Employee Acknowledgement of Receipt of the Certified Employee Handbook Form

I, _____________________________, have received a copy of the Employee Handbook issued by the District, and understand and agree that I am to review this handbook in detail and to consult Woodford County district and school policies and procedures and/or 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 Woodford 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, with or without prior notice.

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.

4. that I need to refer to the board policy manual for a complete up-to-date listing of policies and procedures.

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.

__________________________________________  __________________
Signature of Employee                                                                    Date

Return this signed form to your Principal who will then send to the Central Office.
A Message from the
Superintendent of Woodford County Public Schools

Welcome to the 2012-2013 school year. I am certain this will be an exciting and rewarding year for you and our kids. The goal of the Woodford County Public Schools is to provide the best educational experience for all of our students. Through the collaborative effort of teachers, administrators, support staff, parents and the community, we can accomplish this goal.

It is important that you become familiar with the policies and procedures of our school district and those are included in this handbook. Should you have any questions concerning specific board policies or administrative procedures, please direct those to your immediate supervisor.

I believe education is the most rewarding profession in our society. We have the opportunity to make a significant, positive difference in the lives of our students. I am glad you are a part of the Woodford County Schools and I look forward to working with you this year.

Sincerely,

D. Scott Hawkins
Superintendent
I. INTRODUCTION

PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to acquaint you with general Board of Education policies, regulations, directives, procedures and practices that govern and affect your employment. Also, this handbook outlines the fringe benefits available to you as an employee of the Board of Education.

You may obtain further details concerning the items in this handbook by talking with your immediate supervisor or by contacting the Central Office. Some department/divisions/schools may also have supplementary policies and procedures that apply only to employees of those units.

Mission Statement

The Woodford County Public Schools, in partnership with families and the community, will provide challenging learning opportunities for all students, promote student growth and achievement, and prepare students to strive for excellence.

Core Values

The Woodford County Public Schools believes these core values are an essential foundation to achieving the mission of the district.

Partnership – The Woodford County Public Schools will foster respectful, honest and caring relationships among students, families, staff and the community. We will establish a collaborative effort by all to achieve our common mission.

Respect – The Woodford County Public Schools will show consideration for all. We will seek to understand and accept our students’ diverse needs while maintaining high expectations.

Integrity – The Woodford County Public Schools is committed to making decisions based on what is best for students. We will have the courage to do what is right.

Determination – The Woodford County Public Schools will serve our students with an intentional purpose and tireless focus on student achievement. We are committed to preparing our students for productive citizenship.

Excellence – the Woodford County Public Schools is dedicated to achieving the highest standard in all that we do. Each employee will provide exemplary service to support student achievement.
PHILOSOPHY OF THE WOODFORD COUNTY SCHOOL SYSTEM

We, the Board of Education and all employees, recognize that education is a lifelong process. Woodford County Schools continually strive to improve the instructional programs and to make the schools more successful and safer places for our students.

Therefore, the instructional program shall provide:

1. Opportunities for developing the individual potentialities represented in the wide range of differences among pupils, and

2. A common fund of knowledge, values, and skills vital to the welfare of the individual and nation.

Nondiscrimination Policy Statement
Students, their parents, and employees of the Woodford County School System are hereby notified that this school system does not discriminate on the basis of race, color, national origin, age, religion, marital status, genetic information, sex, or disability in employment, vocational and educational programs, or activities as set forth in Title II, Title VI, Title IX, American With Disabilities Act, Section 504, and Age Discrimination Act of 1975 and provides equal access to the Boy Scouts and other designated youth groups.

Any person having inquiries concerning the Woodford County Schools’ compliance with Title II, Title VI, Title IX, Section 504, American With Disabilities Act, or Age Discrimination Act 1975, is directed to contact the Director of Staff and Student Services, who has been designated by the Woodford County Board of Education to coordinate the system’s efforts for compliance. Please contact Garet Wells, Director of Staff and Student Services at 330 Pisgah Pike, Versailles, Kentucky 40383-9214. Contact may be made by phone at (859) 879-4600 extension 2110.
BOARD OF EDUCATION MEMBERS
Mr. Ambrose Wilson IV, Chair          P.O. Box 3999 Midway 40347  846-9617
Ms. Debby Edelen, Vice Chair 732 Eureka Drive, Versailles 40383 879-8960
Ms. Margie Cleveland 184 Huntertown Rd., Versailles 40383 873-9831
Mr. Paul Stahler 3325 Hifner, Versailles 40383 873-6324
Ms. Sherri Springate 129 South Hill Road 873-5968

ADMINISTRATIVE OFFICES
330 PISGAH PIKE, VERSAILLES, KY 40383
879-4600
D. Scott Hawkins, Superintendent (Ext. 2103)
Angel Cooper, Administrative Assistant (Ext. 2102)

DEPARTMENT OF CURRICULUM AND INSTRUCTION
330 PISGAH PIKE, VERSAILLES, KY 40383
879-4600
Mike Stacy, Chief Academic Officer (Ext. 2106)
Michelle Cassady, Director of Instruction (Ext. 2107)
Nicole Henriott, Secretary to Curriculum & Instruction (Ext. 2105)

DEPARTMENT OF STAFF AND STUDENT SERVICES
330 PISGAH PIKE, VERSAILLES, KY 40383
879-4600
Garet Wells, Director of Staff/Student Services (Ext. 2110)
Sharon Parker, Secretary, Ext. (2101)
Jill Hargis, Social Worker/Asst. to the DPP (Ext. 2111)
Janice Frost, Benefits Coordinator (Ext. 2109)
Sheri Eaves, Food Service Director (Ext. 2118)
Angie Martin, District SSTS Student Information Systems Coordinator (Ext. 2123)
Jeanne Halter, Home/Hospital (Ext. 2112)
Marti Congleton, Home/Hospital (Ext. 2112)

FAMILY RESOURCE CENTERS
Linda Tilghman, Woodford County Family Resource Center  
Simmons 879-4677 Northside 879-4697
Torie Hundley, Huntertown/Southside Family Resource Center  
Huntertown 879-4687 Southside 879-4667

DEPARTMENT OF TECHNOLOGY
330 PISGAH PIKE, VERSAILLES, KY 40383
879-4600
Greg French, District Technology Integration Coordinator (Ext. 2120)
James Tuttle, LAN Technician (Ext. 2122)
Rebecca Keith, Technology Resource Teacher (Ext. 2121)
Liz Pitcher, Technology Information and Curriculum Assistant (Ext. 2119)
PSYCHOLOGICAL SERVICES
330 PISGAH PIKE, VERSAILLES, KENTUCKY 40383
879-4600
Teresa Wasson, Director of Special Education (Ext. 2125)
Faye Willis, Special Education Secretary (Ext. 2124)
Carrie Morris, School Psychologist/MAP-RTI Coordinator (Ext. 2108)
Michelle Klein, School Psychologist (Ext. 2128)
Jan Sellers, School Psychologist (Ext. 2127)
Nancy Alspach, School Psychologist (Ext. 2129)
Libby Kelly, Special Education Clerk (Ext. 2126)

ENGLISH LANGUAGE LEARNERS (ELL)
Carmen Wilcox, Parent Liaison/Interpreter 879-4701
Beth Gniot, ELL Coordinator 879-4680 (Ext. 6841)

COMMUNITY EDUCATION CENTER
299 SOUTH MAIN STREET, VERSILLES, KY 40383
879-4628
Kathy Hogg, Community Education Coordinator (Ext. 4008)
Sharon Cole, Community Ed. Program Manager (Ext. 4007)
Tammy Bramlett, GED/ABE Director (Ext. 4012)
Adrian Holloway, School Nurse
Patty Moffett, School Nurse
Mary Shultz, School Nurse
Amanda Lewis, School Nurse

DEPARTMENT OF TRANSPORTATION
207 SIMMONS STREET, VERSAILLES, KY 40383
879-4647
Mark Lancaster, Director of Transportation (Ext. 4002)
Debbie Turner, Driver Trainer (Ext. 4003)
Charlina Foster, Driver Trainer
Robert Woodrum, Mechanic (Ext. 4004)
Gary Robinson, Mechanic (Ext. 4005)
Cindy Peal, Secretary (Ext. 4001)

DEPARTMENT OF FINANCE
330 PISGAH PIKE, VERSAILLES, KENTUCKY 40383
879-4600
Amy Smith, Chief Operating Officer (Ext. 2114)
Donna Payne, Central Office Staff SupportSecretary, Ext. (Ext. 2113)
Cheri Smith, Asst. Financial Manager (Payroll) (Ext. 2115)
Debra Yates, Payroll Clerk I (Ext. 2116)
Stephanie Smith, Accounting Clerk II/Accounts Payable (Ext. 2117)
WOODFORD COUNTY HIGH SCHOOL
180 FRANKFORT STREET, VERSAILLES, KY 40383
(859) 879-4630
Rob Akers, Principal (Ext. 3010)
Ray Woodyard, Asst. Principal (Ext. ?)
Jennifer Forgy, Asst. Principal (Ext. 3011)
Bob Gibson, Asst. Principal (3012)
Vicki Bowers, Office Manager (Ext. 3001)
Cindy Patterson, Bookkeeper (Ext. 3006)
April Bruce, Student Information Systems/Attendance (Ext. 3005)
Cindy Anderson, Guidance Secretary (Ext. 3015)
Allyson Lusby, Guidance Counselor (Ext. 3017)
Regina Taylor, Guidance Counselor (Ext. 3016)
Patricia Banks, Guidance Counselor (Ext. 3018)
Monica Lewis, Testing/Assessment Coordinator (Ext. 3019)
Sara Swinford, Social Worker (Ext. 3013)

WOODFORD COUNTY MIDDLE SCHOOL
100 SCHOOL HOUSE RD., VERSAILLES, KY 40383
(859) 879-4650
Vacant, Principal (Ext. 5010)
Whitney Allison, Asst. Principal (5011)
Vacant, Asst. Principal (Ext. 5012)
Debbra Nauert, Secretary/Bookkeeper (Ext. 5002)
Teresa Hines, Office (Ext. 5001)
Derby Akers, Guidance Counselor (Ext. 5205)
Vacant, Social Worker (Ext. 5203)
Pam Campbell, Guidance Counselor Secretary (Ext. 5201)
Marcha Allison, Student Information Systems/Attendance (Ext. 5005)
Betty Coakley, Bookkeeper (Ext. 5003)

