus driver qualifications and responsibilities are found in state regulation, local transportation manuals, as applicable, and in documents distributed by the Kentucky Department of Education.

WALKTHROUGH AT END OF RUN

Bus drivers shall conduct a walkthrough of their buses at the end of each run to ensure that all students have disembarked at their designated stops.

DISCIPLINARY ACTION

Bus drivers who fail to observe/perform their responsibilities shall be subject to appropriate disciplinary action. **06.22**

DELIVERY OF PRIMARY STUDENTS (K-3)

The Board shall require all bus drivers to follow the guidelines below to assist in the safe delivery of all students, kindergarten through grade three (K-3).

1. No primary student (K-3) shall be left unattended at any drop-off point.
2. If no parent, guardian or person authorized by the parent is present to accept the child, the child shall be taken back to his/her school. Parents shall be notified by school personnel that the child has been brought back to the school and that the student shall be supervised by the Principal/designee until the parent/guardian or other authorized person picks them up.
3. If someone other than the parent, guardian, or authorized person, is to receive the child, written permission must be presented to the school secretary or Principal prior to noon on the day of the requested change. It is the responsibility of the Principal/designee to notify bus drivers of any changes in drop-off for the day.

Loading and Unloading

The transported student is in the greatest danger while waiting, boarding and exiting a school bus. The driver of the school bus must follow proper procedures in order to give the most reasonable and safe protection to those school students for which he/she is responsible.

LOADING PROCEDURE

The following step-by-step sequence should be used when loading students.

APPROACH

- Step 1:** Visual Scan
- Step 2** Tap Brakes
- Step 3** Visual Scan
- Step 4** Warning Lights

STOP

- Step 5** Park Brake
- Step 6** Gear (Place in Neutral)
- Step 7** Visual Scan
- Step 8** Stop Arm and Red Lights

LOADING

- Step 9** Visual Scan
- Step 10** Open Service Door
- Step 11** Handrail
- Step 12** Count
- Step 13** Seating

DOOR

- Step 14** Visual Scan
- Step 15** Service Door
- Step 16** Gear
- Step 17** Park Brake
- Step 18** Visual Scan

THE STOP ARM IS TO BE UTILIZED AT ALL TIMES WHEN LOADING AND UNLOADING STUDENTS.

THIS INCLUDES SCHOOL PROPERTY!

Railroad Crossing Procedures

1. The driver of any school bus, whether transporting passengers or not, before crossing a grade of any track(s) or a railroad, must bring his/her bus to a complete stop within not less than fifteen (15) feet nor no more than fifty (50) feet from the rails nearest to the front of the bus.
2. When drivers are making stops for railroad crossings, they must carefully observe traffic and reduce their speed, far enough in advance of the stop to avoid causing other motorists to panic and lose control of their vehicles. On multiple land roads, stops should be made only in the far right lane.
3. No special signs, signals or flashers that are designated for use on school buses should be activated while stopped for railroad crossings. A tap or two of the brake pedal is sufficient warning for motorists following the bus.
4. The driver, when stopped, shall set the park brake, place the gear shift lever in neutral and fully open the service door. The driver will then listen and look in both directions along the track(s) for approaching engines, trains or service cars. When it is determined the track is clear, the service door shall be closed, the gear shift lever placed in the lowest gear, and the track(s) may be crossed.
5. If the view of the track(s) is not clear, no portion of the bus may be propelled onto the track(s) until, by personal observation, the driver has made certain that no train is approaching. In no instance may a signal indicating safety be considered as conclusive.
6. In the event that a train has passed over the crossing, no bus driver shall drive onto the track(s) until the passing train has sufficiently cleared the crossing so that the driver is certain that no train, hidden by the first train, is approaching on an adjacent track.
7. For improved vision and hearing, the driver window should be opened and all noisy equipment should be silenced until the bus has cleared the crossing.
8. No bus driver should drive the bus through, around or under any crossing gate or barrier at a railroad crossing while such gate or barrier is closed or being opened or closed.
9. The driver must never accept a lack of movement as indicating that the device is out of order or not properly handled, but must always take a railroad gate crossing as warning of danger and must not cross the track(s) until he/she has made sure that no trouble is approaching.
10. If a bus ever gets stuck on a track, the driver will immediately evacuate the bus, check bus for sleepers, and radio for assistance if possible.

