



Newport Board of Education Employee Handbook

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Newport Independent Schools
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www.newportwildcats.org

We're About Kids!

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

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WELCOME

Welcome to Newport Independent Schools.

The purpose of this handbook is to acquaint you with general policies and procedures of the school district 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 the handbook and Board policy or administrative procedures, the policies and procedures govern.

Some policies refer to specific forms that are available in the Policy and Procedures manual. It is the employee's responsibility to refer to the actual policies and/or procedures for further information. Policies and Procedures are available in the Service Center, via the district's website, www.newportwildcats.org or through the KSBA internet address: <http://policy.ksba.org/n02/>.

Any employee is free to review official policies and procedures and should be familiar with those related to his/her job responsibilities. 01.5

School council policies may also apply in some instances. 02.4241

There is an Acknowledgement Form located in the back of this book. Once you review this Handbook, please read the acknowledgment form, sign and date the form, and return the form to Kim Klosterman in the Service Center.

FUTURE POLICY CHANGES

Every effort will be made to update the handbook on a timely basis. Newport Independent Board of Education reserves the right 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 to modify or change any portion of this handbook at any time.

SERVICE CENTER PERSONNEL AND SCHOOL ADMINISTRATORS

NAME/ADDRESS	PHONE/EMAIL
SUPERINTENDENT KELLY MIDDLETON 30 W. 8 TH STREET NEWPORT, KY 41071	859-292-3004 606-584-5204 kelly.middleton@newport.kyschools.us
ASST. SUPT., CHIEF ACADEMIC OFFICER AMY GILKISON 30 W. 8 TH STREET NEWPORT, KY 41071	859-292-3092 606-776-0697 amy.gilkison@newport.kyschools.us
SPECIAL EDUCATION DIRECTOR LISA SWANSON 30 W. 8 TH STREET NEWPORT, KY 41071	859-292-3040 606-922-8217 lisa.swanson@newport.kyschools.us
DIRECTOR OF STUDENT SERVICES KEVIN MCCORMICK 30 W. 8 TH STREET NEWPORT, KY 41071	859-292-3031 859-760-5023 kevin.mccormick@newport.kyschools.us
DIRECTOR OF INSTRUCTIONAL TECHNOLOGY RUSTY ADAMS 30 W, 8 TH STREET NEWPORT, KY 41071	859-292-3072 859-750-4278 rusty.adams@newport.kyschools.us
DISTRICT FINANCE OFFICER TETE TURNER 30 W. 8 TH STREET NEWPORT, KY 41071	859-292-3035 859-750-4289 tete.turner@newport.kyschools.us
DIRECTOR OF FOOD SERVICE & NUTRITION ANDREA WHILES 30 W. 8 TH STREET NEWPORT, KY 41071	859-292-3038 859-444-2604 andrea.whiles@newport.kyschools.us
FACILITY & TRANSPORTATION DIRECTOR TIM GRAYSON 30 W. 8 TH STREET NEWPORT, KY 41071	859-292-3005 606-407-2675 tim.grayson@newport.kyschools.us
DISTRICT PERSONNEL/ADMINISTRATIVE ASST. TO SUPERINTENDENT KIM KLOSTERMAN 30 W. 8 TH STREET NEWPORT, KY 41071	859-292-3004 859-394-3920 kim.klosterman@newport.kyschools.us

SERVICE CENTER PERSONNEL AND SCHOOL ADMINISTRATORS

NAME/ADDRESS	PHONE/EMAIL
DIRECTOR OF CURRICULUM CARLA DAVIS 30 W. 8 TH STREET NEWPORT, KY 41071	859-292-2813 606-584-6962 carla.stith@newport.kyschools.us
PRINCIPAL, NEWPORT HIGH SCHOOL KYLE NIEDERMAN 900 W. 6 TH STREET NEWPORT, KY 41071	859-292-3023 859-760-8938 kyle.niederman@newport.kyschools.us
PRINCIPAL, NEWPORT INTERMEDIATE SCHL. JOSH SNAPP 95 W. 9 TH STREET NEWPORT, KY 41071	859-292-3021 859-307-9833 joshua.snapp@newport.kyschools.us
PRINCIPAL, NEWPORT PRIMARY SCHOOL MATT ATKINS 1102 YORK STREET NEWPORT, KY 41071	859-292-3011 859-801-6238 matt.atkins@newport.kyschools.us
COORDINATOR, ADULT LEARNING CENTER NICHOLE KENT-COTTONGIM 30 W. 8 TH STREET NEWPORT, KY 41071	859-292-3056 nichole.cottongim@newport.kyschools.us
PAYROLL CLERK KIM SNAPP 30 W. 8 TH STREET NEWPORT, KY 41071	859-292-3035 kimberly.snapp@newport.kyschools.us

SECTION 1 - GENERAL TERMS OF EMPLOYMENT

EQUAL OPPORTUNITY EMPLOYMENT

Newport Independent Schools is an Equal Opportunity Employer. The district does not discriminate on the basis of age, color, disability, race, national origin, religion, sex or veteran status, as required by law.