SAFE HARBOR ACADEMY/299 SOUTH MAIN STREET, VERSAILLES, KY 40383
Brian Tackett, Principal (879-4694, Ext. 4016)
Lesley Gilpin, Social Worker (Ext. 4017)

WOODFORD COUNTY EARLY CHILDHOOD CENTER
299 SOUTH MAIN STREET, VERSAILLES, KENTUCKY 40383
(859) 879-4628
Kathy Hogg, Preschool Coordinator (Ext. 4008)
Clarita Murphy, Preschool Secretary (879-4699)
Jean Cronk, Preschool Teacher (Ext. 4026)
Kim Kearns Johnson, Preschool Teacher (Ext. 4025)
Heather Dykes, Southside Preschool Teacher (879-4660, Ext. 6221)
Melanie Hogan, Northside Preschool Teacher (879-4690, Ext. 6942)
Tammy Willet, Preschool Speech Pathologist, (Ext. 4027)
HUNTERTOWN ELEMENTARY SCHOOL
785 HUNTERTOWN ROAD, VERSAILLES, KY 40383
879-4680
Elaine Kaiser, Principal (Ext. 6810)
Tammy Yates, Secretary/Bookkeeper (Ext. 6802)
Amy Adams, Student Information Systems Clerk/Attendance (Ext. 6805)
Susan Tracy, Guidance Counselor (6815)

NORTHSIDE ELEMENTARY SCHOOL
500 NORTHSIDE DRIVE, MIDWAY, KY 40347
879-4690
Ryan Asher, Principal (Ext. 6910)
Sue Eckroth, Secretary (Ext. 6901)
Holly Martin, Bookkeeper (Part-time) (Ext. 6902)
Julie Brangers, Student Information Systems Clerk/Attendance (Ext. 6905)
Sherry Basore, Guidance Counselor (Ext. 6915)

SIMMONS ELEMENTARY SCHOOL
830 TYRONE PIKE, VERSAILLES, KY 40383
879-4670
Larry Caudill, Principal (Ext. 6710)
Anita Mize, Secretary/Bookkeeper (Ext. 6702)
Kim Carpenter, Secretary (Ext. 6701)
Nancy MaGruder, Student Information Systems Clerk/Attendance (Ext. 6705)
Sandra Dugan, Guidance Counselor (Ext. 6715)

SOUTHSIDE ELEMENTARY SCHOOL
1300 TROY PIKE, VERSAILLES, KY 40383
879-4660
Vacant, Principal (Ext. 6010)
Linda Clifton, Secretary/Bookkeeper (Ext. 6002)
Lisa Langston, Secretary (Ext. 6001)
Denise Tucker, Student Information Systems Clerk/Attendance (Ext. 6005)
Debbie Spears, Guidance Counselor (Ext. 6015)
II. EMPLOYMENT POLICIES

TEACHING PERSONNEL

In determining the eligibility of a particular candidate for appointment to a position as teacher, the sole concern of the interviewing committee shall be to recommend that person who, by reasons of preparation and experience; has the greatest ability to work effectively with children, other staff members, and the citizens of the school community, and will render the highest possible level of services to all children.

DEFINITION OF CERTIFIED PERSONNEL

Certified personnel are those employees holding positions for which Kentucky teacher certification is required. It is the responsibility of all persons appointed to positions to present a copy of their required certificate and relevant requested information to the Board of Education.

Certified employees must be certified for the positions for which they will hold and possess qualifications established by board policies, except in cases where no individual applies who is properly certified and/or who meets qualifications set by Board policy.

FULL-TIME STATUS

Any certified person employed for 7/10ths of a day or more on a daily basis for the length of the school or calendar year shall be considered a full-time employee.

CONTRACT

All certified employees (Superintendent and non-contracted substitutes excepted) shall receive a limited or a continuing contract. The contract will indicate the position for which the employee was hired and the number of days for which the employee will receive renumeration. After the Superintendent has approved and signed the contract, an original and a copy will be mailed to the employee. The original will be signed by the employee and mailed back to the Superintendent.

INTERNSHIP PROGRAM

KRS 161.030 requires that effective January 1, 1985, all new teachers and out-of-state teachers with less than two (2) years successful teaching experience, who are seeking initial certification in Kentucky, complete written tests and serve a one (1) year internship. The steps of this process are as follows:

General Education:

1. Applicant completes a teacher preparation program and student teaching, graduates, and applies for a Statement of Eligibility.
2. The applicant is issued a Statement of Eligibility verifying successful completion of appropriate tests and teacher preparation program. This document indicates that the candidate is eligible to seek employment as a teacher.

3. When the applicant secures employment, the employer completes the Confirmation of Employment section of the Statement of Eligibility and returns it to the Office of Teacher Education and Certification at the Kentucky Department of Education. Upon receipt and verification of the Confirmation of Employment, the Division of Certificate Processing will issue one-year provisional teaching certificate and the Division of Testing and Internship will set up a teacher internship committee for the intern.

The main goal of the Kentucky Teacher Internship Program is to increase the likelihood that new teachers will experience success during the first year in the classroom. The focus of the program is on the productive teaching behaviors and the elimination of the counterproductive behaviors.

Any questions concerning the Internship Program can be directed to the District KTIP Program Manager or the Education Professional Standards Board. (502) 564-4606.

TRANSFER OF TENURE

All teachers employed who have attained continuing contract status from another Kentucky district shall serve one- (1) year probation before being considered for continuing contract status in the School District.

EVALUATION OF PERSONNEL

The Superintendent shall develop and recommend for Board approval an evaluation system for all certified employees. The Superintendent shall develop necessary procedures for implementation of policies, receive panel recommendations, request re-evaluations and/or hearings, and shall take such action as he/she deems appropriate or necessary.

Purpose

The purpose of the evaluation process shall be to improve instruction, provide a measure of performance accountability to citizens, and provide encouragement and incentive for employees to improve performance, and support individual personnel decisions.

Supervision

Supervision shall be provided for all certified employees. Employees shall be informed as to whom their immediate supervisor is and to whom they will be responsible.

Each employee shall be provided a job description, which shall delineate all essential functions and the general duties and responsibilities of the position held by the employee. Job descriptions shall not be considered all-inclusive descriptions of the job but shall indicate the general
parameters of the duties and responsibilities of the position. The immediate supervisor may, as needed, assign other reasonable duties to the employee.

**Review**

Annually, evaluators are to familiarize certified personnel whom they will be evaluating with the district’s evaluation system within one month of reporting for employment. Every certified employee must complete a Professional Growth Plan as part of his or her evaluation. For continuing employees this plan can be built as early as May 1 of the current year. Professional Growth Plans must be created no later than October 1 of the new school year for all newly hired or transferred employees. All written evaluations shall be discussed with the evaluatee. Both the evaluator and evaluatee shall sign and date the evaluation instrument.

Observations and post-observation conferences shall occur at least once a year for each continuing-contract teacher, three times a year for non-tenured teacher interns, and twice a year for non-tenured teachers. Non-teaching certified staff shall confer with their evaluator at least once each semester. Administrators, excluding the superintendent, shall be evaluated (summative evaluation) annually. All evaluations and information related to appeals and hearings shall be maintained in the employee’s personnel file.

**Professional Portfolio**

At the discretion of the school principal, certified employees may be required to keep a professional portfolio. The working portfolio for teachers is a notebook that contains information that gives evidence of meeting professional responsibilities. The evaluator annually reviews the portfolio. Non-tenured teachers include all nine items outlined in the district evaluation plan. Tenured teachers include information for items 5 through 9.

For further information regarding the evaluation process, please refer to the “Woodford County Evaluation Plan for Certified Employees” handbook.

**Local Evaluation Appeals Panel**

Any certified employee who believes that he or she was not fairly evaluated may appeal to the Local Evaluation Appeals Panel within ten (10) working days of the receipt of the summative evaluation. The appeal shall be submitted in writing on the appropriate form and signed by the appellant. No administrator shall serve on any appeal panel on which he/she was the evaluator. The certified employee appealing to the panel has the burden of proof. Hearings will be held as determined necessary by the panel. In the case of appeals of evaluations by the Superintendent, the panel shall report to the Board.

Whenever a panel member or a panel member’s immediate family appeals to the panel, the member shall not serve for that panel. Immediate family shall include father, mother, brother, sister, husband, wife, son, daughter, uncle, aunt, nephew, niece, grandparent, and corresponding in-laws.
Election

Two members of the local evaluation appeals panel shall be elected by and from the certified employees of the District. One alternate shall also be elected by and from the certified employees to serve in the event an elected member cannot serve. The Board shall appoint one certified employee and one alternate certified employee to the panel.

EQUAL EMPLOYMENT OPPORTUNITIES

Equal opportunities shall be provided for all persons throughout the Woodford County Public Schools in recruitment, appointment, promotions, transfer, dismissal, payment, training and other employment practices without regard to race, ethnic origin, sex, genetic information, color, creed, handicap, religion or natural origin and assignments, responsibilities and duties shall be without regard to same.

*NOTE: If consideration of sex, age or handicap have a bona fide relationship to the unique requirements of a particular job or if there are applicable statutory or federal or state regulatory requirements then sex, age or handicap may be taken into account but not in such a manner as to unfairly discriminate against one on account of sex, age, or handicap.

HIRING

When a vacancy occurs, the Superintendent shall notify the Commissioner of Education thirty days before the position is to be filled. If a vacancy needs to be filled in less than thirty days, to prevent disruption of the necessary instruction or support services of the School District, the Superintendent may seek a waiver of the thirty-day advance notice requirements from the Commissioner of Education. If the waiver is approved, the appointment shall not be made until the person selected by the Superintendent has been approved by the Commissioner of Education.

Personnel actions shall not be effective until the employee receives written notice of such action from the Superintendent. Certified employees may be appointed by the Superintendent, for any school year at any time after February 1 next preceding the beginning of the school year.

VACANCIES

Under procedures developed by the Superintendent, a listing of all District job openings shall be posted in the Central Office and in each school building on a timely basis and shall refer interested persons to the Central Office job register for additional information. Postings of vacancies may be made with other agencies, as appropriate. The Superintendent will conduct a search to locate and encourage minority candidates to be considered for the position.