11. If a train is coming, students are to travel at a 45 degree angle towards train, where possible away from bus. (**When approaching a railroad track, ALWAYS EXPECT A TRAIN.**)

Special Emphasis Rules for Bus Drivers

Following all rules and regulations is extremely important, but some rules and regulations need special emphasis because of their daily importance to proper traffic safety, for student discipline and as good examples for everyone, especially bus drivers. Some of these “special emphasis” rules and regulations are:

1. Drivers must always follow the loading/unloading procedures established by the Driver Training Requirements. This includes setting the park brake and putting the bus in neutral at every stop.
2. A student is not permitted to leave a bus at any location other than his/her regular stop without written permission from the parents and signed by the principal. When a child shows you the note, keep it in your files for your protection.
3. Bus drivers are responsible directly to the Director of Transportation and the Superintendent.
4. Principals or their designee shall give the signal to the bus drivers before any bus leaves their building. This is to ensure that no child is left.
5. If a bus driver is proven to be personally negligent causing abuse and/or damage to the equipment entrusted to his/her care, he/she may be responsible for any and all damage.
6. Bus drivers shall always be totally in control of their buses, “Tailgating” and other such practices that may lead to accidents show poor judgment and a lack of interest in proper conditions.
7. Bus drivers shall strictly abide by all speed limits, come to a complete stop before entering any highway and drive in a safe manner at all times.
8. Bus drivers should set examples for the passengers. Profanity, using tobacco, and eating and drinking while on the bus with passengers are forbidden.
9. All drivers and monitors are expected to be clean and well groomed when they report to work.
10. Drivers will refrain from discussing any information pertaining to other drivers, while in the presence of students.
11. Drivers are expected to support the policies of the Board and help promote the policies and progress of the Knox County School System.
12. Drivers are not to turn right on red.

How to Handle Accidents

The best way to handle accidents is to prevent them. At least three out of every four accidents are preventable.

DRIVER ACTIONS DURING ACCIDENTS

When the school bus is involved in an accident, the driver should do the following:

- If anyone is injured, give them first aid treatment.
- If injuries are at all serious an ambulance should be called.
- If the accident caused damage to any great extent to either vehicle or serious injuries to persons, the Knox County Sheriff should be called to investigate the accident. When in doubt, call Highway Patrol.
- The Bus Garage and the Superintendent should be called.
- Flares or reflectors should be set out.
- If the bus is damaged so that it would be unsafe to drive it, or it is blocking the road, a wrecker should be called if you cannot get the Bus Garage.
- **FILL OUT AN ACCIDENT REPORT ON THE SPOT AND IN FULL IF YOU CAN.**

TURN THIS REPORT IN TO THE DIRECTOR OF TRANSPORTATION AS SOON AS POSSIBLE.

FAILURE TO DO THIS IS NEGLIGENCE ON THE PART OF THE DRIVER.

Dismissal from School

Release of Students

At any time students are dismissed from school, they shall be released according to the written instructions provided by the custodial parent/guardian. The instructions, which shall be requested at the time the student registers/enrolls for the school year, shall include the student's regular mode of transportation at the end of the day and a list of persons, in addition to the custodial parent/guardian, who are authorized to pick up the child from school. Any deviation from the authorized release process must be approved by the Principal/designee prior to the student departing school in another manner.

It shall be the responsibility of the custodial parent/guardian to notify the school in writing if release instructions are to be revised. If written instructions are not provided to the school, the student shall only be released to ride home on the assigned bus or with the custodial parent/guardian.

Any student who leaves the school grounds at any time without proper authorization shall be subject to appropriate disciplinary action.

Release Process

No student will be excused on a regular basis for reasons not pertaining to school.

If the student is to be picked up early, the custodial parent/guardian or designee shall report to the Principal's office and sign for the student's release.

Each school shall maintain a daily entry and exit log of students signing in late or signing out early and shall require proof of identification from individuals (visual identification by an employee, driver's license, picture identification, etc.) to assure that they are authorized to pick up the student.

Those students who are not on record as being under the care or control of a parent/guardian may sign for their own dismissal.

Exceptions

A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant. In such case, the student's parent shall be notified at the earliest opportunity.

In addition, the Board authorizes emergency release of students for illness or other bona fide reasons, as determined by the Principal. **09.1231**

Additional Note: If students are allowed to be released to persons other than the parent/guardian, the written instructions must be presented to the Principal's office by the parent/guardian.

Student Records

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

Procedure to Be Established

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

Disclosure of Records

Student records shall be made available for inspection and review to the parent(s) of a student or to an eligible student on request. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws.

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

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

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

Authorized District personnel also may disclose personally identifiable information to the following:

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- School officials (such as teachers, instructional aides, administrators) and other service providers (such as contractors, consultants, and volunteers used by the District to perform institutional services and functions) having a legitimate educational interest in the information.

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

Student Directory Information

The Superintendent/designee is authorized to release Board-approved directory information.

Approved "directory information" shall be: student names and addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended by student.

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

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

Surveys of Protected Information

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

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

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

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

Students with Disabilities

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

Juvenile Court Records

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

Records of Missing Children

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

Court Order/Subpoena

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. However, in compliance with FERPA, when a lawfully issued court order or subpoena requires disclosure be made without notification of the student or parent, the District shall comply with that requirement. If the District receives such an order, the matter may be referred to local counsel for advice. **09.14**

Emergency Medical Treatment

First Aid to be Provided

First aid shall be provided to all pupils in case of an accident or sudden illness until the services of a health care professional become available.

