



2016 - 2017

Employee

Handbook

HOPKINS COUNTY SCHOOLS

2016 - 2017 Employee Handbook

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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 Hopkins County Schools.

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

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Copies of specific 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/h12/>. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

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

In this handbook, **bolded policy codes** indicate related Board of Education policies. If an employee has questions, s/he should contact his/her immediate supervisor.

District Mission

The mission of the Hopkins County Schools is to educate, empower and inspire every child to reach their highest potential and be a continual learner.

The vision of the Hopkins County Schools is to unite our community to support and value education so that every child can experience success and fulfillment.

Future Policy Changes

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

Central Office Personnel and School Administrators

Person/Address	Telephone/E-mail	Fax
Supt. Deanna Ashby 320 South Seminary Street Madisonville, KY 42431	270-825-6000 deanna.ashby@hopkins.kyschools.us	270-825-6062
Assistant Superintendent of Student Services Charles Gant	270-825-6000 charles.gant@hopkins.kyschools.us	270-825-6098
Assistant Superintendent of Operations Tommy Burrough	270-825-6000 tommy.burrough@hopkins.kyschools.us	270-825-6062
Director of Special Education & 504 Coordinator Tonia Griffey	270-825-6000 tonia.griffey@hopkins.kyschools.us	270-825-6118
Director of Elementary Education & Early Childhood Jennifer Luttrell	270-825-6000 jennifer.luttrell@hopkins.kyschools.us	270-825-6097
Director of Secondary Education Marty Cline	270-825-6000 marty.cline@hopkins.kyschools.us	270-825-6097
Director of Assessment April Devine	270-825-6000 april.devine@hopkins.kyschools.us	270-825-6097
Director of School Nutrition Michael Dodridge	270-825-6000 michael.dodridge@hopkins.kyschools.us	270-825-6110
Director of Transportation Marci Cox	270-825-6000 marci.cox@hopkins.kyschools.us	270-825-8782
Director of Pupil Personnel Laura James	270-825-6000 laura.james@hopkins.kyschools.us	270-825-6079
Director of Finance Eydie Tate	270-825-6000 eydie.tate@hopkins.kyschools.us	270-825-6117
Director of Technology Karen Mackey	270-825-6000 karen.mackey@hopkins.kyschools.us	270-825-6198
Principal Jason Clark Browning Springs Middle School 357 West Arch Street Madisonville, KY 42431	270-825-6006 jason.clark@hopkins.kyschools.us	270-825-6009

Person/Address	Telephone/E-mail	Fax
Principal Wendy Mitchell Earlington Elementary School 1967 Championship Drive Earlington, KY 42410	270-825-6154 wendy.mitchell@hopkins.kyschools.us	270-825-6029
Principal Ann Elkins Grapevine Elementary School 1150 Hayes Avenue Madisonville, KY 42431	270-825-6012 ann.elkins@hopkins.kyschools.us	270-825-6026
Principal Jon Wells Hanson Elementary School 121 Eastlawn Road Hanson, KY 42413	270-825-6158 jon.wells@hopkins.kyschools.us	270-825-6121
TBA Hopkins County Alternate Day Treatment Center 110 Sugg St. Madisonville, KY 42431	270-825-6059	270-825-6053
Principal Rick Snodgrass Hopkins County Central High School 6625 Hopkinsville Road Madisonville, KY 42431	270-825-6133 rick.snodgrass@hopkins.kyschools.us	270-825-6135
TBA Hopkins County Schools Academy 150 School Avenue Madisonville, KY 42431	270-825-6122	270-825-6140
Principal Timothy Roy James Madison Middle School 510 Brown Road Madisonville, KY 42431	270-825-6160 tim.roy@hopkins.kyschools.us	270-825-6016
Principal Phyllis Sugg Jesse Stuart Elementary School 1710 Anton Road Madisonville, KY 42431	270-825-6033 phyllis.sugg@hopkins.kyschools.us	270-825-6120