All employees shall receive a copy of their job descriptions and responsibilities.
CRIMINAL BACKGROUND CHECK and TESTING

Applicants, employees, and student teachers assigned within the District shall undergo records checks and testing as required by applicable statutes and regulations.

Each application or renewal form provided to applicants for a certified position shall conspicuously state the following: “FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT.”

PHYSICAL EXAMINATION

All newly employed certified personnel shall submit a completed medical examination form to the Superintendent’s office. This form will be sent to the employee after being employed. A medical examination that was performed within ninety days prior to employment is acceptable. The exam will include a skin test for tuberculosis. All positive reactors will be required to comply with the recommendations of local and state health agencies.

DISABILITY

No qualified person with a disability shall, on the basis of the disability, be subject to discrimination in employment.

REASONABLE ACCOMMODATION

Employees who have a long term or permanent disability may request the district supervisor to provide reasonable accommodations necessary for them to perform the essential duties of the position. Reasonable accommodation shall be provided as required by law.

HARASSMENT/DISCRIMINATION (Draft)

Harassment/Discrimination of employees is unlawful behavior based on race, color, national origin, age, religion, sex, genetic information or disability of an employee involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426 or where it does not violate provisions of policy 09.422.
Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or opposite sex.)

Employees who engage in harassment/discrimination of another employee or a student on the basis of any of the areas mentioned above shall be subject to disciplinary action including, but not limited to, termination of employment.

Conduct and/or actions that could be considered a violation under this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written or electronic materials or pictures that are lewd, vulgar, demeaning or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing an employee to believe that he or she must submit to unwelcome sexual conduct in order to maintain employment or that a personnel decision will be based on whether or not the employee submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve individuals with disabilities in antisocial, dangerous or criminal activity where they, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual’s property based on any of the protected categories.

Employees who believe they or any other employee, student, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. If an employee is not assigned to a particular school, a report of harassment/discrimination may be made to the employee’s immediate supervisor or to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal, Superintendent, or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/discrimination. Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy or to take corrective action shall
be cause for disciplinary action. In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than five (5) working days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. Investigations shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. Following completion of the investigation, the investigator shall complete a written report of all findings.

The Superintendent/designee may take interim measures to protect complainants during the investigation.

2. A process to identify and implement, within five (5) working days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.

3. A process to be developed and implemented to communicate requirements of this policy to all staff, which may include, but not be limited to, the following:
   - Written notice provided in publications such as handbooks, staff memoranda, and/or pamphlets;
   - Postings in the same location as are documents that must be posted according to state/federal law; and/or
   - Such other measures as determined by the Superintendent/designee.

4. Annual training explaining prohibited behaviors and the necessity for prompt reporting of alleged harassment/discrimination; and

5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation. If an alternate method of filing complaints is needed, the ADA Coordinator shall be contacted.

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.
SEXUAL HARASSMENT

Sexual harassment of students or employees is prohibited and, if substantiated, shall be cause for disciplinary action. Prompt investigation of allegations of sexual harassment and the expeditious correction of the conditions causing such harassment will be conducted following the procedures developed by the Superintendent.

PERSONNEL REGULATIONS

The Superintendent or person(s) designated by the Superintendent shall prepare the necessary personnel regulations to implement the employment policies, subject to approval by the Board of Education.

PERSONNEL RECORDS

One (1) master personnel file, documenting employment history including information maintained in electronic format, shall be maintained for each employee. This file shall be maintained in the Central Office and shall be under the custody of the Superintendent or the Superintendent’s designee. This file may be inspected by the employee. The Superintendent has developed procedures to ensure the security of these files.

Personnel records contain material of a personal nature, the disclosure of which would constitute an invasion of privacy, and therefore, those portions of personnel records are not open for public inspection without approval of the employee.

ASSIGNMENT (Draft)

The assignment of all certified personnel shall be made by the Superintendent. The Superintendent shall make all appointments, promotions, and transfers of certified personnel for positions authorized by the Board and, at the first meeting following the actions, shall notify the Board of same and this shall be recorded in Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

The Superintendent shall assign personnel who are certified for the positions they will hold and who possess qualifications established by the Board policy, except where no individual applies who is properly certified and/or who meets qualifications set by Board policy.

The Superintendent shall not assign the relative of a school principal to the school where the principal is assigned unless the relative is not the spouse and was employed in that school during the 1989-90 school year. No spouse of a principal shall be assigned to the school where the principal is assigned unless the spouse was assigned in that school during the 1989-90 school year and there is no other position in the District for which the spouse is certified. A Principal’s spouse employed in the Principal’s school shall be evaluated by another school administrator.
The Superintendent shall not assign a certified employee to an alternative education program as defined in KRS 160.380 as part of any disciplinary action pursuant to KRS 161.790 or as part of a corrective action plan established pursuant to the District’s evaluation plan.

**PROMOTION**

The promotion of certified personnel shall be made by the Superintendent, who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

The Superintendent shall not promote a personal relative or the relative of a Board member who continues employment in the district under provisions of KRS 160.380.

The promotion of personnel shall be based on qualifications, success in past assignments, and potential for success in the new position.

**DEMOTION**

The demotion of certified personnel shall be made by the Superintendent, who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

**TRANSFER**

The Superintendent, who, at the first meeting following the transfer, shall notify the board of it, shall make transfers of certified personnel. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

No transfer or reassignment of certified personnel will be made after July 15 except to fill vacancies created by illness, death, or resignations; to reduce or increase personnel because of a shift in school population; to make personnel adjustments after consolidation or merger; or to assign personnel according to their major or minor fields of training. The reasons for transfer or reassignment shall be stated in writing to affected personnel.

Principal’s Recommendation: On or before July 15, the Principal shall submit to the Superintendent recommendations for the transfer of personnel. Such recommendations shall be in writing and shall state the reasons for transfer.

Requests for Transfer: Requests for transfer should be submitted in writing on the intent form, which is distributed to all certified staff in February.
Procedure for Transferring from One Position to Another:

Each school year, the Superintendent’s office sends out a form to all employees for them to specify their assignment preference for the upcoming school year. The forms are sent to certified employees the first of February and are sent to classified employees the first of March. The forms are known as “intent forms.” The form asks each employee to indicate: (1) whether or not they intend to return to their present position; and (2) whether or not they desire to transfer or be considered for any other position within their school or within the District. After the completed forms are returned to the Superintendent’s office, a “transfer list” is compiled for both classified and certified staff.

As vacant positions are created within the School District through leaves, retirement, transfers, resignations, nonrenewal of contracts, death of a staff member, or creation of a new position, each supervisor must review the appropriate transfer list and ensure that any person desiring to transfer to a position that is vacant will be given an opportunity to be considered for that particular position. An exception to this would be when staff within a building wishes to transfer to another position in the same building. They will be given consideration over staff members desiring to transfer, who do not work within the building where the vacancy exists.

EXTENDED EMPLOYMENT

All certified employment shall be calculated from a base of 187 days. Vocational agriculture teachers shall be allotted sufficient days of extended employment to provide for twelve (12) months instructional salary per year.

SUSPENSION

The Superintendent may suspend a certified employee without pay pending final action to terminate the contract if the character of the charges warrant such action. If a tribunal hearing is requested, and the decision of the tribunal is against termination of the contract, the suspended teacher shall be paid full salary for the period of such suspension, except that the Board may appeal the tribunal’s decision to the circuit court.

SANCTIONS

In accordance with KRS 161.790, the Superintendent may suspend a teacher without pay as a disciplinary action. An employee shall be suspended with pay for up to ten (10) days only when the Superintendent determines there is a justifiable need for such actions.
REINSTATEMENT

When a certified employee has been suspended pending action to terminate the contract and the tribunal, after a hearing, decides against termination, the employee shall be reinstated in compliance with KRS 161.790, except that the Board may appeal the tribunal’s decision to the circuit court.

REDUCTION IN FORCE

When, by reasons noted in KRS 161.800, it becomes necessary to reduce the number of certified personnel, the Superintendent shall do so in compliance with the statute. The Superintendent, at the first meeting following the reduction in force, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

DEFINITIONS

(1) Seniority means length of service as a teacher in the District beginning on the first compensable day of employment and applies only to teachers employed on continuing-service contract. If there has been a break in service, seniority shall begin on the first compensable day after such break in service. Leave of absence or suspension of contract under terms of this policy do not constitute break in service, but no seniority shall accrue during such leave or contract suspension. No teacher shall be eligible for more than one (1) year of seniority during any one (1) school year; however, service time accumulated toward seniority prior to the effective date of this policy shall be retained.

(2) Certification means the grade levels, subject areas, and other positions to which a teacher may be legally assigned in the District as evidenced by the certificate issued to the teacher pursuant to applicable statutes and administrative regulations.

ADMINISTRATIVE PROCEDURE TO POLICY 03.171 (REDUCTION IN FORCE)

Suspended teachers will be given first choice, based upon seniority, to accept restored positions provided certification qualifications are met for said positions. However, if a teacher refuses a District position in the certification area from which he or she was suspended, the teacher’s restoration rights shall be terminated. Teachers may accept or reject part-time positions with the District without jeopardizing their recall status for a full-time position. Restoration entitles the certified employee to reinstatement of seniority and accumulated sick leave accrued as of the date of suspension.

The last teacher to be suspended will be the first rehired for regular teaching positions within each certification area. If requested, suspended teachers will be placed on the preferred substitute teacher list during the period of suspension of contract. All vacated positions will be filled from the ranks of suspended teachers if possible. If any part of this procedure is declared invalid by judicial decision or legislative act, said decision or act will be not invalidating the remainder of this procedure.
**TERMINATION**

Termination and non-renewal of contracts shall be the responsibility of the Superintendent who, at the first meeting following the action, shall notify the Board of same. Such notification shall be recorded in Board minutes. Prior to notification of the Board, the Superintendent shall furnish the teacher with a written notice of the action.

Termination of contracts of certified personnel shall be in compliance with KRS 161.790. Non-renewal of limited contracts of certified employees shall be made in compliance with KRS.161.750.

Certified employees seeking to terminate contracts in force shall do so in compliance with KRS 161.780.

Employees who violate the Professional Code of Ethics for Kentucky School Certified Personnel may be subject to disciplinary action, up to and including termination.

