

# **EMPLOYEE HANDBOOK**

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**Fulton County School District**

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# EMPLOYEE HANDBOOK

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Proficiency, Positive Relationships & Pilot Pride

## Fulton County Schools

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Hickman, KY 42050-0326

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<http://www.fulton.kyschools.us>

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## Introduction

The Fulton County School Board believes that education is the bulwark of freedom and that our educational system of free public education is literally the nation's first line of defense and the greatest constructive force in the possession of the American people for the preservation of their freedoms and the advancement of the democratic way of life.

Since we subscribe to the basic philosophy as just stated, we believe that we are obligated to provide a continuously evolving type of educational program whereby each person in school may:

1. Become aware of the student's own interests, abilities, and potentialities.
2. Evolve a plan whereby the student's growth in terms of his/her interest, abilities, and potentialities can be assured.
3. Develop and maintain good health, proper health habits, and physical fitness.
4. Become proficient in the area of communications and in the understanding and interpretation of basic areas of knowledge.
5. Make use of the student's creative abilities and his/her abilities to do reflective thinking.
6. Equip the student for happy and successful living in a vocation for which s/he is well-adapted as far as our facilities will permit.
7. Prepare the student for happy living by the development of an appreciation for art, music, and literature, and the development of skills in certain hobbies, cultural, and recreational activities.
8. Prepare the student for the responsibilities and privileges of family life.
9. Prepare the student for the acceptance of responsibilities as an American citizen and a world citizen.
10. Prepare the student to recognize his/her responsibilities as a citizen with proper respect for authority, civil law, as well as school law.
11. Develop within the student the personal goal of honesty in word and action as a way of life.

In summary, our aims may be stated briefly as follows:

12. To offer a school program on all levels, as far as our finances will permit, that will care for the individual needs, interests, desires, and abilities of all students.
13. To offer a quality of instruction that will insure speedy and efficient learning on the part of all students.
14. To offer a program of guidance and direction that will enable each student to take the greatest advantage of the part of the school program best suited to him/her.

We hold that public schools will keep America strong and free if America's public will keep the schools free and strong and, firm in this conviction, we have agreed upon a statement of common beliefs and policies with regard to public education.

## Welcome From the Superintendent



Welcome to the Fulton County School District for the 2009-2010 school year. Thank you for helping us realize our community vision for education—Proficiency, Positive Relationships & Pilot Pride.

The purpose of this *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 Fulton County School District. Information is power, and we want everyone to have information about your employment and benefits.

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 procedure, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Board of Education policies and procedures are available on the District's Web site, and complete copies of those documents are available at the Central Office, in each Principal's office, and in each school library. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. ✓[Policy 01.5](#)

School council policies, which are also available from the Principal, also apply in some instances. ✓[Policy 02.4241](#)

In this *Handbook* bolded policy codes indicate related Board of Education policies and procedures. If you have questions, contact your immediate supervisor or Craig Turner in the Central Office.

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

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

Return the completed Acknowledgment Form to your immediate supervisor.

## Board of Education Mission

In partnership with and in service to our community, the Fulton County Board of Education provides leadership, acquires and allocates resources that enable all students to achieve a productive life through quality education (Adopted July 19, 2001; Reaffirmed October 31, 2006).

## District Vision

The District Vision of **Proficiency, Positive Relationships & Pilot Pride** guides decisions and actions. Following is a brief history of the development of the Vision and explanations of the three Vision commitments.

**Development of the Vision Statement** Five meetings were conducted over a period of about six weeks. Participants included parents, teachers, administrators, board of education members, SBDM council members, and community members. The number of attendees at the meetings ranged from 7 to 18. A Kentucky Department of Education Highly Skilled Educator facilitated the process using a vision planning guide, handouts about successful schools and school districts, and other video and print materials. While different words were used and extensive conversation about what actions fit with the words took place, all participants agreed that Proficiency, Positive Relationships, and Pilot Pride reflected the beliefs of the participants. Even though participants accepted this vision, they wanted to be sure there was opportunity for all stakeholders to become aware of the vision and have opportunity to participate in the acceptance or editing process. The hope of involving many people is that **all** will know and understand what the vision means and accept and apply the vision when making decisions, implementing actions, and evaluating outcomes.