Reasonable accommodations 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 of Schools; 292-3004. 03.113/03.212

HARASSMENT/DISCRIMINATION

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

Any employee who believes that he/she, or any other employee, student, or visitor is being subjected to harassment or discrimination shall bring the matter to the attention of his/her principal/immediate supervisor or the Title IX Coordinator. The district will investigate any 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

HIRING

Except for substitute teachers working on less than a full-time basis, all employees are required to sign a written contract with the District.

A list of District job openings is available at the Service Center, as well as, the website: www.newportwildcats.org

Hiring information can be found in board policies 03.11/03.21

QUALIFICATIONS

The Superintendent shall employ only individuals who are certified for the positions they will hold and who possess qualifications established by Board policy, except in the case where no individual applies who is properly certified and/or who meets qualifications set by Board policy. All teachers of core academic subjects shall be “highly qualified” as defined by state and federal regulation. 03.121

Classified employees shall be responsible for providing the superintendent with all required certificates, other credentials, health examinations, and verifications of experience prior to beginning work. 03.221

CRIMINAL BACKGROUND CHECK AND TESTING

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

New certified hires, substitute teachers and student teachers assigned within the District must have both state and federal criminal history background check. 03.11

New classified hires must have a state history background check. Applicants that have resided in Kentucky twelve months or less may undergo both state and national criminal history background checks. 03.21

MEDICAL EXAMINATIONS

All newly employed personnel, including substitute employees, shall present documentation of a medical examination provided by a licensed physician, physician assistant, or advanced registered nurse practitioner of the employee's choice. Medical exams shall be reported on the form required by KY Administrative Regulation and shall include a skin test for tuberculosis. Medical exams performed within a 90-day period prior to initial employment will be accepted.

As a condition of employment, each school bus driver, including substitute drivers, shall pass a medical exam on initial employment and each year thereafter. Before being allowed to drive a bus, a driver must be free of any medical condition which could endanger the health or safety of students in the performance of duties. 03.111/03.211

TRANSFER OF TENURE

All teachers who have attained continuing contract status from another Kentucky district shall serve one-year probation period before being considered for continuing contract status in the school District. 03.115

SALARIES AND PAYROLL DISTRIBUTION

Checks will be issued according to a schedule approved annually by the Board.

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.

Changes in rank and experience shall be determined on September 1 of each year. No later than forty-five days before the first student attendance day of the succeeding school year or June 15, whichever occurs earlier, the Superintendent shall notify all certified personnel of the best estimate of the salary for the coming year. 03.121

All regular and substitute classified personnel shall be paid on an hourly or salary basis as established by the Board. 03.221

Overtime work shall be approved in advance by the superintendent or designee. Hourly employees required to work in excess of forty (40) hours per week will be paid at the rate of 1 ½ times the regular rate for all hours beyond 40 as provided by law for overtime work. 03.221

REDUCTION IN SALARY AND RESPONSIBILITY

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

Reduction of responsibility for teachers may be accompanied by a corresponding reduction in salary. Written notice that states the specific reason(s) for the reduction shall be furnished to teachers no later than ninety (90) days before the first student day of the school year or May 15 whichever comes first. 03.1212

CONFIDENTIALITY

In certain circumstances employees may receive confidential information regarding a student's or an employee's medical, educational, discipline or court records. Employees are required to keep student and personnel information in the strictest confidence and are prohibited from passing confidential information along to any unauthorized individual. Employees with whom juvenile court records or information received on youthful or violent offenders shall not be disclosed except as permitted by law.

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

PERSONNEL RECORDS

One (1) master personnel file is maintained in the Service Center under the custody of the superintendent or designee 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

SUPERVISION

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 and shall hold students to a strict account for their conduct.

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, 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. 03.162/06.262/09.422/09.42811

PURCHASING

Employees are required to follow applicable state law and regulations and local policies and administrative procedures when making purchases on behalf of the district.

All purchases shall require the prior approval of the superintendent or designee. 04.31

With the exception of recurring monthly payments such as utilities and fixed charges, no bill shall be paid without the following supportive information:

1. A properly issued purchase order initiated by the appropriate leadership team member and signed by the superintendent or designated representative;
2. An invoice for goods or services received; and
3. Confirmation that invoiced materials were received in accurate quantity and in good order. 04.3111

Internal school account purchases must be supported by a properly executed purchase request and authorization for payment by the principal. 04.312

SECTION 2 - BENEFITS AND LEAVES

INSURANCE

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

SALARY DEDUCTIONS

The Newport Independent School district makes all payroll deductions required by law. For a list of optional payroll deductions refer to Board policy 03.1211/03.2211.