**NON RENEWAL**

The Principal/immediate supervisor shall provide the Superintendent with notice of recommended non renewals. Nonrenewal of limited contracts of certified personnel shall be made no later than May 15 in compliance with the requirements of KRA 161.750.

**GRIEVANCES**

The Superintendent shall develop specific grievance procedures to include, but not limited to, the opportunity for grievances to be addressed and resolved at each level of supervision.

Grievances are individual in nature and must be brought by the individual grievant. The Board will hear employee grievances only after the unsuccessful resolution by the employee’s supervisors, unless the issue of the grievance concerns constitutional, statutory, regulatory, or policy application or demotion under KRS 161.765 or issues of personnel excluded from the Board’s consideration.

**CONFLICTS OF INTEREST**

No administrator or other employee of the District with decision-making authority over the financial position of the school District shall have any pecuniary interest, either directly or indirectly, in an amount exceeding twenty-five dollars ($25.00) per year, at the time of or after appointment, in supplying any goods, services, property or merchandise for which school funds are expended. Nor shall any such person receive directly or indirectly any gift, reward, or promise of reward for goods, services, property, or merchandise of any kind for which school funds are expended.
No administrator or other employee shall solicit for personal financial remuneration for students, parents and other staff during the school day or during school events.

Unless prior arrangements are made with the Board, any device, publication or any other item to be copyrighted or developed during the employee’s paid time shall be District property.

Employees shall not profit monetarily through use of confidential information gained in the course of or by reason of their position of employment with the District.

**EXCEPTION**

This policy shall not prohibit the Board from approving non-contracted personal services for the benefit of the District.

**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 students, teachers or other employees for solicitation or other purposes without the prior authorization by the board and approval of the Superintendent or his designee.

**OUTSIDE EMPLOYMENT OR ACTIVITIES**

No certified employee shall accept outside employment or participate in activities which will prevent him/her from fulfilling regularly assigned school duties and obligations as stated in the employee’s contract or as listed on the school calendar.

Exception: While performing service or undergoing training, employees who are members of the National Guard, any reserve component of the U.S. Armed Forces, or reserve corps of the U.S. public health service shall be entitled to leave of absence from their respective duties (Reference: KRS 61.394).

**III. SALARY/FRINGE BENEFITS**

**SALARIES**

All certified employees shall be paid in twelve (12) equal payments. Individuals employed for less than 239 days shall be paid as follows: Ten (10) payments will be issued monthly on the last scheduled workday of each month commencing with August and ending with May. The Eleventh (11th) payment will be issued on the 15th of June. The Twelfth (12th) payment will be issued on the 30th of June. Individuals employed for 239 days shall be paid on the last regular workday of each month.
All employees shall be paid via direct deposit to the bank and account of their choosing.

All salaries for certified personnel shall be based on a single-salary schedule providing for 187 days.

The rank and experience of certified personnel shall be determined on September 15 for the current school year, as required by statute. Compensation for employment contracted beyond 187 days shall be prorated on the base pay for 187 days.

The Board shall annually establish a schedule of compensation for extra services and supervision.

Certified staff transferred by administrative action from one school to another within the District will receive one (1) days pay for packing and moving Board property. Certified teaching staff transferred by administrative action from one room or grade to another within a school will receive one-half (1/2) days pay for packing and moving Board property. Payment will be made when services have been certified by the principal on a certified wage reporting form.

The Superintendent shall by July 1st of each year, notify all certified personnel of its best estimate of the salary for the coming year.

The Superintendent’s salary may be established without regard to the above-mentioned schedules.

The Board may establish separate salary schedules for: Substitute teachers, teachers teaching for less than half a day, and additional requested services.

By law, all payments for services rendered by employees must be paid through payroll, with all appropriate taxes withheld. Payment for extra services shall be added to the regular monthly payroll in order to be taxed at the more favorable tax table rate. Any payments issued in addition to the twelve (12) monthly checks/direct deposits must, by law, be taxed at the higher supplemental federal tax rate.

**HOLIDAYS**

All certified employees may be paid for four (4) holidays, which shall be designated in the official school calendar. These are part of the minimum 187-day school year by state law. Certified employees on a 239 day calendar shall also be paid for the Fourth of July.
PAYROLL DEDUCTIONS

Mandatory payroll deductions include:

1. State and federal income taxes;
2. City occupational tax, when applicable;
3. County occupation tax;
4. The Teachers’ Retirement System of the State of Kentucky;
5. Any deductions required as a result of judicial process, e.g., salary attachments, etc.
6. Court ordered garnishments and or/attachments, and federal or state ordered tax levies;
7. Medicare - applicable to personnel newly hired in Woodford County after 8/31/86.

Pursuant to the provisions of KRS 161.158, the following optional payroll deductions are authorized by the board for those employees who choose to participate.

1. Expanded and dependent health and hospitalization insurance;
2. Income protection or preferred disability insurance group plan;
3. Cancer insurance;
4. Dental insurance;
5. Additional Life insurance;
6. Savings bonds;
7. Commonwealth Credit Union;
8. United Way;
9. Board approved Tax Sheltered Annuity Program, 401K, 403B, and 457 Plans, when ten percent (10%) or more of eligible employees request deductions for a specific company except for companies approved prior to October 13, 1986.
10. Membership dues for professional teachers' organizations when thirty percent (30%) or more of eligible members request the deduction. Such deductions may include a life insurance plan and an income protection plan associated therewith, but excluding teachers' organizations devoted to a particular discipline or disciplines, e.g., organizations for mathematics teachers, English teachers, etc. (For purposes of this policy, a professional teacher organization is one in which all teachers are eligible for membership.)
11. Membership dues in professional administrators' or supervisors' organizations when thirty percent (30%) or more of the eligible members request the deductions. Such deductions may include a life insurance plan and an income protection plan associated therewith, but excluding administrators' or supervisors' organizations devoted to a particular discipline or disciplines, e.g., organizations for school business officials, personnel officers, etc. (For purposes of this policy, a professional administrators' or supervisors' organization is defined as a professional organization in which all administrators and supervisors are eligible for membership.)
12. The above limitations as to groups specified in subsections (8), (9) and (10) are designed to permit the Board to maintain a practicable control over the number of payroll deductions.
No other payroll deductions shall be made by the Board. Information and enrollment forms for these deductions are available through the Board Office or the individual organization.

**REDUCTION IN SALARY AND RESPONSIBILITY**

Salaries for teachers shall not be less than the preceding year unless such reduction is part of a uniform plan affecting all teachers in the entire District or unless there is a reduction of responsibilities.

Reduction of responsibility for teachers may be accompanied by a corresponding reduction in salary. Written notice that states the specific reason(s) for the reduction shall be furnished to teachers no later than ninety (90) days before the first student attendance day of the school year or May 15, whichever occurs earlier.

**RETIREMENT SYSTEM**

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

Retirement benefits shall be solely a matter of contract between the employee and the Kentucky Teachers' Retirement System and shall not be the responsibility of the Board except that the Board shall deduct and send to the Kentucky Teachers' Retirement System those amounts required under KRS 161.540, 161.545, 161.555 and 161.560.

The Board shall compensate certified employees only upon initial retirement for each unused sick day at the rate of 30% of the daily salary. This calculation is based on the employee's last annual contract salary. 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.

If compensating employees for unused sick leave, the Board may create an escrow account to maintain the funds necessary to reimburse teachers or employees who qualify for the benefit.

For more information, refer questions to: Kentucky Teachers' Retirement System, 479 Versailles Road, Frankfort, Kentucky 40601-3868, (502) 573-3266.

**Membership**
KTRS membership is mandatory for all persons in eligible agencies occupying full-time, part-time, or substitute positions that require certification by the Department of Education or graduation from a four-year college or university as a condition of employment. KRS defines full-time for membership purposes as "seven-tenths of normal full-time service on a daily or weekly basis."
If you are employed on less than full-time basis, you are eligible to purchase partial retirement credit at the close of the school year. It is your responsibility to determine and abide by the KTRS deadline for purchase of this credit.

**Benefit Coverage**

Your KTRS membership provides more than just annuity payments at retirement. The following briefly describes benefits of which you should be aware.

**Vested Account**

Your retirement account is vested when you have completed either five or ten years of creditable Kentucky service, dependent upon your date of hire. Vesting entitles you to future benefits even if you are not currently contributing to the system as long as you do not refund your account. The retirement system is responsible for determining each individual’s vesting requirement.

**Service Retirement**

You are eligible for service retirement with no reduction in benefits if you have twenty-seven or more years of active Kentucky service regardless of age. You may also retire without benefit reduction if you have five (5) or more years of active Kentucky service and are at least age sixty. Additionally, you may retire from service if you have at least five (5) years of Kentucky service and are at least age fifty-five, but you will have to take a benefit discount to meet the retirement qualifications.

**Disability Retirement**

Disability retirement is available for persons who become disabled prior to retiring from service. Members age sixty and over who are also eligible for service retirement may apply for disability retirement; however their benefits will be computed using the provisions of the service retirement formula.

**Death/Survivor Benefits**

In addition to benefits at retirement, death and survivor benefits are available for survivors of members who die while still in active contributing status.

**Medical Insurance**

If you retire from service or due to a disability, you may take advantage of KTRS's medical insurance program at the current cost, within the limits of certain conditions.

**Service Retirement**

If eligible, you may purchase additional service credit and increase your annuity. Categories of service you may be able to purchase include:

1. Previously withdrawn service
2. Military service
3. Out-of-state service
4. Substitute service
5. Part-time service
6. Fractional service
7. Leaves of absence
Refund of Account Balance
1. If you permanently terminate employment covered by KTRS and wish to have your money returned to you, the System will refund your account balance. Your account balance consists of member contributions less medical insurance fund (MIF) deductions plus interest earned. If you are eligible for service retirement, you cannot refund your account unless it would prohibit you from qualifying for Social Security benefits or unless you choose to withdraw all or part of the service to obtain credit in another retirement plan.

Source of Contributions and Account Maintenance
1. Contributions from the member
2. Contributions from the State and/or federal grants,
3. Investment earnings.
4. Contributions from the employer

Woodford County teachers will contribute between 10.355% and 10.855% of their gross salary, dependent upon the member status within KTRS. The required contribution is deducted from your salary each pay period and forwarded to KTRS where it is invested. All certified earnings are subject to deduction.

