

TAYLOR COUNTY PUBLIC SCHOOLS

“Every Child, Every Day”



2018 – 2019 Employee Handbook

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Taylor County Board of Education
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The Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, or disability in employment, educational programs or activities.

Introduction

Welcome

Welcome to Taylor County Public Schools!

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

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Central Office and on the district website. 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, **policy codes in bold print** indicate related Board of Education policies. If an employee has questions, s/he should contact his/her immediate supervisor or the Superintendent.

District Mission

The **Mission** of the **Taylor County Public Schools** is to educate all students. The desire of this District is to work with the community to meet those critical needs which will allow each individual student to contribute successfully in a global society.

Future Policy Changes

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

Section

1

General Terms of Employment

Equal Opportunity Employment

The Taylor County Board of Education is an Equal Opportunity Employer. The District does not discriminate on the basis of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age or disabling condition.

Reasonable accommodation for individuals with disabilities will be made as required by law.

No qualified person with a disability, as defined by law, shall, on the basis of the disability, be subject to discrimination in employment. District employment practices shall be in accordance with the Board-approved procedures addressing requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact the Superintendent at the Board of Education's Central Office. **03.113/03.212**

Harassment/Discrimination

The Taylor 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 or the educational process place 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 subjected to harassment or discrimination should bring the matter to the attention of his/her Principal/immediate supervisor or the District's Title IX/Equity Coordinator. The District will investigate any such concerns promptly and confidentially.

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

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

Title IX Coordinator Name Angela Cook
Telephone 260-465-5731
Address 1209 East Broadway, Campbellsville, KY 42178

Section 504 Coordinator Name Stephanie Wilkerson
Telephone 270-465-5371
Address 1209 East Broadway, Campbellsville, KY 42178

Hiring

All full-time personnel are required to sign a written contract with the District.

A list of all classified and certified openings are posted on the Taylor County Schools Human Resources website and at the Central Office. Certified absences are also posted on the KDE job vacancy website.

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 shall be provided 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 criminal records checks and testing as required by law at their own expense.

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

Classified Employees: New hires must have both a state and federal criminal history background check and the central registry check. **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 may 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. **03.111/03.211/9.14/09.213/09.43**

Salaries and Payroll Distribution

All District employees shall participate in the direct deposit of payroll. Employees are paid on the 10th and 25th of each month. Payment will be issued according to a schedule approved annually by the Board. At the end of the school year, employees who have completed their duties may request to be paid their remaining salary before the end of the fiscal year (June 30). **03.121/03.221**

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

Determination of and changes to certified employees' rank and experience are determined in compliance with Policy **03.121**. Not later than forty-five (45) days before the first student attendance day of the succeeding school year or June 15, whichever occurs earlier, the Superintendent shall notify all certified personnel of the best estimate of the 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.

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

Classified Employees: Hourly employees shall follow work schedules prepared by their building supervisors. Classified hourly employees should record their time on duty on the distributed monthly time sheet. Documentation should include time the employee began and ended work. Per KRS 337.365, employees cannot be required to work without a rest period of at least 10 minutes during each 4 hours worked. The timing of the 10 minute break is at the discretion of the supervisor. This shall be in addition to the paid lunch break.

Supervision Responsibilities

While at school or during school-related or school-sponsored activities, students must be under the supervision of a certified employee at all times. All District employees are required to assist in providing appropriate supervision and correction of students. No employee shall send a student on an errand off school property without the prior approval of the Principal. **09.221**

Only those students who are involved in school activities and under the direct supervision of a faculty member or other approved school personnel shall be permitted in school buildings after school hours. **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 supervisors 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**

Section

2

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**

Salary Deductions

The Taylor County School District makes all payroll deductions required by law. Employees may choose from the following optional payroll deductions:

- Board approved Tax Sheltered Annuity programs;
- Board approved income protection plan;
- Board approved dental and vision insurance;
- Board approved cancer insurance;
- Board approved accident insurance;
- Board approved health insurance;
- Board approved life insurance;
- Board approved credit union;

- State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans;
- Membership dues for professional teachers' organizations
- Membership dues in professional administrators' or supervisors' organizations

Cafeteria Plan

Taylor County School District employees are eligible to participate in a cafeteria plan of benefits. A list of benefits is available in the Central Office. **03.1213/03.2212**

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, school personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent/designee. Allowable expenses include mileage, tolls and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (as authorized by policy and/or procedure), and lodging. Itemized receipts are required for all expenditures.