CAFETERIA PLAN

The Newport Independent School district offers employees a cafeteria plan of benefits including but not limited to: flexible spending accounts, dental coverage, term life, and disability income protection. For additional information concerning benefits under this plan please call the superintendent's office at 292-2004. 03.1213/03.2212

EXPENSE REIMBURSEMENT

School personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the superintendent/designee. Allowable charges include mileage (based on state rate), gasoline used for Board vehicles, tolls, and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (when district business requires an overnight stay), and lodging. All travel reimbursement must be

pre-approved by the appropriate district personnel. Receipts (except for meals) must accompany requests for reimbursement along with a completed travel expense report.
03.125/03.225

HOLIDAYS

Employees are paid for a minimum of four (4) annual holidays as indicated in the school calendar. 03.122/03.222

Employees who work at least 250 days per year shall be given the following holidays provided they are not included in the 4 holidays of the school calendar:

1. Independence Day
2. Labor Day
3. Presidential Election Day
4. Thanksgiving Day
5. Day after Thanksgiving
6. Christmas Day
7. New Year's Day
8. Martin Luther King Day
9. President's Day
10. Memorial Day

The superintendent may require, for security or other reasons, certain classified personnel to work holidays. In this case, the employee shall be granted the holiday on another day.
03.222

VACATIONS

Classified employees who are employed on a twelve (12) month/250 days basis shall be eligible for annual vacation days with pay as follows:

1. Employees who have worked one (1) continuous year will receive one (1) week of vacation.
2. Employees who have worked two (2) continuous years will receive two (2) weeks of vacation.
3. Employees who have worked three (3) or four (4) continuous years will receive three (3) weeks of vacation.
4. Employees who have worked five (5) or more years will receive four (4) weeks of vacation.

The criteria for granting requests shall be:

1. Seniority of employment in the district
2. Seniority of employment in the building

Vacation days do not accumulate and must be used by June 30th during the school year granted.

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 leaves under which absences may be authorized. Employees who must be absent should record their absence via AESOP. If you are going to be tardy, employees should inform their immediate supervisor as soon as possible.

The following types of leaves and absences may be granted to all classified employees; illness, emergency, maternity, personal, family, extended disability, educational, jury, and military/disaster.

Employees on extended leave who plan to return the next school year must notify the Superintendent in writing of their intention to return to work by April 15. Failure to do so will render the position vacant. 03.123/03.223

PERSONAL LEAVE

Full-time employees shall be entitled to two (2) days of personal leave with pay each school year. The employee's immediate supervisor must approve the leave but no reasons shall be required. Except for situations in which prior notice is impossible, the employee shall notify the immediate supervisor at least 72 hours prior to the anticipated absence. All personal leave days not used during the current school year shall be transferred and credited to the employee's accumulated sick leave account. 03.1231/03.2231

SICK LEAVE

Full-time personnel shall be entitled to ten (10) days of sick leave with pay per year. Personnel employed for more than 205 days shall be entitled to eleven (11) sick leave days per year. Sick leave days not taken during the school year they were granted accumulate without limit. 03.1232/03.2232

SICK LEAVE DONATION PROGRAM

Under procedures developed by the Superintendent, employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days. 03.1232/03.2232

FAMILY AND MEDICAL LEAVE

Full-time employees are eligible for up to twelve (12) work weeks of family and medical leave each school year, if they have been employed by the District for twelve (12) months and have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave.

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

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

To the extent that an employee is entitled to any paid leave, such leave shall be taken and it shall run concurrently with family and medical leave, except that the employee may request to reserve ten (10) days of sick leave. (This requirement shall not apply to employees taking workers' compensation leave.) However, when an employee's work-related injury/medical state qualifies as a serious health condition, worker's compensation leave shall run concurrently with the twelve (12) workweek entitlement.

Paid leave used by the employee as required under this policy shall count, as applicable, against the twelve (12) or twenty-six (26) FMLA workweek entitlement.
03.12322/03.03.22322

MATERNITY LEAVE

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

On written request, the parent of a newborn or the employee who adopts a child or children shall be granted unpaid leave of absence not to exceed the remainder of the school year. Thereafter, leave may be extended in increments of one (1) year.

In compliance with the Family and Medical Leave Act of 1993, eligible employees are entitled to up to twelve (12) workweeks of unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child.
03.1233/03.2233

EXTENDED DISABILITY LEAVE

Unpaid disability leave may be granted by the Board, upon written request, for the remainder of the contract year. Thereafter, leave may be extended by the Board in one (1) year periods.