Beneficiary Designation
One of your most important responsibilities as a member is to maintain a current beneficiary designation. Failure to do so can result in serious consequences and possible loss of valuable benefits to your survivors.

If you marry after becoming a member, your spouse automatically becomes your beneficiary and your previous beneficiary designation is void. Divorce also voids any previous beneficiary designation, and your estate automatically becomes the beneficiary. In the event of marriage, divorce, or the beneficiary's death, you should file a new beneficiary designation with KTRS. You may name more than one beneficiary and may designate them as co-beneficiaries or in order of succession. Your beneficiary does not have to be a relative. You may name your estate although you should be aware of the consequences in so doing.

Change of Name and Address
Your Social Security number is the positive identification to your account; however, it is your responsibility to send KTRS written notification of any status changes, such as name and address. A copy of your Social Security card is requested at the time of your membership and at retirement so KTRS can verify the accuracy of your Social Security number.

Annual Statement of Retirement Account
After the close of each fiscal year, you will receive a statement of your account. This will report to you the salary and service credit earned in the preceding fiscal year, the contribution made, the total monies in your account, and your total service credit. If you think there is an error in this statement, write KTRS immediately.

NOTE: If your address has not been updated, you will not receive a statement.
Account Update
Any member interested in purchasing additional credit such as out-of-state, leave of absence, military service, or reinstatement of a withdrawn account should contact KTRS at least ninety days prior to his or her retirement date. We urge you to put your account in order prior to filing a retirement application because you will not be permitted to add service credit of any kind to your account after the effective date of your retirement. KTRS must receive payments made by the employee in time to process the retirement application. Otherwise, the application will be held until all payments have been received.

Retirement Application
To retire from service, you must first obtain and complete an Application for Service Retirement, available only through KTRS. You may retire at any point during a year with the approval of your employer, and your retirement will take effect on the first day of the month following the date your approved application was received by KTRS. However, if you are planning to retire at the close of a school year, your application must be on file with KTRS by May 31 to ensure a July 1 effective date.

KTRS, not the Board of Education, is the final authority regarding all retirement issues. Therefore, you are encouraged to address all questions directly to that system. (See page 22 for address and telephone number.)

LEAVE OF ABSENCE
Authorization of leave and time taken off from one’s job shall be in accordance with 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 on leave covered by the related policies listed below shall notify the Superintendent, in writing by April 1 of the year the leave terminated, of the date of their intent to return to the school system. Employees who fail to notify the Superintendent of their return by April 1 cannot be guaranteed employment for the following school year. If an employee on leave has not contacted the Superintendent by April 1, the Superintendent is authorized to fill the position, for the following school year. Where an employee in the final year of leave fails to contact the Superintendent by April 1, to either request an extension of leave or to provide a date of return, the Superintendent may determine whether personnel action is required.

Employees taking any long-term leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed.

Eligible employees may apply for leave under the provisions of the Family Medical Leave Act of 1993. For further information, consult Board Policy 03.12322.
SICK LEAVE

Full-time certified employees shall be entitled to ten (10) days of sick leave, with pay, each school year. Full-time certified employees employed for 220-238 days shall be entitled to eleven (11) days of sick leave, with pay, each school year. Full-time certified employees employed for 239 days shall be entitled to twelve (12) days of sick leave, with pay, each school year.

Persons employed for less than a full year contract shall receive a prorated part of the authorized sick leave days, calculated to the nearest 1/2 day.

Persons employed on a full year contract, but scheduled for less than a full workday, shall receive the authorized sick leave day’s equivalent to their normal working day.

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the certified employee to whom they were granted.

Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.

Sick leave can also be taken for illness in the immediate family. For definition of “immediate family”, please consult the current version of Board Policy 03.1232, since it is subject to periodic legislative change.

Upon return to work, a certified employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that the employee was ill and “unable to perform his/her school duties,” or that the employee was absent for the purpose of attending to a member of the immediate family who was ill, and the dates of said absence. All signed cards requesting paid leave day(s) must be submitted to Central Office no later than the last day of the month in which the absence occurred. Failure to submit a card will result in the day being payroll deducted.

Teachers coming to the district from another Kentucky School District or from the Kentucky Department of Education, without a break in service, shall, upon written request, transfer accumulated sick leave to the District.

SICK LEAVE DONATION PROGRAM

Certified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another certified employee who is authorized to receive the donation. The number of days donated shall not reduce the employee’s sick leave balance to less than fifteen (15) days.

Certified employees are eligible to receive donated days if they meet the criteria established in statute.

Any sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated days.
MATERNITY LEAVE

Childbirth and recovery therefrom shall be considered temporary disabilities and will entitle the employee to sick leave benefits as provided in board Policy 03.1232 and 03.1233.

On written request, the parent of a newborn or the employee who adopts a child or children shall be granted 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 year.

Employees on maternity leave shall notify the superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.123. Failure to do so will render the position vacant.

Employees taking a maternity leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed. Employees contemplating maternity leave should consult with the Finance Department to coordinate all benefits and paperwork requirements.

ADOPTION OF CHILD LEAVE

Certified employees who adopt a child or children shall be granted, upon written request, leave without pay not to exceed the remainder of the school year. Thereafter, leave may be extended in increments of no more than one (1) year.

Employees on adoption of child leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.123. Failure to do so will render the position vacant.

Employees taking adoption of child leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed. A teacher may use up to thirty days of accumulated sick leave, if applicable and available, following the adoption of a child or children.

EMERGENCY LEAVE

Full-time certified employees shall be entitled to three (3) days of emergency leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorated part of the authorized emergency leave days calculated to the nearest ½ day. Persons employed on a full year contract but scheduled for less than a full workday shall receive the authorized emergency leave days equivalent to their normal working day.

Emergency leave shall be for reasons defined in Board Policy 03.1236.
Emergency leave must be requested through the Superintendent or designee who will determine if the leave requested meets the Board's criteria.

Persons taking emergency leave must file a personal affidavit upon their return to work stating the specific reasons for their absence. All signed cards requesting paid leave day(s) must be submitted to Central Office no later than the last day of the month in which the absence occurred. Failure to submit a card will result in the day being payroll deducted.

Emergency leave days not taken during the school year shall not accumulate.

**PERSONAL LEAVE**

The Board shall grant two (2) personal leave days each school year without loss of pay to employees who are employed less than 239 days and three (3) days to those who are employed for 239 days.

Persons employed for less than a full year contract shall receive a prorated part of the authorized personal leave days calculated to the nearest ½ day. Persons employed on a full year contract but scheduled for less than a full workday shall receive the authorized personal leave days equivalent to their normal working day.

The employee's immediate supervisor 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.

Employees taking personal leave must file a personal affidavit on their return to work stating that the leave was personal in nature. All signed cards requesting paid leave day(s) must be submitted to Central Office no later than the last day of the month in which the absence occurred. Failure to submit a card will result in the day being payroll deducted.

Annually on June 30, all personal leave days not used during the current school year shall be transferred and credited to the employee's accumulated sick leave account.

While not expressly prohibited, the scheduling of personal days immediately before or after a break in the school calendar is strongly discouraged. This is due to the limited availability of substitute teachers. The granting of any such request is subject to paragraphs #3 and #4 herein.

**EDUCATIONAL LEAVE**

Upon written request and recommendation of the Superintendent, the Board may grant to certified personnel a leave (without pay) for one (1) year for the purpose of obtaining additional training to enhance professional skills. An additional year may be granted by the board.
may be granted for full-time attendance at universities or other training activities approved by the Board when those activities are related to the employee's job or to other jobs an employee might hold in the school system. Leave will not be granted for part-time educational activities or to persons holding full-time employment during the period of the leave.

No more than two percent (2%) of the certified employees may be on educational leave at one time. When requests exceed two percent (2%), those submitting the earliest requests will be given first consideration.

To be eligible for educational leave, an employee shall have attained continuing contract status.

Written application for educational leave must be made at least sixty days before the leave is to begin.

Employees on educational leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.123. Employees who fail to notify the Superintendent of their return by the date prescribed in Policy 03.123 cannot be guaranteed employment for the following school year.

EXTENDED DISABILITY LEAVE

Certified employees who anticipate an extended period of disability shall be granted by the Board, upon written request, leave without pay not to exceed the remainder of the school year. Thereafter, leave may be extended by the Board in increments of no more than one (1) year.

Employees on extended disability leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.123. Employees who fail to notify the Superintendent of their return date as prescribed in Policy 03.123 cannot be guaranteed employment for the following school year.

The Superintendent may require the employee to secure a licensed physician's verification of disability.

Employees taking disability leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed.

When, in the opinion of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties, the superintendent may require the employee to provide evidence of fitness in the form of an examination and report by a physician of the Superintendent's choosing. The Board shall bear the cost of this examination.

The Superintendent may suspend the employee temporarily pending the physician's examination. Upon recommendation of the Superintendent, the board may place the employee on involuntary disability leave. When the Superintendent's personal health is in question, the Board may place him or her on involuntary disability leave pending the physician's examination.
The employee shall have the right to a hearing on such involuntary leave and its renewal or extension in accordance with the provisions for hearing and appeal in KRS 161.790.

Retirement disability shall be handled in accordance with KRS 161.662.

**JURY LEAVE**

Any employee who serves on a jury in a duly constituted local, state or federal court shall be granted leave with full compensation, less any compensation received as jury pay (except expense monies), for the period of his/her actual jury service.

Persons who will be absent from work to serve on juries must give advance notice to their immediate supervisors.

**MILITARY LEAVE**

Certified employees called from reserve status or inducted into military service shall be granted, upon written request, a leave of absence not to exceed two (2) years.

The board shall automatically review military leave until the employee is discharged or released from active service.

Upon return to duty, employees shall resume the contract status at the time military leave was granted. The Board may request employees who return to duty to participate in a course of study approved by the Superintendent.

Employees on military leave shall receive such increments on the salary schedule to which they would have been entitled had they not been called to active military duty.

Employees are responsible for notifying their immediate supervisor as soon as they are notified of any impending military-related absence.

**FAMILY AND MEDICAL LEAVE (Draft)**

In compliance with the Family and Medical Leave Act of 1993 and under procedures developed by the Superintendent, leave shall be granted to eligible employees for the following reasons:

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, 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 family member (spouse, son, daughter, parent or next of kin) who has incurred an 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 duties of his/her office, grade, rank or rating.