**Proficiency** This is the level of academic achievement all students are expected to reach in Kentucky. Proficiency is **the** measure of student learning success for our students. Proficiency is also the expected level of work performance for district faculty and staff members and all adult stakeholders. If adults perform at a proficient level, then they will be better able to move all students to academic proficiency.

**Positive Relationships** It is important that all stakeholders respect and value one another. Being open and honest with others is important for working relationships. Conversations and actions must be focused on the goal of proficiency for each student, every student. Planning, decisions, implementation of strategies and activities, and evaluation of outcomes must focus on issues related to proficiency for students, not on interpersonal relationships and issues. Questioning and disagreeing with one another is acceptable, indeed necessary, for real positive change to occur. We must have productive, not destructive, conflict. We can disagree without being disagreeable and sometimes agree to disagree. All certified staff members, indeed **all** stakeholders, must comply with an ethical code of behavior and remember that students model our behavior. Once decisions are made, all must accept the decisions and move forward maintaining positive relationships on our journey to proficiency for our students.

**Pilot Pride** Our history includes much focus on negatives and not enough celebrations of positives. Faculty and staff must maintain confidentiality with knowledge of students and colleagues. There is much to celebrate, and we need to celebrate accomplishments – academic, athletic, individual, former graduates, professional, community, etc. – with pride and expectation of even better things to come. Celebrations and pride must be honest and include the “whole” story. We must also be honest about failures and problems. Failures and problems exist everywhere, but we do not have to let them overshadow the successes and growth. When we overcome failures and solve problems, we need to celebrate and have confidence that we can continue to overcome failures and solve problems. We cannot control what others may say or do, but we can control our reactions and responses. If we know something is not true, we can share this fact. When one does not know the facts, the appropriate response is, “I don’t know.” If there is a question, ask. We must believe and communicate to all, in action and word, that **Fulton County students are the best.**

## Future Policy Changes

Although every effort will be made to update the *Handbook* on a timely basis, the Fulton County School District 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.

## Accessing the Online Manual

In the marginal notes of this *Handbook*, you will notice that many procedures are referenced with the directive to “Access online Procedure XXXX”—XXXX being a particular procedure code. To access the Fulton County School District’s online *Policy & Procedures Manual*, follow these steps:

1. Access the District Web site: [www.fulton.kyschools.us](http://www.fulton.kyschools.us).
2. Once on the home page, click on Fulton County Board of Education Policies under Important Links.
3. Click the **Please select a chapter** pull-down list located on the top right-hand frame. From the pull-down list, select a chapter.
4. Once you select a chapter, the pull-down lists expand to **Please click here for policies** and **Please click here for procedures**. Clicking on either of the pull-down lists will expand that category; you then highlight which policy or procedure you wish to view. Note that KRSs (statute) and KARs (regulations) are hyperlinked for your convenience if you want to review a particular legislative record.
5. You can print out the policy or procedure by clicking on **Printable Document**, next on **Open**, and then on the printer icon in the toolbar or by going to the **File** menu and selecting **Print**.
6. If you don’t know the particular policy or procedure code, you can do a search of the manual. Click the **Search Manual** tab (located at the top of the right frame), key in a word or phrase, and press Enter. The window displays **Your results are located under the “Search” tab**. Go to the pull-down lists located in the upper right-hand frame, and click on the **Policies found by search** or **Procedures found by search** pull-down lists to find those documents meeting your search criteria.

You can print out a particular policy or procedure from the online manual. If you don’t know the policy or procedure code, you can do a search of the manual by keying in a word or phrase.

## Fulton County Board of Education

The Board of Education meets on the third Thursday of each month at 7:00 P.M. in the Central Office (2780 Moscow Ave.).

**Dr. Charles Holliday, Superintendent**

Fulton County Schools  
 2780 Moscow Ave.  
 Hickman, KY 42050-0326  
**270.236.3923**