Person/Address	Telephone/E-mail	Fax
Principal Tommy Ransom Madisonville North Hopkins High School 4515 Hanson Road Madisonville, KY 42431	270-825-6017 tommy.ransom@hopkins.kyschools.us	270-825-6045
Principal Kristy Saint Pride Elementary School 861 Pride Avenue Madisonville, KY 42431	270-825-6030 kristy.saint@hopkins.kyschools.us	270-825-6031
Principal Stuart Fitch South Hopkins Middle School 9140 Hopkinsville Road Nortonville, KY 42442	270-825-6125 stuart.fitch@hopkins.kyschools.us	270-825-6085
Principal Millie Seiber Southside Elementary School 9220 Hopkinsville Road Nortonville, KY 42442	270-825-6143 millie.seiber@hopkins.kyschools.us	270-825-6111
Principal Amy Smith West Broadway Elementary School 127 West Broadway Madisonville, KY 42431	270-825-6036 amy.smith@hopkins.kyschools.us	270-825-6025
Principal Eric Stone West Hopkins School 2695 Rabbit Ridge Road Nebo, KY 42441	270-825-6130 eric.stone@hopkins.kyschools.us	270-249-9454

Section

1

General Terms of Employment

Equal Opportunity Employment

The Hopkins County Board of Education is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex, or genetic information, as required by law.

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

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

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

Harassment/Discrimination

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

Employees who believe they have been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it to his/her Principal/immediate supervisor or the District's Title IX/Equity Coordinator as required by Board policy. The District will investigate any such concerns promptly and confidentially.

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

GENERAL TERMS OF EMPLOYMENT

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

<u>Tommy Burrough</u>	<u>270-825-6000</u>
<i>Title IX Coordinator Name</i>	<i>Telephone</i>
<u>Tonia Griffey</u>	<u>270-825-6000</u>
<i>Section 504 Coordinator Name</i>	<i>Telephone</i>

01.1

Employees wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District’s school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, program.intake@usda.gov.

http://www.ascr.usda.gov/complaint_filing_cust.html

07.1

Hiring

Except for noncontracted substitute teachers, all certified personnel shall enter into written contracts with the District.

All regular full-time and part-time classified employees shall also receive a contract.

A list of all District job openings is available on the District website and 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 one (1)-year probationary period before being considered for continuing-contract status in the District.

03.115

Job Responsibilities

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

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

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

Criminal Background Check and Testing

Applicants, employees, and student teachers must undergo records checks and testing as required by law. All employees are also required to take a physical exam, TB test, and drug test prior to hire.

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

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

Confidentiality

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

Access to be Limited

Employees may only access student record information in which they have a legitimate educational interest. **03.111/03.211/09.14/09.213/09.43**

Both federal law and Board policy prohibit employees from making unauthorized disclosure, use or dissemination of personal information regarding minors over the Internet. **08.2323**

Information Security Breach

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

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

Salaries and Payroll Distribution

District employees shall participate in direct deposit of payroll. Direct deposits will be made according to a schedule approved annually by the Board. At the end of the school year, employees who have completed their duties may request to be paid their remaining salary before the end of the fiscal year (June 30). **03.121/03.221**

GENERAL TERMS OF EMPLOYMENT

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

Determination of and changes to certified employees' rank and experience are determined in compliance with Policy **03.121**. No later than forty-five (45) days before the first student attendance day of each year or June 15th, whichever comes first, the Superintendent will notify certified personnel of the best estimate of their salary for the coming year.

For ranking purposes, credits must be earned by September 15, in order to receive the full salary for that Rank. If rank is earned between September 16 and December 31, the higher rank will be paid for the second semester. The certification for rank change must be dated and approval confirmed by the Division of Certification prior to January 31, and the increase will be for the second semester only regardless of date of certificate.

If the National Board certification showing Rank I is delivered to the Board no later than January 31, the employee will receive the \$2000 increment and a rank change that is retroactive on the first day of school. These amounts will be prorated on the number of checks remaining in the school year.

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

Pay dates are scheduled for the 15th and 30th of each month.

While employees are generally not permitted to work in excess of forty (40) hours per week, classified personnel may receive extra-service pay for duties connected with handling and accounting for funds at activities scheduled outside the regular school day. However, the rate of pay must not exceed the hourly rate approved by the Board for their regular assignments. Any payment made to an employee must be processed through the District payroll process.