Employees must submit travel vouchers within one (1) week of travel and will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **03.125/03.225**

Holidays

All full-time certified and classified employees are paid for four (4) annual holidays as indicated in the school calendar. Certified and classified employees contracted for 240 or more days shall also observe Independence Day as a paid holiday. **03.122/03.222**

Vacations

Classified personnel hired before July 1, 2010, and who are employed for 250 or more days per fiscal year shall be eligible for ten (10) days of vacation with pay each school year. Use of vacation days must be approved in advance by the Superintendent/designee. **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.

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

Personal Leave

Full-time employees are entitled to one (1) day of paid personal leave each school year to be granted in segments of no less than one-half (1/2) day. Employees who work for less than a full year are entitled to prorate part of the authorized personal leave days. On June 30, personal leave days not taken during the current school year shall be transferred and credited to the employee's accumulated sick leave account.

The Superintendent of designee must approve the leave date, but no reasons shall be required for the leave. Approval shall be contingent upon the availability of qualified substitute employees. Those employees making earliest application shall be given preference. **03.1231/03.2231**

Sick Leave

Full-time employees are entitled to ten (10) days of paid sick leave each school year. Employees who work for less than a full year are entitled to a prorata part of the authorized sick leave days. Sick leave days not taken during the school year in which they were granted shall accumulate without limit for all employees. **03.1232/03.2232**

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

Sick Leave Donation Program

Employees who have accumulated more than fifteen (15) days of sick leave may request to donate sick leave days to another employee authorized to receive the donation. Certified employees may donate sick leave to both certified and classified employees, and classified employees may donate to both classified and certified employees.

Recipients shall comply with the Board's policies governing the use of sick leave. In addition, the donor and the recipient shall complete and sign a sick leave donation card specifying the days to be donated, and the recipient shall attach the required written certification by a licensed physician.

Requests to donate or receive sick leave days shall be processed through the Employee Benefits office. **03.1232/03.2232**

Family and Medical Leave

Full-time employees who have completed one (1) year of continuous employment and worked at least 1,250 hours during the twelve (12)-month period immediately preceding the request leave are entitled to family and medical leave. 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 the employee's job;
4. To address a qualifying exigency (need) defined by federal regulation arising out of the active duty or call to active duty of a covered family member (spouse, son, daughter, parent or next of kin) who serves in a reserve component or as a retired member of the Regular Armed Forces or Reserve in support of a contingency operation: and
5. To care for a covered family 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 may render the family member medically unfit to perform duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

When family and medical leave is taken to care for a service member's recovery from a serious illness or injury sustained in the line of duty, an eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve-month period.

When the health condition of an employee or family member qualifies for the use of sick leave, employees must use all paid sick leave before being eligible for unpaid FMLA, except that the employee may request to reserve ten (10) days of sick leave. FMLA begins when sick leave is exhausted. **03.12322/03.22322**

Maternity Leave

Employees may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child. Additional sick leave days may be used when the need is verified by a physician's statement.

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.

On written request, the parent of a newborn or the employee who adopts a child or children shall be granted 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 one (1) year. **03.1233/03.2233**

Extended Disability Leave

Unpaid disability leave shall be granted by the Board, upon written request, for the remainder of the school year. 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 physician's verification of disability. **03.1234/03.2234**

Educational Leave

Certified Employees: The Board may grant unpaid leave for one (1) year for educational or professional purposes. An additional year may be granted by the Board. Leave may be granted for full-time attendance at universities or other training or professional activities. Leave will not be granted for part-time educational activities.

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

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

Emergency Leave

Full-time employees are entitled to two (2) days of emergency leave with pay each school year. Approved reasons for taking emergency leave include bereavement for designated relatives and friends, disasters, subpoenaed court appearances and other reasons of an emergency or extraordinary nature as approved by the Superintendent or designee. Emergency leave days not taken during the current school year shall be transferred to the employee's accumulated sick leave account at the end of the school year. **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 federal or state jury pay, excluding expense reimbursement) for the period of her/his jury service. The employee shall reimburse the Board for any compensation (except expense monies) received as jury pay.

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

Military 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**

Section

3

Personnel Management

Transfer

Employees who wish to request a voluntary transfer should contact their immediate supervisor for assistance. Certified employees wishing to request a transfer should submit a written request to the Superintendent.

