

PARIS INDEPENDENT SCHOOLS



2019 – 2020

Employee

Handbook

PARIS INDEPENDENT SCHOOLS

# 2019 - 2020 Employee Handbook

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Mr. Stephen McCauley, Superintendent  
Paris Independent Board of Education  
310 West 7<sup>th</sup> Street  
Paris, KY 40361  
Phone 859.987.2160 • Fax 859.987.6749  
[www.paris.kyschools.us](http://www.paris.kyschools.us)

As required by law, the Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information or disability in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

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# Introduction

## Welcome

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

You are expected to be familiar with policies and procedures that are related to your job responsibilities.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Central Office. Policies and procedures also are available online via the District's web site or through this Internet address: <http://policy.ksba.org/po3/>. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

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

In this handbook, **bold policy codes** indicate related Board of Education policies. If an employee has questions, s/he should contact his/her immediate supervisor or Ken Bicknell in the Central Office.

Return the completed Acknowledgment Form to the Central Office.

Located in the back of this *Handbook* is an Acknowledgment Form. Once you review this *Handbook*, please read the Acknowledgment Form, sign and date the Form, and return the Form to the Central Office.

## District Mission

Empowering Lives: Prepare and support students to think, to problem solve, and to make positive decisions.

## District Vision

Every Paris School District graduate will be relentless in the pursuit of a meaningful career.

## Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, the Paris Independent Board of Education reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

## Central Office Personnel and School Administrators

Department	Contact	Phone	Email
Superintendent	Stephen McCauley	859.987.2160	stephen.mccauley@paris.kyschools.us
District Assessment	Patrice Thompson	859.987.2160	Patrice.Thompson@Paris.kyschools.us
District Personnel	Stephen McCauley	859.987.2160	stephen.mccauleyl@paris.kyschools.us
District Technology	Ivonne Devila Beegle	859.987.2160	Ivonne.Davila-Beegle@Paris.kyschools.us
Facilities	Brian Washington	859.987.2160	brian.washingtonr@Paris.kyschools.us
Finance and Business	Martha Moore	859.987.2160	Martha.Moore@Paris.kyschools.us
Food Service and Nutrition	Nikki Washington	859.987.2160	nikki.washington@Paris.kyschools.us
Instruction/Curriculum	Patrice Thompson	859.987.2160	Patrice.Thompson@Paris.kyschools.us
Professional Development	Patrice Thompson	859.987.2160	Patrice.Thompson@Paris.kyschools.us
Public Information	Stephen McCauley	859.987.2160	stephen.mccauley@paris.kyschools.us
Pupil Personnel	Stephen McCauley	859.987.2160.	Stephen.McCauley@paris.kyschools.us
Pupil Transportation	Natalie Payne	859.987.2160	natalie.payne@Paris.kyschools.us
School Health Coordinator	Amanda Evans	859.987.2160	Amanda.Evans@Paris.kyschools.us
Special Education	Amanda Evans	859.987.2160	Amanda.Evans@Paris.kyschools.us

## School Calendar

Date	Action/Activity
August 6, 7 & 9	Professional Learning #1, #2, & #3
August 8	Staff Development #1
August 13	Opening Day
August 14	First Student Day
August 28	First Day for Preschool
September 2	Holiday #1 Labor Day
October 3-4	Fall Break
October 7	Staff Development Day #2
November 27-29	Thanksgiving Break
November 28	Thanksgiving Day Holiday #2
December 23 – January 3	Winter Break
January 1	Holiday #3 New Year's Day
January 6	Staff Development Day #3
January 20	Holiday #4 Martin Luther King Day
February 17	No School* – Presidents Day, Professional Learning Day #4
April 6-10	Spring Break*
May 7	Last Day for Preschool
May 14	Last Day for Students**
May 15	Staff Development Day #4
May 18	Closing Day*

Calendar may be adjusted or extended based on weather and/or other emergency.

**\*Potential makeup days for weather**

\*\*The end of the year is subject to change based on final Board of Education approval and any weather days.

## Section

# 1

## General Terms of Employment

### Equal Opportunity Employment

The Paris Independent Board of Education is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex, or gender. Information as required by law.