Except in cases of emergency or upon approval of the Superintendent or the Superintendent's designee, no employee shall work overtime.

Hours of Duty

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

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

Classified Employees: Classified employees are not allowed to leave school grounds during duty hours without the express approval of their immediate supervisor.

INCLEMENT WEATHER

When weather conditions require the alteration of normal school or District operations, the following guidelines are to be followed when scheduling the work hours of employees.

1. When schools are closed for an entire day, all twelve (12)-month employees are to report for work at their regularly scheduled time unless otherwise instructed. Said employees who do not report for work must use a paid accrual in order to be paid for the day.
2. When schools are closed early due to a sudden change in weather conditions, all employees are to remain at work unless otherwise specifically instructed by their supervisor upon approval of the Superintendent or designee. **03.1332/03.2332**

Supervision Responsibilities

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. All District employees are required to assist in providing appropriate supervision and correction of students. **09.221**

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

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

Bullying

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

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

Section

2

Benefits and Leave

Insurance

The Board provides unemployment insurance, workers' compensation and liability insurance for all employees. In addition, the state of Kentucky provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation. The Board also provides additional term life insurance and single coverage dental insurance for full-time, personnel. **03.124/03.224**

Optional insurance coverage available to employees includes:

Full-time employees who are eligible for benefits may choose to add a spouse/dependents to their Board-provided policy for Delta Dental, Vision, and Health. In addition, full-time employees may also elect add-ons for life insurance policies provided by the state and Board. Please contact the Benefits Office for more information, or visit the District website for more information pertaining to benefits.

Salary Deductions

The Hopkins County Public Schools 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;
- State approved deferred compensation plan;
- Approved charitable organizations;
- State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans;
- Membership dues in professional/job-related organizations, when thirty percent (30%) of eligible members request deductions. **03.1211/03.2211**

- A minimum of twenty-five (25) payers (not number of contracts) is required for each type of payroll deduction. **03.1211 AP.21**

Expense Reimbursement

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

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

Holidays

All full-time certified employees and classified employees are paid for four (4) annual holidays as indicated in the school calendar.

Classified employees who are employed on a 260 or 240 working day contract shall be paid also for Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King's birthday, Memorial Day and Independence Day which are part of the 260 or 240 day contract, if not included as a holiday in the official school calendar. These days are not included as holidays in the 185 day school calendar. The holidays will be designated at the discretion of the Superintendent.

The Superintendent shall designate a minimum of three (3) days or a maximum of five (5) days of paid leave for all classified personnel with 260 day contracts. **03.122/03.222**

Vacations

Certified Employees: Principal and Director annual leave must have prior approval of the Superintendent. The holidays will be designated at the discretion of the Superintendent. The Superintendent shall designate a minimum of three (3) days or maximum of five (5) days of annual leave for all administrative personnel with 240 day contracts. If the employee's employment is terminated prior to completion of a twelve (12) month period, the employee shall forfeit the annual leave and the payment for the annual leave days shall be deducted from the employee's final paycheck.

Administrators with 240 day contracts who have been employed continuously by the District as an administrator for over fifteen (15) years shall be entitled to an additional five (5) days of annual leave and shall be entitled to accumulate a maximum of forty (40) days of annual leave. **03.122**

Classified Employees: Any classified employee who is a 260 day employee shall be entitled to one (1) day of vacation leave for each month of paid employment. Credit for the vacation day shall be given monthly and shall be shown on the employee's paycheck.

Vacation days may be taken only upon the prior approval of the employee's immediate supervisor. Vacation days not taken during any fiscal year may be carried forward to the next fiscal year. Vacation days carried forward shall accumulate up to a total of forty (40) days. If an employee has accumulated vacation days in excess of forty (40) days on the 30th day of June in any calendar year, the employee shall forfeit all of the vacation days in excess of the forty (40) days which can be accumulated. Compensation for unused accrued annual leave up to forty (40) days shall be made by the District at the time of retirement at a rate not to exceed the daily salary rate calculated from the employee's last annual compensation.