The Superintendent may require the employee to secure a licensed physician's verification of disability. When disability leave extends for a period of twenty (20) or more consecutive school days, the employee shall submit to the Superintendent a physician's certificate indicating the employee is medically able to perform essential job duties before being permitted to return to service. 03.1234/03.2234

EDUCATIONAL LEAVE

Upon recommendation of the Superintendent, the Board may grant classified personnel short-term leave with pay for the purpose of obtaining training to enhance the skills required in performing their job or to obtain training in anticipation of a different position with the school system. 03.2235

Upon written request of a teacher or the Superintendent, the Board may grant to certified personnel who have one (1) year of satisfactory service a leave (without pay) not to exceed 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 approved by the Board when those activities are related to the employee's job or to other jobs an employee might hold in the school system. Leave will not be granted for part-time educational activities. 03.1235

EMERGENCY LEAVE

Full-time employees shall be entitled to three (3) days of emergency leave with pay each school year. Emergency leave shall be granted for the following reasons: bereavement, disasters, court/legal appearances, and others as approved by the Superintendent or designee. Emergency days not taken during the school year shall not accumulate. 03.1236/03.2236

JURY DUTY

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

Employees absent from work to serve on juries must give advance notice to their immediate supervisors. 03.1237/03.2237

MILITARY/DISASTER SERVICES LEAVE

Military leave will be granted to employees under the provisions and conditions specified in law. Employees shall be entitled to military leave, without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits to which they are entitled.

The employee is responsible for notifying his/her immediate supervisor as soon as he/she is notified of an impending military related absence.

The Board may grant disaster services leave to requesting eligible employees. An “eligible employee” means one who is a certified disaster services volunteer of the American Red Cross. Disaster services leave shall be with pay and shall not exceed thirty (30) work days in any twelve (12)-month period. 03.1238/03.2238

SECTION 3 – PERSONNEL MANAGEMENT

TRANSFER

The transfer of personnel shall be made by the Superintendent who, at the first meeting following the transfer, shall notify the Board of same. 03.1311/03.2311

Transfer or reassignment of certified personnel will be made no later than thirty (30) days before the first student attendance day of the school year except to fill vacancies created by illness, death, or resignations; to reduce or increase personnel because of a shift in school population; to make personnel adjustments after consolidation or merger; or to assign personnel according to their major or minor fields of training. 03.1311

Employees who wish to request a voluntary transfer should complete a voluntary transfer request form. 03.1311 AP 2/03.2311 AP 2

Termination/Nonrenewal/Separation by Employee -Certified

Termination and nonrenewal of contracts shall be the responsibility of the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

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

No contract shall be terminated except upon notification of the Board by the Superintendent. Prior to notification of the Board, the Superintendent shall furnish the teacher with a written statement specifying in detail the charge against the teacher.

Termination of contracts of certified personnel shall be made in compliance with the requirements of KRS 161.790.

As an alternative to termination, the Superintendent, upon notifying the Board and providing written notification to the teacher, may impose sanctions in accordance with KRS 161.790.

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

Certified employees seeking to resign or terminate contracts in force shall do so in compliance with KRS 161.780. 03.17

Discipline, Suspension and Dismissal of Classified Employees

Disciplinary action, termination and nonrenewal of contracts are the responsibility of the Superintendent. Any classified employee shall be subject to disciplinary action for one (1) or more of the following reasons:

1. Dishonesty, neglect of duty, incompetence, inefficiency or insubordination.
2. Reporting to work under the influence of or use or possession of alcohol or controlled substances while on duty, or the illegal use or possession of controlled substances at any time.
3. Unsatisfactory evaluation of any factor on the employee's performance evaluation report.
4. Repeated unexcused absence, tardiness, absence without notification or abuse of sick leave.
5. Violation of or refusal to obey local policies or state regulations adopted by the Kentucky Board of Education or by the Board.
6. Refusal to comply with safety directives.
7. Falsifying information supplied to the District including information on application forms, absence reports, or any other information.
8. Violation of local policy, state, or federal statutes or regulations that apply to assigned duties.
9. Being convicted of or entering an "Alford" plea or plea of nolo contendere to a felony or any crime (including misdemeanors) involving moral turpitude or illegal transactions with minors or students.
10. Immorality, misconduct, or conduct unbecoming a school employee.
11. Loss of licensure or certification required for the position.
12. Failure to maintain the confidentiality of information about students or staff obtained in the course of employment, unless disclosure serves a legitimate job-related purpose or is required by law.
13. Engaging in any sexually related behavior with a student with or without consent, including, but not limited to, behavior such 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.
14. Physical or mental disability, consistent with applicable laws protecting employees with disabilities.

Classified employees may be subject to the following actions, to include, but not limited to:

1. Verbal warning or reprimand by Superintendent/designee
2. Written warning or private reprimand by Superintendent/designee
3. Probation imposed by Superintendent/designee
4. Reassignment (temporary or permanent) by Superintendent
5. Public reprimand by Superintendent
6. Suspension without pay by Superintendent
7. Nonrenewal by Superintendent
8. Dismissal (termination of contract) by Superintendent

An employee may be relieved from duty for the remainder of the work day (without loss of pay for the affected portion of the day) by the immediate supervisor, pending a review of the facts or allegations, when such time is needed to protect health, safety or welfare of students or staff or to prevent disruption of the educational process.