The Board is an Equal Opportunity Employer.

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

If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact Ken Bicknell at the Board of Education's Central Office. **03.113/03.2**

### Harassment/Discrimination

Harassment or discrimination of employees will not be tolerated.

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

Any employee who believes that he or she, or any other employee, student, or visitor to the school or District, is being or has been subjected to harassment or discrimination shall bring the matter to the attention of his/her Principal/immediate supervisor or the District's Title IX/Equity Coordinator as required by Board policy. The District will investigate any such concerns promptly and confidentially.



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

**03.162/03.262**

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

<i>Title IX Coordinator Name</i>	Cary Barr
<i>Telephone</i>	859.987.2160
<i>Address</i>	310 West 7 <sup>th</sup> St., Paris, Ky.
<i>Section 504 Coordinator Name</i>	Amanda Evans
<i>Telephone</i>	859.987.2160
<i>Address</i>	310 West 7 <sup>th</sup> St., Paris, Ky.

Employees wishing to initiate a complaint concerning discrimination in the delivery of benefit services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, Independence Avenue, S.W., Washington D.C. 20250-9410, or email, [program.intake@usda.gov](mailto:program.intake@usda.gov)

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

## Hiring

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

A list of all District job openings is available at the Central Office.

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

## Transfer of Tenure

All teachers who have attained continuing-contract status from another Kentucky district serve a (1)-year probationary period before being considered for continuing-contract status in the District.

**03.115**

## Job Responsibilities

If you have questions about your duties or responsibilities, first ask your immediate supervisor.

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

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

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

## Criminal Background Check and Testing

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

New hires and student teachers assigned within the District must have both a state and a federal criminal history background check and a letter from the Cabinet for Health and Family Services documenting the individual does not have a substantiated finding of child abuse or neglect.

An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived their right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11/03.111**

Link to DPP-156 Central Registry Check and more information on the required Cabinet Letter:

<http://manualspchfsky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

## Confidentiality

Keep student and personnel information in the strictest confidence.

In certain circumstances employees will receive confidential information regarding student and employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand that the information is to be held in strictest confidence.

*Access to be Limited*

Employees may only access student record information in which they have a legitimate educational interest. **03.111/03.211/9.14/09.213/09.43**

## Information Security Breach

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

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

## Salaries and Payroll Distribution

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

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

Determination of and changes to certified employees' rank and experience are determined in compliance with Policy **03.121**.

No later than forty-five (45) days before the first student attendance day of each year or June 30, whichever comes first, the Superintendent will notify certified personnel of the best estimate of salary for the coming year.

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

Employees pay dates are the 15<sup>th</sup> and the last day of each month.

## Hours of Duty

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

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

**Classified Employees:** Hours of duty are specified according to contract and position. Classified employees should check with their immediate supervisor for information.

Employees shall report to work on time and only leave at their designated departure time.

## **Supervision Responsibilities**

While at school or during school-related or school-sponsored activities, students must be under supervision of a qualified adult at all times. All District employees are required to assist in providing appropriate supervision and correction of students. No employee shall send a student on an errand off school property. **09.221**

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students, or visitors by any party.

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

## **Bullying**

"Bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process. **09.422**

## Section

# 2

## Benefits and Leave

### Insurance

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

Optional insurance coverage available to employees includes:

*Dental, Life, Accident, Disability, etc. Check with Martha Moore for more information.*

### Salary Deductions

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

- Health/life insurance program;
- Tax Sheltered Annuity program;
- Credit Union;
- Membership dues in professional/job-related organizations, when thirty percent (30%) eligible members request deductions.

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

### Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, school personnel are reimbursed for actual expenses for travel that is required as part of their duties or for school-related activities approved by the Superintendent/ designee. Allowable expenses include mileage and food (as authorized by policy and/or procedure). Itemized receipts must accompany requests for reimbursement.