Two-hundred sixty (260) day employees who have been employed continuously by the Board for over fifteen (15) years shall be entitled to an additional five (5) days of paid vacation. **03.222**

Leave Policies

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the Board provides various types of leave under which absences may be authorized. Employees who must be absent should inform their immediate supervisor as soon as possible. In all cases of absence, employees shall notify the Central Office designee before the opening of school or the night before and the Central Office designee shall call substitute teachers from the official substitute list approved by the Superintendent.

All employees are expected to enter their absences into the District online system.

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

Employees on extended leave who plan to return the next school year must notify the Superintendent/designee in writing of their intention to return to work by March 15.

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

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

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

Unpaid Leave

To minimize disruption of the educational program, the Board strongly discourages employees from requesting unpaid leave that is not based on appropriate leave for which the employee is qualified; however up to four (4) unpaid leave days per school year may be approved for extraordinary circumstances by the employee's supervisor. Beginning with the fifth unpaid leave day, the Superintendent must approve all additional leave days.

The Superintendent and supervisor shall utilize standards in determining what constitutes an extraordinary circumstance to include, but not be limited to, the following:

1. Could this activity have been scheduled to take place outside the contractual calendar?
2. Will the absence of the employee disrupt educational services?
3. Will approval of this request mean that the employee will be unable to fulfill the essential functions of his/her contractual obligations?

All available leave must be expended before unpaid leave can be requested. Unpaid leave could impact employee benefits, retirement service credit, and possible re-employment.

Employees on a leave of absence without pay shall not accept other employment during the period of leave of absence **03.121**

Personal Leave

Full-time employees are entitled to three (3) days of paid personal leave each school year. Personal leave may be taken in whole or half day increments

Part-time employees or new hires replacing 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 date, but no reasons will be required for the leave. Unless otherwise approved by the Superintendent or designee, personal leave shall not be taken on the day before or after a holiday, vacation, or in-service day or on the first or last day of the school year. 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. Sick leave may be taken in whole-day or half-day increments. Part-time employees or new hires replacing employees who work for less than a full year are entitled to a prorata part of the authorized sick leave days. Sick leave days not taken during the school year they were granted accumulate without limit for all employees. For five (5) or more consecutive days, an employee shall present a physician's statement. **03.1232/03.2232**

Annually on June 30, unused personal leave shall be transferred and added to the employee's accumulated sick leave account.

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 disrupt the workplace while asking for donations.

Donated days are not retroactive. They must be donated before the absence occurs.

Applications to donate sick leave should be returned to: attention of the Finance Department.

Any donated sick leave that is not used by the end of the leave of absence and/or the end of the school year will be returned on a prorated basis to the employees who donated days. **03.1232/03.2232**

The recipient must complete the Sick Leave Donation Form and attach a medical certification by a licensed physician that states the need to be absent for at least ten (10) days. **03.1232 AP.21/03.2232 AP.21**

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 (actual time worked - not to include sick days, personal days, or holidays) as a full time employee 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:

1. For the birth and care of an employee’s newborn child or for placement of a child with the employee for adoption or foster care;
2. To care for the employee’s spouse, child or parent who has a serious health condition, as defined by federal law;
3. For an employee’s own serious health condition, as defined by federal law, that makes the employee unable to perform her/his job.
4. To address a qualifying exigency (need) defined by federal regulation arising out of the covered active duty or call to active duty involving deployment to a foreign country of the employee’s spouse, son, daughter, or parent who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and

BENEFITS AND LEAVE

5. To care for a covered service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

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

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

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

FML Basic Leave Entitlement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities - Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees’ rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers - FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement - An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Maternity Leave

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

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

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

Extended Disability Leave

Extended disability leave may be requested to be extended by the Board in increments of no more than one (1) year.

Employees who fail to notify the Superintendent of their return by the date prescribed in Policy 03.223 cannot be guaranteed employment for the following school year.