An employee shall be suspended with pay only when the Superintendent determines there is a justifiable need to protect the health, safety, or welfare of students and staff or to prevent significant disruption of the workplace and/or educational process. The period of suspension with pay shall not exceed the time needed to conduct an investigation and to determine whether the employee is to return to active service or face disciplinary action. However, suspension with pay shall not exceed ten (10) working days. If circumstances arise that require an investigation or other proceedings that may extend beyond ten (10) days, the Superintendent may lengthen the period of suspension, not to exceed an additional fifteen (15) working days.

Employees suspended with pay shall remain available for immediate recall to active service.

The Superintendent shall develop/adopt procedures to provide adequate due process, covering matters that may result in public reprimand, suspension without pay or termination of classified employees. The procedures shall address, but are not limited to notice, opportunity to be heard, right to counsel, conducting a hearing (if requested), and the rendition of a decision or action.

Employees shall be provided written notification of the charges that may result in a public reprimand, suspension without pay or termination. The notification shall include a statement of the right to a hearing and a form, the signing and filing of which with the Superintendent shall constitute a demand for a hearing and a denial of the charges. If an employee wishes to request a hearing, the employee shall present the appropriate form to the Superintendent within ten (10) calendar days of the receipt of the written notification of the charges. If the employee does not file the demand for a hearing within the ten (10) day period, final personnel action may be taken or completed without a hearing or further proceedings.

03.27

REDUCTION IN FORCE

When, by reasons noted in [KRS 161.800](#), it becomes necessary to reduce the number of certified personnel, the Superintendent shall do so in compliance with the statute.

The Superintendent shall give preference to teachers on continuing contract with the greatest seniority. When teaching positions become vacant or are created for which teachers are qualified, teachers whose continuing contracts were suspended shall have the right of restoration in continuing service status in the order of seniority of service in the District.

Seniority shall be computed based on:

1. First compensable day as a regular teacher in the District;
2. Date of action to employ the teacher; and
3. Date of application.

The order of reduction shall be:

1. Part-time teachers;
2. Non-tenured teachers according to seniority and certification, in that order; and
3. Tenured teachers according to seniority and certification, in that order.

If a position cannot be filled with a certified teacher in accordance with seniority, the teacher with the next highest seniority shall be retained. If candidates are equally qualified by seniority and certification, in that order, demonstrated ability to perform shall take precedence. 03.171

If it becomes necessary to reduce the number of classified employees within the budget year, the Superintendent may at any time make a reduction in the number of classified employees due to the following:

1. Reduction in funding,
2. Reduction in enrollment of students,
3. Changes in the District or school boundaries, or
4. Other compelling reasons as determined by the Superintendent.

The Superintendent shall provide at least thirty (30) calendar days written notification to employees affected.

Reduction in force of classified employees shall be defined as total separation from employment in the District. A change in duties or non-renewal of a part-time position when an employee holds more than one (1) position shall not be considered a reduction in force.

Employees who have less than four (4) years of continuous active service shall be reduced first.

In the event it is necessary to reduce classified employees who have more than four (4) years of continuous active service, the Superintendent shall make reductions within each job classification affected based on the following:

1. Seniority in the District and qualifications required for the position, such as specialty license/training and whether the position is full-time or part-time based on District needs.
2. Seniority and qualifications being equal, the classified employee who has the highest evaluation ratings will be retained.

Employees with more than four (4) years of continuous active service in the district shall have the right of recall, if positions become available for which they are qualified. 03.271

NON-RENEWAL

Non-renewal of contracts for classified personnel shall be made in compliance with the requirements of KRS 161.011, with written notice being provided to the employee by the Superintendent no later than May 15.

The Superintendent may non-renew the contracts of classified employees with less than four (4) years of continuous active service in the District for any legal reason.

Classified employees with more than four (4) years of continuous active service in the District may be non-renewed for the following reasons:

1. Incompetency
2. Neglect of duty
3. Insubordination
4. Inefficiency
5. Misconduct
6. Immorality
7. Loss of, or reduction in, funding, and/or
8. A position becomes obsolete or redundant, due to program reorganization or changes to program requirements for improved delivery of services, including a council decision that fewer employees are needed at the school. 03.2711

RETIREMENT

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

Retirement benefits shall be solely a matter of contract between the employee and the Retirement System or the Social Security System and shall not be the responsibility of the Board except that the Board shall deduct those amounts required by law.