Travel expense vouchers are available in each school office and the Central Office. Employees submit travel vouchers within one (1) week of travel and will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **03.125/03.225**

## Holidays

All full-time certified employees and classified employees are paid for four (4) annual holidays indicated in the school calendar. Employees working 225 days per year are paid for five (5) annual holidays. Employees who work 240 days are paid for seven (7) annual holidays. **03.122/03.222**

## Leave Policies

In most cases, leaves require written requests, submitted before the leave begins.

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

Listed below is general information regarding several types of leave available to employees. Please note that in many cases a written request, submitted for approval before leave begins, is required. In all cases of absence, employees shall notify the Principal or supervisor before the opening of school or the night before, if possible.

Employees on extended leave, including those on professional leave serving in charter schools, who plan to return the next school year must notify the Superintendent/designee in writing of their intention to return to work by April 1st

Authorization of leave and time taken off from one's job shall be in accordance with a specific 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.

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

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

## Personal Leave

No personal leave days shall be taken immediately before or after holidays, or scheduled breaks during the school year.

Full-time employees are entitled to three (3) days of paid personal leave each school year. Personal leave days shall not be fragmented. Any portion of a personal leave day used by an employee shall be counted as a full day. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized personal leave days. Your supervisor must approve the leave, but no reasons will be required for the leave. Other limitations are set out in Policy. **03.1231/03.2231**

## Sick Leave

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

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

## Sick Leave Donation Program

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

Applications to donate sick leave should be returned to Martha Moore.

Any sick leave that is not used will be returned on a prorated basis to the employees who donated the days. **03.1232/03.2232**

## Family and Medical Leave

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

Eligible employees are entitled to a maximum of 12 workweeks of Family and Medical Leave per year.

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;

1. To care for the employee’s spouse, child or parent who has a serious health condition, as defined by federal law;
2. For an employee’s own serious health condition, as defined by federal law, that makes the employee unable to perform her/his job;
3. To address a qualifying exigency (need) defined by federal regulation arising out of the covered employee’s active duty or call to active duty involving deployment to a foreign country of the employee, spouse, son, daughter, or parent who serves in a reserve component or as an active or reserve member of the Regular Armed Forces or Reserve in support of a contingency operation; and
4. To care for a covered service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Regular Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

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

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

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



## **FML Basic Leave Entitlement**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the employee is hospitalized or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification or recertification supporting the need for leave.

**Employer Responsibilities** - Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must include any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

**Unlawful Acts by Employers** - FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

**Enforcement** - An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides for family or medical leave rights.

## **Maternity Leave**

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

Long-term leaves and FML, if qualifying, run concurrently.

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

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

## Extended Disability Leave

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

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

## Educational Leave

No more than 2% of certified employees may take educational/professional leave at one time.

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

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

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

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

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

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

## **Jury Leave**

Any employee who serves on a jury in local, state or federal court will be granted paid leave (n any jury pay, excluding expense reimbursement) for the period of her/his jury service.

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

## **Military/Disaster Services Leave**

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

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

# Personnel Management

<b>Section</b>  <b>3</b>
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## Transfer

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

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

## Employee Discipline

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

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

## Retirement

The retirement plan for certified employees is TRS; for classified, CERS.

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

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

## Evaluations

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

## **Training/In-Service**

The Board provides a high quality, personalized, and evidence-based program for professional development and staff trainings.

**Certified Personnel:** Unless an employee is granted leave, failure to complete and document required professional development during the academic year will result in a reduction in salary and may be reflected in the employee's evaluation. **03.19**

## **Personnel Records**

One (1) master personnel file is maintained in the Central Office for each employee. Principal/supervisor may maintain a personnel folder for each person under his/her supervision. Employees may inspect their personnel files. **03.15/03.25**

## **Retention of Recordings**

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

# Employee Conduct

<p><b>Section</b></p> <p><b>4</b></p>
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## Absenteeism/Tardiness/Substitutes

When you must be absent or tardy, contact your immediate supervisor.

Employees are expected to notify their immediate supervisor when they must be tardy or absent. Staff in positions requiring substitutes must contact their immediate supervisor or designee no later than **6:30 a.m.** to request a substitute for the day.

## Staff Meetings

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

## Political Activities

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

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

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

## Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process may be subject to disciplinary action, including termination.