BOARD MEMBER	ADDRESS	PHONE	E-MAIL
Lynn Grissom, Chair	1609 Moscow Avenue Hickman, KY 42050	270.236.0374	<a href="mailto:michaelgrissom@bellsouth.net">michaelgrissom@bellsouth.net</a>
Rob Garrigan, Vice Chair	2726 State Rt. 121 W. Hickman, KY 42050	270.883.5023	<a href="mailto:rgarrigan@ken-tennwireless.com">rgarrigan@ken-tennwireless.com</a>
Melanie Atwill	1677 State Route 781 South Fulton, KY 42041	270-838-1871	<a href="mailto:jlatwill@bellsouth.net">jlatwill@bellsouth.net</a>
Wiley Gannon,	903 Troy Ave. Hickman, KY 42050	270.236.2228	<a href="mailto:J_wil_e_coyote@yahoo.com">J_wil_e_coyote@yahoo.com</a>
Cheryl Rash	3863 State Route 309 Hickman, KY 42050	270.236.3059	<a href="mailto:kyrashs04@peoplepc.com">kyrashs04@peoplepc.com</a>

## Central Office/Location Information

DEPARTMENT	CONTACT	PHONE	E-MAIL
Superintendent	Charles Holliday	270.236.3923	<a href="mailto:Charles.Holliday@fulton.kyschools.us">Charles.Holliday@fulton.kyschools.us</a>
Director of Pupil Personnel	Craig Turner	270.236.3923	<a href="mailto:Craig.Turner@fulton.kyschools.us">Craig.Turner@fulton.kyschools.us</a>
Director of Special Education	Charles Holliday	270.236.3923	<a href="mailto:Charles.Holliday@fulton.kyschools.us">Charles.Holliday@fulton.kyschools.us</a>
Director of Maintenance	Dale Jackson	270.236.3923	<a href="mailto:Dale.Jackson@fulton.kyschools.us">Dale.Jackson@fulton.kyschools.us</a>
Director of Transportation	Dale Jackson	270.236.3923	<a href="mailto:Dale.Jackson@fulton.kyschools.us">Dale.Jackson@fulton.kyschools.us</a>
Director of State & Federal Programs	Craig Turner	270.236.3923	<a href="mailto:Craig.Turner@fulton.kyschools.us">Craig.Turner@fulton.kyschools.us</a>
Director of Finance	Julie Vowell	270.235.3923	<a href="mailto:Julie.Vowell@fulton.kyschools.us">Julie.Vowell@fulton.kyschools.us</a>
Director of Food Service	Delores Giles	270.236.3923	<a href="mailto:Delores.Giles@fulton.kyschools.us">Delores.Giles@fulton.kyschools.us</a>
Director of Instruction	Charles Holliday	270.236.3923	<a href="mailto:Charles.Holliday@fulton.kyschools.us">Charles.Holliday@fulton.kyschools.us</a>
Payroll & Human Resources Administration	Julie Vowell	270.236.3923	<a href="mailto:Julie.Vowell@fulton.kyschools.us">Julie.Vowell@fulton.kyschools.us</a>
Administrative Assistant/Accounts Payable Clerk	Judy Carlton	270.236.3923	<a href="mailto:Judy.Carlton@fulton.kyschools.us">Judy.Carlton@fulton.kyschools.us</a>

### School/Location Information





OFFICE/ SCHOOL	PRINCIPAL/ CONTACT	TELEPHONE	FAX	E-MAIL
Fulton County Elementary/Middle School 2740 Moscow Ave. Hickman, KY 42050	Julie Jackson, Principal	270.236.2070	270.236.9523	<a href="mailto:Julie.jackson@fulton.kyschools.us">Julie.jackson@fulton.kyschools.us</a>
Fulton County High School 2740 Moscow Ave. Hickman, KY 42050	Wayne Benningfield, Principal	270.236.3904	270.236.9004	<a href="mailto:Wayne.Benningfield@kyschools.us">Wayne.Benningfield@kyschools.us</a>
Fulton County Area Technology Center	Tom Pryon	270.236.2517	270.236.9396	<a href="mailto:TomR.Pyron@mail.state.ky.us">TomR.Pyron@mail.state.ky.us</a>

## 2009-2010 School Calendar

JULY						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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OCTOBER						
S	M	T	W	TH	F	S
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25	26	27	28	29	30	31
						17
JANUARY						
S	M	T	W	TH	F	S
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31						19
APRIL						
S	M	T	W	TH	F	S
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25	26	27	28	29	30	
						16

AUGUST						
S	M	T	W	TH	F	S
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30	31					18
NOVEMBER						
S	M	T	W	TH	F	S
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						18
FEBRUARY						
S	M	T	W	TH	F	S
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28						
						19
MAY						
S	M	T	W	TH	F	S
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23	24	25	26	27	28	29
30	31					13

SEPTEMBER						
S	M	T	W	TH	F	S
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						21
DECEMBER						
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27	28	29	30	31		
						14
MARCH						
S	M	T	W	TH	F	S
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7	8	9	10	11	12	13
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						22
JUNE						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	Opening/Closing Days		First Day for Students
	Holiday		Early Release Day
	Professional Development Day		Make-up Day



# General Terms of Employment

## Equal Opportunity Employment

The Board is an Equal Opportunity Employer.