At the time of retirement and under provisions of KRS 161.155 (9), the Board shall compensate employees, or their estate, for unused sick days at the rate of 30% of the daily salary rate. For personnel who begin employment with the local school district on or after July 1, 2008, unused sick leave days to be recognized in calculating reimbursement under KRS 161.155 shall not exceed 300 days. This calculation is based on the employee's last annual salary. Employees retiring from the District may be compensated for unused sick days only once, even if they are subsequently rehired. 03.173/ 03.273

PROFESSIONAL/STAFF DEVELOPMENT

The Board shall provide an efficient, systematic and high-quality professional development (PD) program. At the direction of the Superintendent or designee and in conjunction with each school, the PD coordinator shall facilitate the development and implementation of this program for all certified employees. Programs may also include classified staff and parent members of school councils and committees. 03.19

The Superintendent shall develop and implement a program for continuing training for selected classified personnel. 03.29

EVALUATIONS

Non-tenured teachers shall be evaluated each year. Tenured teachers shall be evaluated at least once each three (3) years. The Superintendent shall recommend for approval of the Board and the Kentucky Department of Education an evaluation system, developed by an evaluation committee, for all certified employees below the level of District Superintendent, which is in compliance with applicable statute and regulation.¹

The purposes of the evaluation system shall be to: improve instruction, provide a measure of performance accountability to citizens, foster professional growth, and support individual personnel decisions.

The evaluation criteria and evaluation process to be used shall be explained to and discussed with certified school personnel no later than the end of the first month of reporting for employment for each school year.

All employees shall be afforded an opportunity for a review of their evaluations. All written evaluations shall be discussed with the evaluatee, and he/she shall have the opportunity to attach a written statement to the evaluation instrument. Both the evaluator and evaluatee shall sign and date the evaluation instrument.

All evaluations shall be maintained in the employee's personnel file. 03.18

Each classified employee shall be evaluated at least once each year. This evaluation shall be performed by the Principal or the immediate supervisor and shall be based upon a formal procedure approved by the Superintendent for that specific position or class of positions. The administrator performing the evaluation shall share and discuss the evaluation report with the employee. The employee shall have the right to comment in writing on the evaluation report. The employee's written comments shall be attached to the evaluation report, and the report shall be filed with the Superintendent. 03.28

SECTION 4 – EMPLOYEE CONDUCT

FUND-RAISING ACTIVITIES

All school-wide fundraising activities must be approved by the Board. Requests must be channeled through the Principal and Superintendent.

The Superintendent shall provide written approval to the county clerk for all subscription sales of printed materials. This approval shall identify the product(s) being sold, the students involved as solicitors and the duration of sales.

Schools and individual classes planning to conduct charitable gaming activities, as defined by law and Accounting Procedures for Kentucky School Activity Funds, shall obtain and display the appropriate license.

No student shall be compelled to participate in or meet any kind of quota in a fundraising activity. Students choosing not to participate in a fundraiser shall not be excluded from benefitting from the fund-raiser or otherwise penalized in any way. 09.33

DISRUPTING THE EDUCATIONAL PROCESS

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

For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

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

POLITICAL ACTIVITIES

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

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

"Political positions" shall not be defined to include communications approved by the Superintendent to be distributed to parents or the community concerning District needs or proposed actions by the Board. Examples of such communications may include, but not be limited to, those addressing designation of attendance zones/areas and District facility and financial needs. 03.1324/03.2324

DRUG-FREE/ALCOHOL-FREE SCHOOLS

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

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
3. Substances that look like a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

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

Workplace shall mean the site for the performance of work done for the District including any place where work on a District program, project or activity is performed, including, but not limited to, a school building or other school premises and any school owned vehicle or any other school approved vehicle used to transport students to and from school or school activities. "Workplace" shall also include school sponsored or school approved activities, events or functions which are held off school property and in which students are under District jurisdiction including, but not limited to, field trips and athletic events.

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

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

Any employee convicted of a workplace violation of criminal drug statutes shall, within five (5) working days, provide notification of the conviction to the Superintendent. 03.13251/03.23251

WEAPONS

Except where expressly and specifically permitted by Kentucky Revised Statute, the 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.

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the 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.

For state reporting purposes, a deadly weapon shall be defined as:

1. A weapon of mass destruction;
2. Any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
3. Any knife other than an ordinary pocket knife or hunting knife;
4. Billy/nightstick or club;
5. Blackjack or slapjack;
6. Nunchaku karate sticks;
7. Shuriken or death star; or
8. Artificial knuckles made from metal, plastic, or other similar hard material.

Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above. 05.48

DRESS AND APPEARANCE

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

DRESS CODE

The following applies to all Certified Staff:

APPROPRIATE ATTIRE

- Dress slacks or Docker style slacks with belt
- Dresses and skirts/business suits
- Sport coat or turtleneck
- Ties
- Blouses
- Sweaters, pull-over or cardigan
- Dress shirts with collars, knit shirts with collars
- School logo on collared shirts or sweaters
- Capri pants
- Non form-fitting pants with tunic-length tops
- Dress shoes or sandals (hiking and snow boots are permissible during inclement weather)
- Socks (during instructional day)

INAPPROPRIATE/UNACCEPTABLE ATTIRE

- Sweatshirts, Sweatpants, windbreaker pants and windbreaker jackets
- Athletic shorts, T-shirts, tank tops, muscle shirts
- Athletic jerseys and zipper tops
- Bib overalls
- Flip-flops
- Backless, see-through, tight-fitting low-cut blouses, tops and dresses, and shirts that expose the midriff area
- Dirty or stained clothing and shoes
- Body art or visible body piercing other than ears

No jeans, regular shorts, t-shirts, or sweatshirts are to be worn by anyone, anytime, with the exception of field trips that have outdoor activities or school related spirited days as designated by the school Principal or Assistant Principal.