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

- conduct that threatens the health, safety or welfare of others;
- conduct that may damage public or private property (including the property of students or staff);
- illegal activity;
- conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations. **03.1325/03.2325**

## **Previewing Student Materials**

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

## **Controversial Issues**

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

## **Drug-Free/Alcohol-Free Schools**

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

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

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

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

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

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

Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances. **03.13251/03.23251**

## **Weapons**

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

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

## **Dress and Appearance**

As professionals in our schools, we realize and value the public's perception of our roles as mentors and models for students.

The following dress codes shall apply to all staff employed by the Board. Dress and appearance of employees during summer employment shall be determined by the direct supervisor of the employee.

Dressing up is encouraged

No jeans, regular shorts, "city" shorts, skorts, athletic shoes, tee shirts, or sweatshirts are to be worn by anyone, anytime, with the exception of field trips on "Field Days" that have outdoor activities as designated by the school Principal. Instructional field trips without outdoor activities have the same dress code requirements as regular instructional days.

On designated school spirit days, Paris related tee shirts, school color polo, or sweatshirts may be worn. No shorts or jeans.



Physical education teachers may wear navy, tan, or black shorts or windbreaker style pants with polo-style shirts. Athletic wear may be worn if the teacher is personally engaged in the strenuous physical activity.

Specialized positions such as school nurse or Health Academy teachers may wear professional medical attire.

If there is a medical reason to wear shoes other than dress shoes or sandals, there must be a letter from a doctor stating the reason, type of shoe, and the amount of time necessary. (PE teachers are exempt.) **03.1326/03.2326**

#### Appropriate Attire

- Dress Slacks or Docker Style slacks; dress style Capri pants (mid-calf)
- Dresses and skirts must meet the Flamingo test
- Blouses and knit shirts
- Sweaters, pull-over or cardigan
- Non form-fitting pants with tunic-length tops
- Dress shoes or sandals
- Socks
- School logo shirts or sweaters
- Ties
- Business suit
- Sport coat or sweater

#### Inappropriate Attire

- Jeans of any sort
- Sweatshirts, Sweatpants, windbreaker pants and windbreaker jackets
- Tee-shirts
- Flip-flops or sandals without backs
- Backless, see-through, tight-fitting low-cut blouses, tops and dresses, and shirts that expose the midriff area. No sleeveless or spaghetti straps attire. No spandex or leggings style. No Athletic Shorts, muscle shirts.
- Dirty or stained clothing and shoes
- Body art, visible tattoos or visible body piercing other than ears
- Bib overalls
- Athletic jerseys and zipper tops
- Sweatshirts, sweatpants, windbreaker pants and windbreaker jackets

**Classified Personnel:**

**The following applies to all Cafeteria Staff:**

Appropriate Attire

The following applies to all Cafeteria Staff:

- Required smock/apron issued to them while on duty
- Gym shoes or shoes with rubber soles
- Cotton, non-form fitting pants or knit slacks of any color
- Hats or hairnets must be worn in the cafeteria. Long hair must be restrained.
- Sweatshirts, tee shirts with designs that do not relate to drugs, alcohol or inappropriate language in the design (worn under smock).
- Blouses, knit shirts, sweater (pull-over or cardigans), holiday or school shirts with collars
- Socks, hosiery, tights
- Dresses and skirts

Inappropriate Dress

- Sandals, open back shoes or flip flops
- Sweatpants, windbreaker pants and windbreaker jackets
- Shorts, except when school is not in session or when designated by the Food Service Director
- Dirty or stained clothes and shoes
- Skorts or split skirts
- Bib overalls or tank tops
- Backless, see-throughs, tight-fitting, low-cut blouses, tops and dresses, and shirts that expose the midriff area
- Body art, visible tattoos or visible body piercing other than ears

**The following applies to all Custodians and Maintenance Staff:**

Appropriate Attire

- Staff shall wear appropriate attire/uniforms provided by the District.
- Socks
- Work boots, shoes with rubber soles or gym shoes

Inappropriate Attire

- Blouses, shirts and tops that expose the midriff area
- Dirty or stained clothes or shoes
- Body art, visible tattoos or visible body piercing other than ears