The Fulton County School District 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 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 Superintendent Holliday at the Fulton County School District Central Office. ✓Policies 03.113/03.212

## Harassment/Discrimination

Harassment or discrimination of employees will not be tolerated.

The Fulton County School District 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 or students, or any act prohibited by Board policy that disrupts the workplace or the educational process and/or keeps employees from doing their jobs.

Any employee who believes that s/he or any other employee or student is being subjected to harassment or discrimination should bring the matter to the attention of his/her Principal, immediate supervisor, or the District's Title IX/Equity Coordinator. The District will investigate any such concerns promptly and confidentially.

Access online  
Procedures:  
03.162 AP.2  
03.162 AP.21  
03.162 AP.22  
09.42811 AP.1

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. The Notice to Individuals Complaining of Harassment/Discrimination, the policy, and related procedures are reprinted in the Appendix to this *Handbook*. ✓Policies 03.162/03.262

## Hiring

You are responsible for completing payroll documentation.

All employees, including regular full-time and part-time classified employees, are required to sign a written contract with the Fulton County Board of Education. Each employee is responsible for completing all employee payroll documentation.

A list of all District job openings is available at the Central Office. For further information on hiring, refer to Policies 03.11/03.21 and related procedures. ✓Policies 03.11/03.21

## Transfer of Tenure

**CERTIFIED EMPLOYEES:** All teachers who have attained continuing-contract status from another Kentucky school district must serve a one (1)-year probationary period before being considered for continuing-contract status in the Fulton County School District. ✓Policy 03.115

## Job Responsibilities

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

Every employee is assigned an immediate supervisor. All employees receive a copy of their 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. ✓Policies 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. ✓03.133/03.233

## District/School Comprehensive Plans

You can access the District and School Comprehensive Improvement Plans from the District’s Web site.

As part of the comprehensive improvement planning process, Fulton County Schools has both a District Plan and individual School Plans. To acquaint yourself with these plans—and to understand how you play a vital role in the planning process—you may access them through the District’s Web site.

From the home page under Important Links, just click on the Board link (photo of Central Office). Next, click on Information (left-hand frame); then click on Consolidated Plan and Budget (right-hand frame). On the next page, just click on the plan you wish to review.

## Criminal Background Check and Testing

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

**CERTIFIED EMPLOYEES:** New hires and student teachers assigned within the District must have both a state and federal criminal history background check. ✓Policy 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 have both state and national criminal history background checks. ✓Policy 03.21

## Confidentiality

Keep student and personnel information in the strictest confidence.

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 sharing confidential information with any unauthorized individual. ✓Policies 03.111/03.211, 09.14, 09.213, and 09.43

## Salaries and Payroll Distribution

For current salary schedules, see the Appendix or request the information from your supervisor or Principal.

**CERTIFIED EMPLOYEES:** Salaries for certified employees are based on a single-salary 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. No later than forty-five (45) days before the first student attendance day of each year or June 15<sup>th</sup>, whichever comes first, the Superintendent will notify certified employees of the best estimate of their salary for the next school year. ✓Policy 03.121

Determination of and changes to certified employees' rank and experience are made on September 15 of each year. To receive any rank-related increase retroactive to the beginning of the school year, candidates for National Board certification must notify the Superintendent/designee in writing prior to September 15 that certification is pending.

**CLASSIFIED EMPLOYEES:** Classified employees may be paid on an hourly or salary basis, as the Board determines. Hourly rates are listed on the classified salary scale, which is available through your supervisor or Principal. ✓Policy 03.221

**ALL EMPLOYEES:** Weekend days may be counted as extended employment days only if employees attend and travel to and from job-related conferences on weekends.

Current salary schedules for both certified and classified employees, as well as job classes for classified employees, are printed in the Appendix.