Notwithstanding any other policy provision, the Superintendent may transfer an employee charged with a felony offense as permitted under KRS 160.380. **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

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

The Board compensates employees at retirement, or their estate, for each unused sick day at the rate of thirty percent (30%) of the daily salary, based on the employee's last annual salary. The District shall provide compensation for unused sick leave days when the employee provides proof s/he qualifies as an annuitant who will receive a retirement or disability allowance from the Kentucky Teachers' Retirement System or the Kentucky Retirement System. For personnel who begin employment with a local school district on or after July 1, 2008, unused sick leave days to be recognized in calculating reimbursement under KRS 161.155 shall not exceed 300 days. **03.175/03.273**

Evaluations

All employees are given an opportunity to review their evaluations with their supervisor 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/Professional Development

The Board provides a program for professional development and staff training. **03.19/03.29**

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. **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**

Section

4

Employee Conduct

Absenteeism/Tardiness/Substitutes

In all cases of absence, employees shall notify the Principal or designee before the opening of school or the night before, if possible, and the Principal or designees shall call substitutes from the official substitute list approved by the Superintendent. **03.123/03.223**

Certified substitute assignments shall not be made for less than one-half (1/2) day. If the absence is for less than one-half day, please make arrangements for that absence with the building principal.

An absence for professional development requires a professional leave form filed in the Board Office prior to the date of the absence. Other absences (illness, jury duty, personal leave, or emergency leave) require documentation at the time of the absence.

Solicitations

Unless authorized by the Superintendent, sales representatives, agents, or other solicitors shall not solicit or contact pupils, teachers, or other employees during the school day.

No school employee shall provide to any outside group or individual a list of parents, students, teachers or other employees for solicitation or other purposes without the prior authorization by the Board and approval of the Superintendent or the Superintendent's designee. **03.1323/03.2323**

Political Activities

No District employee shall promote, organize, or engage in political activities while performing his/her duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

1. Encouraging students to adopt or support a particular political position, party, or candidate; or
2. Using school property or materials to advance the support of a particular political position, party, or candidate. **03.1324/03.2324**

Staff Meetings

Unless they are on leave or have been excused by the Principal/designee, staff members shall attend meetings called by the Principal or other authorized administrator. **03.1335**

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events and activities may be subject to disciplinary action, including termination.

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

1. conduct that threatens the health, safety or welfare of others;
2. conduct that may damage public or private property including the property of students or staff;
3. illegal activity;
4. 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
5. 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. **08.234**

Controversial Issues

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

Drug-Free/Alcohol-Free Schools

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

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

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

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

Any employee convicted of a workplace violation of drug abuse statutes must notify the Superintendent/designee of

the conviction within five (5) working days. **03.13251/03.23251**

Weapons

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, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

Employees who know or believe that this policy has been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **05.48**

Tobacco Products

The use of any tobacco product is prohibited in any building owned or operated by the Board where children meet on a routine or regular basis.

Adult employees may smoke in outside areas designated and supervised by the Superintendent or Principal. **03.1327/03.2327**

While on the bus, bus drivers shall not use tobacco products and shall not permit students to use them. **06.221**

Use of School Property

Employees are responsible for school equipment, supplies, books, furniture and apparatus under their care and usage. 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 shall 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 as to information entered or stored in their E-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

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

Employees who drive any Board-owned vehicle and/or transport students shall annually provide the Superintendent/designee with a copy of their driving record from the Kentucky Department of Transportation. Any traffic citation received during the year shall be reported to the Superintendent before driving a Board-owned vehicle or transporting students. **03.1321/03.2321**

Health, Safety and Security

It is the intent of the Board to provide a safe and healthful working environment for all employees. Employees should report any 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, 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**

Child Abuse

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected shall immediately make a report to a local law enforcement agency, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney. The employee shall notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for investigation. **09.227**

Use of Physical Restraint and Seclusion

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

Civility

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

In cases involving physical attack of an employee or immediate threat of harm, employees should take immediate action to protect themselves and others. In the absence of an imminent 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. **10.2**

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 disagreements or dissatisfaction with a personnel action. **03.16/03.216**

Outside Employment or Activities

Employees shall not accept outside employment or activities which will prevent them from fulfilling regularly assigned school duties and obligations. Employees shall not perform any duties related to an outside job during their regular working hours. **03.1331/03.2331**

Required Reports

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

- Report to the immediate supervisor damaged, lost, stolen, or vandalized school 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**
- 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, or a student is being 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. **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, you shall **immediately** make a report to a local law enforcement agency or Kentucky State Police, the Cabinet for Families and Children 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**

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.
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.
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.
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

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

Acknowledgement Form

2018-19 School Year

I, _____, have either received a copy
Employee Name
of the Employee Handbook issued by the District or have reviewed it on the District website at <http://www.taylor.kyschools.us>. I understand and agree that I am to review this handbook in detail and to consult District and school policies and procedures with my Principal/supervisor if I have any questions concerning its contents.

I understand and agree:

1. That this handbook is intended as a general guide to District personnel policies and that it is not intended to create any sort of contract between the District and any one or all of its employees;
2. That the District may modify any and 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.