The Superintendent shall require an employee to secure a medical practitioner's verification of a medical condition that will justify the need for disability leave. If the leave will be intermittent, it must be stated on the licensed physician's statement. **03.1234/03.2234**

Educational Leave

Certified Employees: The Board may grant unpaid leave for a period no longer than two (2) consecutive years for educational or professional purposes. Leave may be granted for full-time attendance at universities or other training or professional activities. Leave will not be granted for part-time educational activities.

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

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

Jury Leave

Any employee who serves on a jury in local, state or federal court will be granted paid leave (minus any jury pay, excluding expense reimbursement) for the period of her/his jury service. Employees must return the jury duty service form to Finance upon return to work.

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

Military/Disaster Services Leave

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

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

Section

3

Personnel Management

Transfer

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

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

Employee Discipline

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

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

Retirement

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

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

Classified Employees: Beginning July 1, 2009, for the remaining 70% of unused accumulated sick leave credit, the Board shall purchase retirement service credit for each retiring employee as outlined in the CERS Standard Unused Sick Leave Plan. The employee shall have the option of waiving participation in the Standard Unused Sick Leave Plan.

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 program for professional development and staff training.

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

Personnel Records

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

Retention of Recordings

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

Section

4

Employee Conduct

Absenteeism/Tardiness/Substitutes

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 the night prior to absence and must use our substitute calling system to secure a substitute.

Staff Meetings

Teachers shall attend all faculty or staff meetings unless prevented by personal illness or specifically excused by the Superintendent or the Principal. **03.1335**

Classified employees shall attend meetings called by the Superintendent, building Principals, supervisors, or their designees. Absence from staff meetings must have the approval of the administrator who called the meeting. **03.2332**

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.

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

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

Any employee convicted of any criminal drug statute involving illegal use of alcohol, illicit drugs, prescription drugs, or over-the-counter drugs shall, within five (5) working days after receiving notice of a conviction, provide notification of the conviction to the Superintendent.

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

The Board has established a random drug testing program for all certified and classified employees. The number and frequency of the random tests shall be determined by the Board's testing lab. ALL current employees must read the Random Drug Testing policies and accompanying procedures and must acknowledge in writing that they have read the policy and procedures and agree to be bound by the terms and conditions contained in the policy and procedures. All current employees must sign a "Consent to Perform Urinalysis Testing" form. **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**

Tobacco Products

The use of any tobacco product is prohibited in any building owned or operated by the Board, **excluding single family dwellings. This policy would include eliminating the use of tobacco products in any vehicles used for school business.**

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

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

Use of School Property

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

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

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

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

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

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

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 72 hours (or three calendar days) 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

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is substance dependent, abused or neglected 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.

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

As soon as possible after any such incident, employees should submit a written incident report to their immediate supervisor. **10.21**

Grievances/Communications

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

Grievances are individual in nature and must be brought by the individual employee. The Board shall not hear grievances or complaints concerning simple disagreement or dissatisfaction with a personnel action. **03.16/03.26**

Gifts

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

Principals may receive donations and gifts on behalf of the Board of Education for the good of the school from individuals or groups such as the PTSA, PTO, and booster clubs. These are to be reported to the Superintendent or Superintendent's designee annually for submission to the Board of Education.

Principals may receive donations and gifts on behalf of the Board of Education for the good of the school from individuals and businesses without prior approval from the Board for up to \$1,000. Amounts or values of items above \$1,000 must be submitted to the Superintendent or designee.

Potentially hazardous items must have the prior approval of the Superintendent or designee. **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

The District will provide notification of school closings, early dismissal, and other emergency procedures through the automated calling system, District website, social media, and news media sources designated on the District website.

Required Reports

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

- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**
- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- If you know or believe that the District’s alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**
- 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**

EMPLOYEE CONDUCT

- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities. **06.221**
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

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

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

- If you know or have reasonable cause to believe that a child under eighteen (18) is substance dependent, abused or neglected, you shall **immediately** make a report to a local law enforcement agency or Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney. (See **Child Abuse** section.) **09.227**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

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;

EMPLOYEE CONDUCT

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.

Acknowledgement Form

2016-2017 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

You will acknowledge that you have reviewed this handbook online at the Safe Schools web portal. Visit www.hopkins.kyschools.us and click on the Safe Schools link.