INSURANCE

The Board shall provide unemployment insurance, workers' compensation, and liability insurance for all certified personnel. In addition, the Board shall provide term life insurance to full-time employees.

The State shall provide group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation.

Woodford County Board of Education employees are eligible for state-sponsored health insurance. It is the employee's responsibility to choose and complete an application or waiver for the state-sponsored health insurance plans. The employee has thirty days from the date he/she starts working to choose a plan or waive coverage and enroll in a medical reimbursement account. Insurance programs are subject to annual change by the state. Employees are responsible for reviewing the information distributed each year by the state, during the open enrollment period, and submitting the appropriate forms to the student services department.

Those who fail to choose an insurance plan will be automatically enrolled in the state’s default plan with no benefits.

As required by state and federal law, employees have the right to continue coverage. Continuation of coverage means that if employment is terminated or hours are reduced, the employee can continue coverage past the status change date. It is the employee's responsibility to notify the Board Office of a status change within the family, according to state guidelines. The affected party has sixty days from notification of change to convert to COBRA coverage.

In order to protect the employee’s rights of any “qualified event,” which might change the individual’s insurance eligibility, the employee must notify the BOARD IMMEDIATELY. All documentation has a thirty day deadline. The state issued insurance booklet is a valuable resource for most questions regarding these benefits.

COBRA

Continuation of Coverage Under Federal Law (COBRA/S.B. 274)

Federal law provides an employee the option to continue group health coverage beyond the date on which their coverage would otherwise terminate (formerly S.B. 270).
Also, the new continuation laws provide coverage continuation rights for spouses and dependents.

Individuals eligible for continuation of coverage are as follows:
- Loss of coverage as result of termination of employment (except for gross misconduct of the employee).
- Loss of coverage as a result of a reduction of hours worked by the employee.
- Death of the employee.
- Divorce or legal separation of the employee.
- The employees becoming eligible for Medicare coverage.
- Loss of coverage as a result of a dependent child reaching the limiting age designated in the group contact.

Duration of Coverage:

For employee (termination or reduction in hours) - 18 months.
For spouse and dependents - 36 months.

Termination of Coverage:
- Exhaustion of 18 or 36 month time period.
- Group health plan terminated by employer.
- Failure to pay in timely manner.
- Eligible for Medicare or another group health plan.

NOTE: It is the employee's responsibility to immediately inform the Finance Department of a divorce, separation, or dependent child losing coverage.

To be eligible for continuation of coverage, the following requirements must be met:
- Must be actively working and covered by a health plan.
- If spouse or dependent, you must be under plan at the time of termination or reduction in hours.
- Must notify appropriate person, in writing, within sixty days of termination or hourly reduction that he/she wants to continue coverage.
- Cannot be eligible for other group coverage (includes cross-reference contracts).

Ceridian is the Department of Employee Insurance's third party administrator for the COBRA benefits. You will receive COBRA health insurance information from Ceridian. Please follow their instructions if you want to continue health insurance thru COBRA.

Thereafter, you will be billed directly by the insurance carrier.

If you have any questions concerning insurance, please contact the Insurance Coordinator at (859) 873-4701, ext. 233.
LIFE INSURANCE

Woodford County provides a term life insurance policy for all full-time employees. An additional term life insurance policy is provided by the Commonwealth of Kentucky for full-time employees. The amount shall be determined annually, and employees will be notified of any such change. All employees should periodically review their beneficiary designations for updating as needed.

CONTINUING INSURANCE COVERAGE WHILE ON LEAVE OF ABSENCE

Those employees on a leave of absence granted by the Woodford County Board of Education have the option to continue their health, life, and term life coverages during the term of leave of absence. Such employees will be notified in writing regarding the necessary action to obtain continuous coverage. This coverage is available for up to sixteen (16) months.

WORKERS' COMPENSATION

All Woodford County Board of Education employees are covered by Workers' Compensation insurance for injuries sustained while on the job. Immediately, within forty-eight (48) hours, inform your employer/supervisor of the accident. The employer, with your assistance, will then complete in full detail the "Employer's First Report of Injury" form (IA-1), provide the injured employee with the "Employee/Witness Accident Investigation Report and the First Fill Information Sheet to present at the pharmacy if medication is needed. Once filled out, all paperwork should be faxed to Central Office. These forms must be complete and submitted to Central Office within forty-eight (48) hours of the accident; otherwise, Workers' Compensation may reject the claim.

VOLUNTARY INSURANCE PROGRAMS

Board approved supplemental group insurance coverage is available to all eligible employees for disability insurance, cancer insurance, comprehensive dental insurance, and term life insurance. Enrollment in these programs is voluntary, and all premiums are paid through payroll deductions.

IV. ADMINISTRATIVE DIRECTIVES

HOURS OF DUTY

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

No certified employee shall leave his/her job assignment during duty hours without the express approval of his/her supervisor.
Certified employees may be required to perform additional duties as directed by school policy or assigned by their immediate supervisor.

**EXTRA DUTY AND RESPONSIBILITY**

The Principal shall be responsible for assigning extra duties and responsibilities to the teaching staff.

Other than their assigned classroom duties, teachers shall assume their share of extra duties and responsibilities. A part of the total school program, extra duties and responsibilities may include, but not be limited to, homeroom duties, hall supervision, lunchroom supervision, class activities, school events, assemblies, club sponsorship (other than 4-H), teacher-parent conferences, and bus duty.

**INVESTIGATIONS (Draft)**

All employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. Failure to comply may be considered insubordination.

**FACULTY MEETINGS**

Unless ill or excused by the administrator, staff members shall attend all regular and special faculty meetings.

The Principal shall hold regular staff meetings. The number of staff meetings per month is at the discretion of the principal but by board policy all principals are required to hold at least one (1) each month. The primary purpose of these meetings shall be to promote student achievement and school improvement.

**PROFESSIONAL DEVELOPMENT**

Every certified employee is required to participate in a minimum of four (4) days of high-quality professional development. “High-quality professional development” means those experiences that systematically, over a sustained period of time, enable educators to facilitate the learning of students by acquiring and applying knowledge, understanding, skills, and abilities that address the instructional improvement goals of the school district, the individual school, or the individual professional growth of the educator. High-quality professional development experiences shall be related to teachers’ instructional assignments and administrator’s professional responsibilities.

While the district Superintendent has the discretion to use one of the four days for district-wide activities, the content to be delivered on the remaining three days is at the discretion of the local school based decision-making council. Priority must be given to programs that increase teachers’ understanding of curriculum content and methods of instruction appropriate for each
content area based on individual school plans or staff members’ individual professional growth plans. High-quality professional development should be job-embedded. In consultation with their immediate supervisor, all certified employees will complete a professional development schedule that best meets the individual’s professional growth needs and/or the school or district’s improvement plans. The immediate supervisor must sign off on the individual’s professional development schedule.

**PROFESSIONAL MEETINGS**

Professional meetings include, but are not limited to professional development, workshops, attendance at clinics and conferences, and attendance at national conventions.

Upon approval of the Board, the Superintendent may grant absence with pay. Requests must be in writing, channeled through and approved by the immediate supervisor, and submitted to the Superintendent thirty days prior to the professional meetings.

Approval of the Superintendent/designee shall be contingent on:

1. Whether the meeting meets the definition established by Board Policy 03.1911;  
2. Skills required by the employee’s job description of goals of his/her growth plan; and  
3. Availability of funds and substitutes.

Applications for leave to attend other professional meetings without pay and reimbursement may be made to the Superintendent who shall consider the request on an individual basis.

Those who attend professional meetings shall be expected to disseminate information gained among their colleagues.

The maximum amount of time, including travel, shall be ten (10) days for regional and national conventions and three (3) days for state conventions.

Expenses for school-based employees to attend professional meetings, including the cost of substitutes, shall be paid from the school’s allocated funds, except when attendance is requested or required by the Superintendent/designee.

**STUDY GROUPS**

At various times throughout the year, students are released early to allow teachers to participate in whole faculty study groups. Whole faculty study groups allow teachers to collaborate in an effort to support the implementation of curricular and instructional innovations, integrate innovations, analyze student work, reflect on effective instructional practices and the impact on student achievement as well as analyze student performance data. This time is a time of professional growth but does not count toward the twenty-four (24) hours of out-of-class professional development.
PARENT-TEACHER CONFERENCES

Communication with parents is viewed as a vital component of a teacher’s job. All teachers are expected to conduct and document on the appropriate form a minimum of six (6) hours of parent-teacher conferencing. Six (6) hours of conference time is the least amount of time expected. Teachers are encouraged to openly communicate with all parents throughout the school year, especially if the student is not meeting academic expectations. All conferencing logs are to be completed by the scheduled conference date built in the district calendar. Upon completion, logs are turned in to the immediate supervisor.

LESSON PLANS

All teachers are expected to develop lesson plans and/or units of study aligned with the Program of Studies, core contents for assessment and district school curriculum documents.

HOMEWORK

Each school shall establish standards for out-of-school assignments. These standards shall encompass amounts and types of reasonable homework assignments by grade level. Homework shall be assigned for the improvement of learning. Curriculum-related assignments shall not be used for disciplinary purposes. Assignments should have meaning for the student, should be clear and specific, and should be of an amount and type that may be accomplished in a reasonable period of time.

GIFTED EDUCATION

Each school shall provide a differentiated curriculum to any student, grades 4 through 12, who meet eligibility requirements for formal identification in any of the five areas of giftedness. In accordance with 704.KAR 3:285, parents of students identified as gifted and talented shall be provided with an annual student service plan that matches the student’s interests, needs, and readiness to differentiate service options. Once every two (2) years, parents will be asked to complete a student learning profile to assist the school in designing the service plan. Once each semester, parents will receive a progress report related to the goals of the student service plan. The school shall provide multiple service delivery options with no single service option existing alone. Teachers will be trained to electronically complete the gifted service plan and progress report for each identified student.