Physical education teachers may wear shorts while conducting physical education class, are in the gym area, or are in transit to pick up or drop off a class. The physical education teacher, while not conducting physical education class shall wear slacks, sweat suits and sweatpants or wind pants. Physical education/athletic related tee shirts are permissible.

03.1326

TOBACCO PRODUCTS

The use of any tobacco product is prohibited in any building owned or operated by the Board.

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

USE OF SCHOOL FACILITIES

Activities that are sponsored by approved student organizations, faculty groups, or school related parent groups may use school facilities without charge when approved by the Principal and supervised by school personnel. City, county and state governmental agencies also may use facilities at no charge.

Other schools located within District boundaries and the City Recreation Department may use school facilities. Such agencies may be required to pay overtime wages for custodial services if the custodian works beyond the normal work week for the Board.

Non-profit community groups whose majority membership is composed of District citizens may use facilities, provided they pay the specified utility and custodial fees.

Use of school facilities shall not be granted when such use interferes with educational purposes. 05.3

USE OF SCHOOL PROPERTY

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

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

District owned telecommunication devices shall be used for authorized District business purposes. However, occasional personal use of such equipment is permitted. 03.1321/03.2321

ACCESS TO ELECTRONIC MEDIA

The Board supports reasonable access to various information formats for students, employees and volunteers and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

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

Employees are encouraged to use electronic mail only 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. 08.2323

Social media allows the district the opportunity to promote positive messages about our schools. Employees are encouraged to use discretion when posting personal opinions regarding Newport schools. Disciplinary action may be taken if the superintendent warrants any posting conduct unbecoming a district employee. 03.17/03.27

COPYRIGHTED MATERIALS

The use of copyrighted material for educational purposes, by school personnel, shall be within the generally accepted uses delineated by applicable law. The Superintendent shall develop procedures for informing appropriate personnel of the fair use of copyrighted material for educational purposes.

All employees shall use electronic materials only in accordance with the license agreement under which the electronic materials were purchased or otherwise procured. Electronic materials are defined as computer software, databases, video tapes, compact and laser disks, electronic textbooks or any other copyrighted material distributed in electronic form. 08.2321

HEALTH, SAFETY AND SECURITY

It is the intent of the Board to provide a safe and healthful working environment for all employees. Employees shall report any conditions they believe to be unsafe to their immediate supervisor, who shall examine the situation and take appropriate action.

The Superintendent shall develop a District Hazard Communication Plan. The plan shall include:

1. The assignment of a District employee to be responsible for the implementation and coordination of the Hazard Communications Plan;
2. An inventory of all chemicals used at each school and worksite;
3. The identification of each chemical in the inventory that is covered by the OSHA Hazard Communication Standard;
4. Maintenance of a Material Safety Data Sheet (MSDS) for each substance on the chemical inventory list for as long as the District uses the substance, plus thirty (30) years;
5. Labeling of all containers of each chemical identified as required by the Hazard Communication Standard;
6. The development of an employee Hazard Communication Information and Training Program; and
7. The development, implementation and maintenance of a written Hazard Communication Program.

The Superintendent shall develop an Exposure Control Plan to eliminate or minimize District occupational exposure to blood borne pathogens. The plan shall address:

1. Identification of employees at risk of occupational exposure and their assigned tasks and procedures which could lead to such exposure;
2. Communication of hazards to employees;
3. Vaccinations of at risk employees for Hepatitis B at no cost to these employees;
4. Determination of universal precautions to be observed, including adequate engineering controls and housekeeping procedures;
5. Appropriate training of employees;
6. Provision of personal protective equipment including an opportunity provided annually for employees who use medical sharps in performance of their duties to identify, evaluate and select engineering and work practice controls to be implemented by the District, as appropriate;
7. Maintenance of a sharps injury log;
8. Medical follow-up and counseling for employees after a work-site exposure;
9. Maintenance of confidential records of each exposure incident; and
10. A schedule for implementing all provisions required by the OSHA standard.

The Superintendent or designee shall review and update the Exposure Control Plan at least once each year and when needed to reflect new or modified tasks and procedures that affect occupational exposure or new or revised employee positions with occupational exposure. The review and update shall also address:

1. Changes in technology that eliminate or reduce exposure to blood borne pathogens; and
2. Annual documentation that appropriate, commercially available and effective safer medical devices that are designed to eliminate or minimize occupational exposure have been obtained and are now in use. 03.14/03.24

ASSAULTS AND THREATS OF VIOLENCE

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

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

Removal of students from a bus shall be made in compliance with 702 KAR 005:080.

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee prior to the assignment or contact.