**The following applies to all Instructional Assistants:**

Appropriate attire:

- Dress Slacks or Docker Style slacks; dress style Capri pants (mid-calf)
- Dresses and skirts must meet the Flamingo test
- Blouses and knit shirts
- Sweaters, pull-over or cardigan
- School shirts
- Dress shoes or sandals
- Socks
- School logo shirts or sweaters
- Ties
- Business suit
- Sport coat or sweater

Inappropriate/Unacceptable Attire:

- Jeans of any sort (see exception below)
- Sweatshirts, Sweatpants, windbreaker pants and windbreaker jackets
- Tee-shirts
- Flip-flops or sandals without backs
- Backless, see-through, tight-fitting low-cut blouses, tops and dresses, and shirts that expose the midriff area. No sleeveless or spaghetti straps attire. No spandex or leggings style. No athletic shorts or muscle shirts.
- Dirty or stained clothing and shoes
- Bib overalls
- Athletic jerseys and zipper tops
- Body art, visible tattoos or visible body piercing other than ears

## **Tobacco Products**

Employee use of tobacco and/or devices such as electronic cigarettes is prohibited at all times in or on any property owned or operated by the Board. In addition, use of tobacco in any form shall not be permitted in outdoor facilities owned or operated by the Board during all District-sponsored activities, including sporting events. **03.1327/03.2327**

The use of any tobacco product and/or devices such as electronic cigarettes is prohibited in any Board-owned vehicle and any building owned or operated by the Board. The use of any tobacco product is prohibited in the presence of students during school hours or in the presence of students while performing services for the District. **06.221**

## Use of Personal Cell Phones/Telecommunication Devices

Employees are permitted to possess cellular telephones and pagers on school premises. Employees having cellular telephones or pagers on campus shall be allowed to use them before and after school as well as during planning time or lunch breaks. Use of these items shall not be permitted during instructional time except in the case of an emergency such as, but not limited to, the health or safety of someone is threatened, the employee serves in the capacity of an active member of a volunteer fire fighting organization, or the employee serves in a volunteer emergency medical services organization.

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor. Such devices include, but are not limited to, personal cell phones and tablets.

For exceptions, see Board Policies **03.13214/03.23214**.

## Use of School Property

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

No employee shall perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities.

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

You should not expect your e-mail account to be either private or confidential. Review the District's Acceptable Use Policy.

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

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

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

report the citation to the Superintendent/designee before driving a Board-owned vehicle or transporting students. **03.1321/03.2321**

## **Acceptable Use Policy**

Employees are required to follow Board policy and administrative procedures and guidelines designed to provide guidance for access to electronic media. Policy and procedures for Acceptable Use of Technology may be found on the District website ([www.paris.kyschools.us](http://www.paris.kyschools.us)) or in the Central Office. Employees must sign the user agreement stating that they have read the Board's policy and procedures addressing Acceptable Use of Technology.

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

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

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

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

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

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent's designee.
3. Guidelines may specify whether access to the site must be given to school/District technology staff.
4. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become "friends"

prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.

5. Once the site has been created, the sponsoring staff member is responsible for the following:
  - a. Monitoring and managing the site to promote safe and acceptable use; and
  - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

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

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

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

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

If you have questions about what constitutes acceptable use, please check with the Principal/District Technology Coordinator. **08.2323**

## **Health, Safety and Security**

It is the intent of the Board to provide a safe and healthful working environment for all employees. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor.

In addition, employees are required to notify their supervisor immediately after sustaining a work-related injury or accident. A report should be made within 24-48 hours of the occurrence and prior to leaving the work premises UNLESS the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care.

For information on the District's plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout, Personal Protective Equipment (PPE), and Asbestos Management, contact your immediate supervisor or see the District's *Policy Manual* and related procedures.

Employees should use their school/worksite two-way communication system to notify the Principal, supervisor or other administrator of an existing emergency. **03.14/03.24/05.4**

## **Assaults and Threats of Violence**

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

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

## **Child Abuse**

If you know or suspect that a child is being abused, it is your duty to make a report of such abuse to the appropriate official or agency.