Students in the primary program who are identified as high potential learners shall be selected through an informal process and placed in the Primary Talent Pool. These students typically represent the top one-third to one-fourth of the entire student population in terms of achievement and frequently require special enrichment opportunities to remain educationally challenged. Gifted student service plans are not required of primary talent pool students.
INSTRUCTIONAL ASSISTANTS

Many of our schools have instructional assistants who work directly with students. Instructional assistants are not teacher aides and should not be used in that capacity. Instructional assistants are hired for the sole purpose of working with students, either individually or in small groups. Instructional assistants should be used to facilitate learning. Special education instructional assistants are assigned to special education teachers and work directly with students based on individual needs. Special education instructional assistants work in both collaborative and resource room class settings.

EXPENSE REIMBURSEMENT

Provided the Superintendent/designee has given prior approval to incur the expense, the Board shall reimburse school personnel for school-related travel when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent and, when appropriate, the School Council. Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds. In the case of expenses reimbursed from internal accounts, the Principal shall be the authority for approving reimbursement. The Board will be responsible only for actual expenses. Allowable expenses are:

MILEAGE
Actual mileage between official work stations within the school system and actual mileage for trips outside the school system which have been approved by the Superintendent and the Council in SBDM schools will be reimbursed at the mileage rate set by the Commonwealth of Kentucky rate, as adjusted quarterly, when the employee uses his/her own vehicle.

GASOLINE
Actual cost of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in school-related travel. Purchase must be substantiated by a receipt showing total gallons and total charges.

TOLLS AND FEES
All tolls and parking fees incurred in school-related travel. Parking fees must be substantiated by a ticket or receipt. (Tolls are not to be charged for District vehicles being operated in state in an official capacity.)

CAR RENTAL
Car rental charges when approved by the Superintendent and the Council in SBDM schools. Charges must be substantiated by a receipt.

COMMON CARRIERS
All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Sight-seeing and pleasure tours are not reimbursable. Charges must be substantiated by a receipt.
OUT-OF-STATE TRAVEL
Reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.

FOOD
Actual monies spent for food while on overnight, out-of-District trips. All meals must be substantiated by a receipt. Maximum allowable food expenditure per day shall be $39.00 unless an exception is approved by the Superintendent or the Board.

Employee meals will be reimbursed by the District only if the employee is requested to stay overnight or if the meal is part of a conference or workshop registration fee.

LODGING
Hotel or motel charges (not including food or other charges) incurred in school-related travel. Charges must be substantiated by a receipt.

EMERGENCY REPAIRS TO VEHICLES
Reimbursement will be made for emergency repairs or road service to Board-owned vehicles if incapacitated while out of District. Drivers may not obligate the Board for major repairs without the permission of the Director of Transportation or Superintendent.

REIMBURSEMENT FORM
No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by the proper receipts. Reimbursement requests shall be submitted at least quarterly and within thirty (30) calendar days of the end of the calendar quarter. As defined in policy, in the event of emergency travel, vouchers must be filed within ten (10) calendar days of the emergency occurrence.

In order to be considered for reimbursement, out-of-state travel expense vouchers must include the Board-approved out-of-state travel approval form.

PURCHASING PROCEDURES
All purchases, with the exception of school activity funds, can and should be made through the Board’s accounts. (Do not purchase items personally with the expectation of being reimbursed.) Individuals may request a purchase order from the school’s office, complete it, sign it, add the account code, request the Principal’s approval, and then place the order. The yellow copy of the purchase order shall be sent to Central Office attention: Accounts Payable. Upon receipt of the items, sign the “Received By:” line on the gold copy and send it to Accounts Payable. This will show that it is okay to pay the invoice when it arrives. If there are any questions pertaining to the usual purchasing procedures regarding acceptable vendors, etc., consult with the school bookkeeper.
OUT-OF-POCKET REIMBURSEMENT

Each teacher is eligible for reimbursement of any out-of-pocket purchases for his/her classroom at the rate of $50.00 per school year. Sales tax cannot be reimbursed. Original itemized receipts should be submitted once per year with a standard invoice and purchase order. Submission deadlines are December 1 and April 1.

V. ADMINISTRATIVE REGULATIONS

USE OF SCHOOL PROPERTY

OUTSIDE WORK

An employee shall not use any District facility, vehicle, electronic communication system, equipment or materials in performing outside work. These items (including security codes and electronic records, such as E-mail) are property of the District and shall be used solely for job-related purposes.

EXCEPTION

Under procedures developed by the Superintendent, the Board may approve the use of school facilities by Board supervisory personnel for summer sports camps and other school-related activities. Fees for such activities must be collected and receipted by the school, and salaries, stipends, and other financial obligations resulting from such activities shall be paid by Board check.

ELECTRONIC COMMUNICATIONS

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.

CARE AND USE OF SCHOOL PROPERTY

All personnel shall be responsible for the school equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property shall be reported to the employee's immediate supervisor.

DRIVING RECORD

Annually, the Superintendent may request employees who have occasion to drive any Board-owned vehicle and/or who transport students to provide him/her with a copy of their driving records from the Kentucky Department of Transportation. Any traffic citation received during the year shall be reported to the Superintendent prior to driving a Board-owned vehicle or transporting students.

USE OF ASSIGNED TELECOMMUNICATION DEVICES (DRAFT)

The Board authorizes the purchase and employee use of telecommunication devices, as deemed appropriate by the Superintendent. These devices shall include, but are not limited to, pagers and digital or cell phones. A uniform and controlled system shall be established for monitoring use
and appropriate reimbursement to the District, based on itemized billing statements for each device.

Telecommunication devices may be assigned or made available on a temporary or on-going basis when it is determined that:

1. Assignment of a device to an employee is a prudent use of District resources.
2. The employee's job responsibilities require the ability to communicate frequently and access to a District or public telephone is not readily available.
3. The employee's job involves situations where immediate communication is necessary to ensure the security of District property or safety of students, staff or others while on District property or engaged in District-sponsored activities.

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

**PROFESSIONAL ORGANIZATIONS**

Membership in professional organizations is an individual, professional matter, and the choice should be made independently by the employee.

**POLITICAL ACTIVITIES**

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

No employee of the local School District shall take part in the management or activities of any political campaign for School Board.

No person shall use or promise to use, directly or indirectly, any official authority or influence, whether possessed or anticipated, to secure or attempt to secure or attempt for any person an appointment or advantage in appointment to a position as a teacher or employee of the board, or an increase in pay or other advantage in employment in any such position, for the purpose of influencing the vote or political action of any person.

No district employee shall be appointed or promoted to, or demoted or dismissed from any position or in any way favored or discriminated against with respect to employment because of
his/her political or religious opinions or affiliations or marital status, ethnic origin, race, color, sex, age, or handicapping condition.

The Superintendent shall inform all District employees of these provisions.

COPYRIGHTED MATERIALS

The use of copyrighted material for educational purposes, by school personnel, shall be within the generally accepted use delineated by applicable law. The Superintendent shall adopt procedure for informing appropriate personnel of the fair use of copyrighted material for educational purposes and of the copyright laws regarding electronic data.

ACCESS PRIVILEGES TO ELECTRONIC MEDIA (Draft)

Student and Staff Member Use
The Board supports reasonable access to various informational formats for students and employees and believes it is incumbent upon students and staff members to use this privilege in an appropriate and responsible manner as required by the this policy and related procedures, which apply to all parties who use District technology.

Procedures and Guidelines
The Superintendent shall develop and implement appropriate procedures to provide guidance for student and staff member access to electronic media. Guidelines shall address ethical use of electronic media, including but not limited to the Internet and District technological resources, and issues of privacy versus administrative review of electronic files and communications. Use 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 is prohibited. WCPSNet consists of but is not limited to school desktop PC’s, Local Area Networks (LANs), and the Wide Area Network (WAN) including Internet and email.

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 minors’ 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.

**Agreement for Staff Members**

A written request/agreement shall be required prior to the staff members being granted independent access to electronic media involving district technological resources.

The required request/agreement form specifying acceptable use, rules of on-line behavior, access privileges and penalties for policy/procedural violations must be signed by the staff member. This document shall be kept on file at the District or building level as a legal, binding document and shall continue to be observed throughout the staff member’s employment in the District.

**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.

In the Woodford County Public Schools, access to electronic information resources can range from read-only access to instructional software to full search capability of the Internet. For these reasons, the District maintains the right to limit access to software and/or documents found either on WCPSNet (Woodford County Public Schools Network) or the Internet, via technical or human barriers. In accordance with SB230, proxy servers located at each school, the technology office, and the Kentucky Department of Education will cache Internet sites and track Internet usage including sites visited, date and length of time, and the machine used. Proxy logs will be held for no longer than thirty (30) days. The logs containing this information fall under the Open Records Law and may be accessed by the general public upon request. The logs will be monitored by the Principal/designee at each school and the District Technology Coordinator/designee. These individuals will have the authority to access and view sites, some of which may be objectionable, in accordance with their duties.

**Certified and Classified Access**

For every staff person whose position requires network access, an account(s) with appropriate rights will be established. This account includes access to electronic mail and a private directory for files.

All staff must attend a training/awareness session provided by a network administrator or designee.

**Right to Privacy**

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. Users are advised not to place confidential or objectionable documents in their user directory. Users should not expect files stored on District servers or through District provided or sponsored technology services to be private. The tracking of Internet usage via the Proxy servers and in accordance with SB230, is monitored by the Principal and the District Technology Coordinator or designee. The proxy logs fall under the Open Records Law and may be viewed by community members upon request. The logs will be maintained for thirty (30) calendar days.
WCPSNet (Including Internet Access)

TERMS AND CONDITIONS

Acceptable Use – Use of WCPSNet and/or other organization’s networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: plagiarism, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is not consistent with the purposes of the WCPSNet and is inappropriate. Illegal activities are strictly prohibited. Using your WCPSNet Internet account to access unauthorized chat rooms or to play games including but not limited to, multi-user domain games (MUDs) is not acceptable use. Electronic access including, but not limited to, Internet and e-mail shall be in support of education and research. Personal use of technology should be limited and follow acceptable use guidelines.

Rights, Responsibilities, and Privileges – This document of the Terms and Conditions for use of WCPSNet must be signed by all students, parent/guardians, and adults to get an individual user account. It is designed to enable all users to understand clearly their responsibilities as users of the school’s network and of the Internet/e-mail via the WCPSNet. Any questions about these responsibilities, please contact your building’s network administrator or the District Technology Coordinator.