First-Aid Room

A first-aid area with appropriate equipment, supplies and provisions for the child to recline shall be designated in each school. At least two (2) adult employees in each school, at least one (1) of whom shall be present at the school at all times during school hours, shall have completed and been certified in a standard first aid course that includes CPR for infants and children.

In accordance with KRS 158.838, the District shall train and have available employees to administer glucagon or diazepam rectal gel to students as required by law.

When enrolled students, for whom documentation under KRS 158.838 has been provided to the school, are present during school hours or as participants in school-related activities, a school employee who has been appropriately trained to administer or assist with the self-administration of glucagon, insulin, or seizure rescue medications shall be present.

Information Needed

A number at which parents can be reached and the name of the family physician shall be maintained at each school for all its pupils. Parents will be notified in the event of an accident.

Emergency Procedures

Each Principal shall develop a procedure for handling medical emergencies.

When an emergency arises and the student's parent/guardian or designee cannot be reached in a timely manner, the school will take action necessary to maintain the student's health, such as calling emergency medical personnel or taking the student to a health care facility. In such instances, school personnel shall notify health professionals of any medications that they are aware the student is taking. **09.224**

Child Abuse

Report Required

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected, or human trafficking, shall immediately make a report 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 Attorney or the County Attorney in accordance with KRS 620.030.

After making the report, the employee shall notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for investigation. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee who shall also promptly report to the proper authorities for investigation.

Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse. Therefore, the District shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations, reports involving claims made under state and federal laws, such as Title IX, shall require the District, after making the required report, to conduct an independent investigation of the allegations in order to determine appropriate personnel action.

Written Report

The person reporting shall, if requested, in addition to the report required above, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's or County's Attorney or the Cabinet for Families and Children or its designated representative within forty-eight (48) hours of the original report a written report containing specific information regarding the child, the child's parents or guardians, and the person allegedly responsible for the abuse or neglect.

Written Records

Copies of reports kept by the District that are submitted to authorities in compliance with the child abuse law are educational records and subject to inspection by the parents of the alleged victim of child abuse. Whether the records are considered "internal records", and not maintained with the students' "permanent records", is immaterial if such records are directly related to students and are maintained by the school or school District.

Interviews

If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Families and Children representative as to whether to contact a parent.

REQUIRED TRAINING

All current school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting by January 31, 2017, and every two (2) years thereafter. School administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter.

School-Related Student Trips

Principal to Approve

Prior approval of the school Principal is required for school-related trips which fall into the following categories:

1. All regularly scheduled athletic and academic events, and
2. All athletic or academic trips which are part of a tournament or play-off in which the school is a participant.

Superintendent's Approval

The Superintendent shall approve all school-related trips.

Board Regularly Informed

The Board shall be regularly informed of any trip falling within these guidelines.

Prior Approval for Other Trips

Use of certificated common carrier service shall be authorized by the Board on a case-by-case basis, and the reasons to justify such use shall be cited in Board minutes.

Insurance

Only Board insured vehicles or appropriately certificated common carriers shall be used for transporting students.

Drivers/Vehicles

All vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of school vehicles and operators of District-owned passenger vehicles transporting students shall comply with requirements specified in applicable statutes and administrative regulations.

The Director of Transportation shall schedule and assign drivers for extra trips.

Supervision

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

Medication

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

When students will be travelling outside the state, the Superintendent's designee shall do the following:

1. Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be travelling; and
2. Assign staff to accompany students on the field trip to address student medication needs.

Parents' Approval

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

Reimbursement

Groups or organizations using a school vehicle for educational, extracurricular, or athletic trips shall reimburse the Board for the bus driver's salary (plus applicable overtime wages) and \$2.00 per mile. The total charge is \$3.75 per mile however the Board donates \$1.75 per mile resulting in the \$2.00 per mile fee. **09.36**

Van Size Restriction: Vans above nine (9) passengers may not be used to haul students. Under current law, nine (9) passenger vans and below may be used if approved by the State in accordance with KAR 1:030.

Field Trip Requests: All field trip requests must be turned in to the Director of Transportation at least one (1) week in advance of the trip.

Student Accident Reporting Procedure

When a student accident occurs, it is the responsibility of the employee supervising the student to initiate the report within five (5) days of the student accident, using the appropriate forms provided by the student insurance carrier.

Forms are available in each school's principal's office or contact the Benefits Coordinator at the Knox County Board of Education at 606-546-3157, ext. 2021.

Acknowledgement Form

2017-2018 School Year

I, _____, have received a copy of the
Employee Name

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

I understand and agree:

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

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

Employee Name (please print)

Signature of Employee

Date

Return this signed form to the Central Office.