09.425

CHILD ABUSE

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney. 09.227

CORPORAL PUNISHMENT

Employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means. 09.433

USE OF PHYSICAL RESTRAINT AND SECLUSION

Use of physical restraint or seclusion by school personnel is subject to 704 KAR 007:160. However, nothing in this policy prohibits the exercise of law enforcement duties by sworn law enforcement officers.

- Physical Restraint means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely.
- Seclusion means the involuntary confinement of a student alone in a room or area from which the student is prevented from leaving, but does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

Use of physical restraint by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training may physically restrain students, but shall summon core trained school personnel as soon as possible.

In all situations involving use of physical restraint (including restraint by core trained personnel):

- The student shall be monitored for physical and psychological well being for the duration of the restraint.
- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.

Seclusion may be implemented only if: the student's behavior poses an imminent danger of physical harm to self or others; less restrictive interventions have been ineffective in stopping the imminent danger of physical harm; the student is monitored visually for the duration of the seclusion; and staff is appropriately trained to use seclusion.

Training of personnel on use of physical restraint and seclusion shall be provided as required by 704 KAR 007:160:

- All school personnel shall be trained annually to use an array of positive behavioral supports and interventions and as further required by 704 KAR 007:160.
- A core team of selected school personnel designated to respond to dangerous behavior and to implement physical restraint of students shall receive additional yearly training in the areas required by 704 KAR 007:160. (Exception: Core team members who are school resource officers or other sworn law enforcement officers are not required to undergo this training.) 09.2212

CIVILITY

District employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto District property or contact employees on school or District business are expected to behave accordingly. Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. Cursing and use of obscenities,
2. Disrupting or threatening to disrupt school or office operations,
3. Acting in an unsafe manner that could threaten the health or safety of others,
4. Verbal or written statements or gestures indicating intent to harm an individual or property, and
5. Physical attacks intended to harm an individual or substantially damage property.

Employees who fail to observe these standards in their own behavior shall be subject to appropriate disciplinary measures, up to and including dismissal.

In cases involving physical attack of an employee or imminent threat of harm, the first priority shall be for employees to take immediate action to protect themselves and others. In absence of an imminent threat, employees shall attempt to calmly and politely inform the individual of the provisions of this policy and/or provide him/her with a copy. However, if the individual continues to behave in a discourteous and uncivil manner, the employee may respond as needed, to include, but not be limited to, the following options:

1. Hang up on a caller;
2. End a meeting;
3. Ask the individual to leave the school;
4. Call the site administrator or designee for assistance; and/or
5. Call the police.

Employees shall submit to their immediate supervisor, as soon as possible, a written incident report for all such occurrences. 10.21

GRIEVANCES

The Superintendent shall develop specific grievance procedures to include, but not be limited to, the opportunity for grievances to be addressed and resolved at each level of the chain of command from the point of origin, time limitations for the filing and the appeal of a grievance, and procedures for the orderly review and appeal of each individual grievance.

Grievances are individual in nature and must be brought by the individual grievant.

The Board will not hear any grievance concerning personnel actions taken by the Superintendent/designee, unless the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions. 03.16/ 03.26

GIFTS

Any gift presented to a school employee for the use of the school must have the prior approval of the Superintendent or the Superintendent's designee. Any gift so approved and accepted on behalf of the school becomes the property of the Board. 03.1322/ 03.2322

SOLICITATIONS

District employees shall not use the advantage or status of their position for personal gain through soliciting or canvassing school patrons, pupils or fellow employees to whom they have supervisory or other professional obligations.

Unless required or allowed by the Open Records Law or other laws and regulations, no school employee shall provide to any outside group or individual a list of parents, students, teachers or other employees for solicitation or other purposes without the prior approval of the Board or the Superintendent. 03.1323/03.2323

ADVERTISING IN THE SCHOOLS

No commercial advertising shall be allowed in the facilities or on the grounds of school property, except as expressly approved by the Superintendent.

Nothing herein shall be construed to prevent advertising in publications which are published by student organizations, PTA/PTO, booster club, or other parent groups. 10.4

OUTSIDE EMPLOYMENT OR ACTIVITIES

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

ACKNOWLEDGEMENT FORM

I, _____, have received a copy of the Employee Handbook issued by the district, and understand and agree that I am to review this handbook in detail and consult district and school policies and procedures with my principal/supervisor if I have any questions related to its contents.

I understand and agree:

1. This handbook is intended as a general guide to district personnel policies and procedures and it is not intended to create any sort of contract between the district and any one or all of its employees;
2. The district may modify any or all of the referenced policies, in whole or in part, at any time, with or without prior notice; and procedures, 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 information contained in this handbook, the changes will become binding on me immediately upon issuance of the new or revised policy or procedure by the district.

I understand that as an employee of the district I am required to review and follow the information set forth in this handbook and I agree to do so.

Signature of Employee

Date

Return this signed form to Kim Klosterman, Superintendent's Office.