Violation of the following terms and conditions will result in the immediate loss of network services including, but not limited to the Internet/e-mail, and could eliminate future access. Violations may incur other consequences including reporting incidents to the building principal, the Superintendent or local authorities for further action.

NETWORK AND INTERNET REGULATIONS

The use of your network and/or Internet account must be in support of education and research and be consistent with the educational objectives of the Woodford County School District.

You may not violate any U.S. or State regulations regarding transmission of material.
You may not give your password to anyone.
You may not access or send objectionable material.
You may not alter network accounts in any way including Internet accounts.
You may not offer Internet access to any individual via your WCPSNet account.
You may not access a chat room or instant messaging on the Internet without authorization from the school principal.
You may not break in or attempt to break into the school’s network, WCPS Network, or other computer networks.
You may not create or share computer viruses.
You may not destroy another person’s data.
You may not monopolize the resources of WCPSNet by such things as running large programs and applications over the network during the day, sending massive amounts of MAIL to other users, accessing unauthorized chat rooms or using system resources for games or other files using large amounts of storage area.

You are not permitted to get from or put onto the network any copyrighted (including software), threatening or obscene material, or hacking programs.

Purposefully annoying other Internet users including continuous talk requests, on or off the WCPS system, is prohibited.

As a user of this community system, you should notify a network administrator of any violations of this contract by other users or outside parties. This may be done anonymously.

No illegal activities may be conducted via the network including, but not limited to, Internet and e-mail.

All communications and information accessible via the network should be assumed to be the private property of the Woodford County Board of Education.

**ELECTRONIC MAIL REGULATIONS (Draft)**

According to 701 KAR 5:120, every student and adult must use the KETS e-mail product standard when using a school district workstation or network resource. These resources include the internal school e-mail network or e-mail communications to others outside the school on the Internet. Districts have received sufficient KETS offers of assistance to acquire the hardware and software for e-mail accounts for every student, teacher, and administrator. Therefore every student and adult should only be using those accounts for e-mail communications. The use of your e-mail account must be in support of education and research and be consistent with the educational objectives of the Woodford County School District.

Be polite. Do not write or send abusive messages to others.
Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
Do not reveal your personal information or that of other students or colleagues.
Do not send or maintain objectionable materials.
Do not send or forward e-mail “chain letters”.

Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

For additional information, see board policies found in the Student Code of Conduct BP 08.2323 (BP 09.438) and in BP 03.1321, BP 03.2321, BP 03.1325, and BP 03.2325 for certified and classified employees regarding use of school property, disrupting the educational process, and conduct.
**Loss of Network Services** – The District Technology Coordinator or designee may suspend or close an account at any time as required. The administration, faculty, and staff of WCPS may also request the system administrator or District Technology Coordinator to deny, revoke, or suspend specific user accounts. Revocation of accounts will be for a period of time determined at the building level. Users (students or staff members) whose accounts are denied, suspended or revoked do have the following rights:

A. To request, in writing, from the building administrator a written statement justifying the action(s).

B. To follow the District’s grievance procedure.

**Liability** – Woodford County Public Schools will not be responsible for any damages not limited to loss of data, resulting from delays, non-deliveries, wrongfully directed deliveries, or service interruptions caused by its own negligence or user errors or omissions.

**Security** – Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem on WCPSNet, s/he must notify a system administrator or the District Technology Coordinator. Do not demonstrate the problem to other users.

**Vandalism** – Vandalism shall result in cancellation of privileges and financial reimbursement of losses. Vandalism is defined as any attempt to access, harm or destroy data, operating system or applications of another user, the school’s network, equipment, WCPSNet, or any of the agencies or other networks that are connected to KETS Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

### HEALTH AND SAFETY

It is the intent of the Board to provide a safe and healthful working environment for all employees. The employee shall report any unsafe conditions to his immediate supervisor, who shall cause the situation to be remedied or reported to the proper authority for remedy.

### DRUG-FREE/ALCOHOL-FREE SCHOOLS (Draft)

District employees shall not manufacture, distribute, dispense, be under the influence of, possess or use, on or in the workplace, or in the performance of duties, alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.

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

As an alternative, the Superintendent may choose that an employee who violates the terms of the district's drug-free/alcohol-free workplace policies shall satisfactorily participate in a board approved drug/alcohol abuse assistance or rehabilitation program. Failure to successfully
participate in such a program may result in the employee being suspended, non-renewed, or terminated.

Prohibited substances include:
1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined by KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

**GIFTS (Draft)**

Any gift presented to a school employee for the use of the school must have the prior approval of the Superintendent or the Board of Education. Any gift so approved and accepted on behalf of the school becomes the property of Board. Gifts and donations made to the District shall be reported annually.

**FUND RAISING**

All fund raising activities must be approved in advance by the Board, and are subject to Board Policies 04.312 and 09.33. Any such activities shall be in accordance with Kentucky Department of Education’s Uniform Program of Accounting for School Activity Funds in Kentucky Schools, a copy of which is retained in each school’s office. Before collecting any funds, each teacher should familiarize himself/herself with these procedures. The Teachers Multiple Receipt Form (Form F-SA-6) shall be used to document all funds collected. Receipts, along with the form, shall be turned in to the Central Fund Treasurer (usually the school secretary) daily. Safekeeping of all collected funds is the responsibility of the teacher until possession is given to the Central Fund Treasurer and a receipt is issued.

**VI. DISTRICT PROGRAMS**

**NEW TEACHER ORIENTATION**

A seminar for new certified employees will occur before the August opening day with students. These initial meetings focus upon District philosophy and goals, procedures, curriculum delivery strategies and District programs. Further, the seminar develops camaraderie of newly hired among the separate schools so that isolationism is torn down. Principals and administrators meet in an informal setting to address paperwork, reports, and clerical forms and to answer questions.
EXTENDED SCHOOL SERVICES

The Extended School Services (ESS) program is a proactive program designed to assist individual students who are having difficulty in one or more content areas. ESS funds are allocated to every school district for the purpose of operating a program for students having short- or long-term academic difficulties. ESS programs offer extra instructional time outside regular school hours and may take a variety of formats including after school or before school programs, evening sessions, Saturday learning opportunities, summer programs and/or inter-sessions. Districts also have the opportunity to request a waiver to offer ESS services during the school day. There is close collaboration between the regular day program and the ESS program to best meet the student’s needs. It is expected that both the student’s regular teacher and the ESS teacher will work collaboratively to determine the student’s individual needs and design a program that will utilize the additional instructional time (ESS) in the most productive manner in order to reach the goals of the program. A staff member at each school has been designated as the ESS coordinator. It is the person’s responsibility to organize task groups within schools to determine which students will receive the focus of ESS services in terms of priority. The coordinator at each school will develop and provide training in operational procedures that include referral, parent notification, assignment, electronic reports, etc.

CO-CURRICULAR ACTIVITIES

Students may participate in co-curricular activities and be counted in attendance during the instructional day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when co-curricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.

OFF-SITE VIRTUAL CLASSES

Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulations.

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/legal 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/legal 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/legal 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/legal guardian.

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

**Student Release Process**

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/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 to this release policy can occur if the student is being released to a person with lawful authority to take custody of the student, (e.g. a police officer with a warrant). In such a case, the student’s parents 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.

**ACADEMIC TEAMS**

Each elementary, middle school and high school has academic teams that compete in the quick recall, problem solving and individual achievement categories. Team membership is designated by school and grade, (K-5), (6-8), (9-12). Each school has an academic coach that oversees all practices and statewide meets as per Kentucky Academic Association guidelines. Local academic coaches are paid on the supplemental salary index.

**MINI GRANTS**

Subject to funds being available, mini grants may be available. Information is shared during the school year and additional information can be obtained in the Board Office.
PROCEDURE FOR REQUESTING A SUBSTITUTE TEACHER

Each school has its own procedure for staff to inform their principal of a day they will need to be out of the building. If you have been informed to call in your absence/request for a sub to the Board office, you will need to call 879-4627 or 879-4600 ext. 2131. You can leave your message in this voice mailbox (Substitute Mailbox) at any time of the day or night.

Please be sure to state:

   a) your name,
   b) school(s) where you teach,
   c) the subject/grade you teach,
   d) the date you need the sub (if your request is for a half-day, be sure and state that and indicate whether it is a.m. or p.m.); and
   e) the type of day you are taking…..sick, emergency, personal, or professional/meeting.

If it is for a professional/meeting, you will need to provide the MUNIS (accounting) code that will pay for the substitute expense at the time of your request. If you do not know the code, it is your responsibility to obtain the code from whoever approved the substitute.

If you want to request a particular sub for a daily assignment, you may do so. Most requests can be honored if the sub is current and not already assigned. The sooner you call in your sub request, the better your chance will be of getting a particular sub.

The Sub Caller checks the voice mailbox/Substitute Mailbox at 6 a.m. and checks it continuously until 8 a.m. The Sub Caller also checks it in the late evening prior to a school day. Please do not leave a message after 8 a.m. if it is regarding the day you are calling. The sub caller may not be checking the v-mail/Substitute Mailbox again until late evening, and if you needed a ½ day p.m. sub, he/she would not get the message. The secretary in your school will contact the Sub Caller if you need a sub for that same day and it is after 8 a.m.

If you are scheduled to attend a professional meeting and will need a sub, please don’t assume that someone else is requesting a sub for you unless the program administrator or principal has specifically informed you that they have taken care of this.

Long-term sub requests must be filled according to state regulations in regards to teacher certification. The individual needing a long-term sub should consult with their principal and the Sub Caller to see who is certified and available for a long-term assignment.

Each teacher should have received a Substitute Teacher Folder. If you need one of these folders, please contact the secretary of your school. The folder should include basic content like the daily schedule, seating chart (showing names the children go by), up-to-date class roll (with photos if available), list of textbooks, and even “emergency plans” or activities in case the teacher’s absence happens without time to prepare detailed plans. If you have kids that go to other classrooms during the day for reading, special ed., etc., or your class “receives” students from another classroom, please include that information as well. The folders should be made
available in the office where the sub signs-in or the teacher should have the folder in a particular place in his/her classroom that will be easy for the sub to locate. Please keep the information in the folder updated especially when the semester changes and schedules/class rolls change. A main concern that the substitute teachers have expressed is that class lists/roll call sheets were not available or up-to-date.