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking shall immediately make a report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney. **09.227**

## **Use of Physical Restraint and Seclusion**

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

## **Civility**

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



Be polite, courteous, and helpful to parents, visitors, and members of the public. Expect the same treatment from these people.

In cases involving physical attack of an employee or immediate threat of harm, employees should take immediate action to protect themselves and others. In the absence of an immediate threat, employees should attempt to calmly and politely inform the individual of the provisions of Policy **10.21** or provide him/her with a copy. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the caller; ending a meeting; asking the individual to leave the school; calling the site administrator/designee for assistance; and/or calling the police.

As soon as possible after any such incident, employees should submit a written incident report to their immediate supervisor.

## **Grievances/Communications**

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

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

## **Gifts**

Any gift presented to a school employee for the school's use must have the prior approval of the Superintendent/designee. After approval and acceptance, gifts become the property of the Board of Education. **03.1322/03.2322**

## **Outside Employment or Activities**

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

## **Other District Information**

Preventing inappropriate relationships with students: Under state law and district policy, sexual relationships and sexual harassment between students and staff members are illegal and can result in criminal and civil penalties.

The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students. Conduct in violation of this Code must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination. To prevent all appearances of inappropriate relationships between students and staff, staff must adhere to the following guidelines, which are designed to help our district supervise and protect students and protect staff from baseless accusations:

- 1) Set appropriate boundaries with students. Do not engage in any behavior that could lead to even the appearance of an inappropriate relationship. This includes, but is not limited to, flirting, suggestive comments, engaging in sexual dialogue over the internet, giving inappropriate personal gifts, dating, asking for a ride home after school or sports, sending intimate letters or cards, touching inappropriately, telling off-color jokes, engaging in playful exchanges.
- 2) Report any inappropriate behavior initiated by students. If a student initiates any inappropriate behavior toward you, document the incident and report it to your supervisor. Keep any documentation in a personal file.
- 3) Report inappropriate behavior between students and other staff. State law requires staff to report all suspected child abuse to authorities, and a relationship between a student and staff member constitutes abuse.

## Required Reports

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

- Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**
- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11/03.21**
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**
- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises

or within one thousand (1,000) feet of school premises, on a school bus,  
or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**

- upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse. **03.13253/03.23253/09.425**

- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24, 05.4**
- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District, is being or has been subjected to harassment or discrimination. **03.162/03.262, 09.42811**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/ bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**
- If you know or believe that the District's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**
- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities. **06.221**
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

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

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

**09.2211**

- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking you shall **immediately** make a report to a local law enforcement agency or Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney. (See **Child Abuse** section.) **09.227**
- District employees shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board Policy 09.42811.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
  2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas. **09.422**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

# Code of Ethics for Certified School Personnel

SOURCE: 16 KAR 1:020

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:
  - (a) To students:
    1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
    2. Shall respect the constitutional rights of all students;
    3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
    4. Shall not use professional relationships or authority with students for personal advantage;
    5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
    6. Shall not knowingly make false or malicious statements about students or colleagues;
    7. Shall refrain from subjecting students to embarrassment or disparagement; and
    8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.
  - (b) To parents:
    1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
    2. Shall endeavor to understand community cultures and diverse home environments of students;
    3. Shall not knowingly distort or misrepresent facts concerning educational issues;
    4. Shall distinguish between personal views and the views of the employing educational agency;

5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(c) To the education profession:

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

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



# Electronic Access User Agreement

As a user of the Paris Independent School District's computer network, I hereby agree to comply with the District's Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

User's Name (Please print) \_\_\_\_\_

\_\_\_\_\_  
*User's Signature      Date*

# Acknowledgement Form

**2019-2020 School Year**

I, \_\_\_\_\_, have received a copy  
*Employee Name*  
of the Employee Handbook issued by the District, and understand and agree that I am to review this handbook in detail and to consult District and school policies and procedures with my Principal/supervisor if I have any questions concerning its contents.

I understand and agree:

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

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

\_\_\_\_\_  
*Employee Name (please print)*

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
*Date*

Return this signed form to the Central Office.