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). ✓Policies 03.121/03.221

**PAYROLL DISTRIBUTION:** Paychecks will be distributed on the 25<sup>th</sup> of each month or, should the pay date fall on a weekend or scheduled holiday, on the last work day before the 25<sup>th</sup>.

## Hours of Duty

Employees are not to leave their job assignments during duty hours without the express permission of their immediate supervisors.

**CERTIFIED EMPLOYEES:** Certified employees who are assigned to a school shall be prompt in attendance and shall remain on duty as specified by school policy or their immediate supervisor. ✓Policy 03.1332

**CLASSIFIED EMPLOYEES:** Classified employees who are assigned to a school shall be prompt in attendance and shall remain on duty as specified by the Superintendent/designee. ✓Policy 03.2332

**ALL EMPLOYEES:** Employees are not allowed to leave school grounds during duty hours without the express permission of their immediate supervisor.

Employees may be required to perform additional duties as directed by school policy or as assigned by their immediate supervisor.

## Supervision Responsibilities

You are required to assist in providing appropriate supervision and correction of students.

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. ✓Policy 09.221

Employees are expected to follow policy in intervening and reporting to their supervisor those situations that endanger the safety of students, other staff members or visitors to the school. 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. ✓Policies 03.162/03.262/09.422/09.42811



## Benefits and Leaves

### Retirement Plans

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

Certified employees are covered under the Kentucky Teachers' Retirement System (KTRS); classified employees, County Employees' Retirement System (CERS).

### Insurance

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

Optional insurance coverage available to employees includes: health insurance for family members; additional life insurance; cancer insurance; disability insurance; and long-term care insurance.

### Salary Deductions

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

1. Health/life insurance program;
2. Tax-sheltered annuity program;
3. State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans; and
4. Membership dues in professional/job-related organizations. ✓Policies 03.1211/03.2211

### Cafeteria Plan

The Board provides employees a Cafeteria Plan for health-care, dependent-care, and other insurances or optional benefits.

The Cafeteria Plan provides tax-savings benefits for payment of health-care and dependent-care related premiums with pre-tax dollars. Eligibility is automatic for all full-time, regular employees and begins with the first day of employment. The cost to each employee varies with each program. ✓Policies 03.1213/03.2212

## Expense Reimbursement

Employees are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent and, when appropriate, School Council. Travel expenses of school-based employees in SBDM schools shall be paid from Council funds.

**MEALS:** Employees are reimbursed for meals while on overnight out-of-District trips. The maximum allowable food expenditure per day is \$35, excluding sales and/or excise taxes and gratuities. Reimbursement of gratuities in excess of 15% of the amount allowed for the meal shall not be made.

### Reimbursement Rates:

Breakfast	\$ 7.50
Lunch	\$10.00
Dinner	\$17.50

**MILEAGE:** An employee who uses his/her personal vehicle for work-related travel shall be reimbursed at the rate of 35¢ per mile.

**CAR RENTAL:** When approved by the Superintendent and Council in SBDM schools, car rental charges will be reimbursed. Charges must be substantiated by a receipt.

**COMMON CARRIERS:** Charges or fees for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.) will be reimbursed. Charges must be substantiated by receipts. Note that sightseeing and pleasure tours are not reimbursable.

**FUEL:** If an employee uses a Board-owned vehicle for school- or work-related travel, then the actual cost of fuel and oil purchased shall be reimbursed. Such purchases must be substantiated by receipts showing total gallons and total charges.

Should the Board-owned vehicle become incapacitated while out of District, reimbursement will be made for emergency repairs or road service. However, the employee must first contact the Director of Transportation or Superintendent for permission before obligating the Board for major repairs to the vehicle.

**TOLLS AND FEES:** Tolls (for out-of-state travel) and parking fees incurred in school- or work-related travel will be reimbursed.

**LODGING:** Hotel or motel charges, excluding food or other charges, incurred in school- or work-related travel will be reimbursed. Lodging expenses for guests or traveling companions will not be reimbursed. Receipts for lodging are required.

**NOTE:** Rates are subject to change.

For timely reimbursement, employees must complete and file the proper travel expense reimbursement forms. Receipts are required for all expenditures except meals.

Access online  
Procedures:  
03.125 AP.21  
03.125 AP.22

## Holidays

All full-time certified and classified employees are paid for four (4) annual holidays as indicated in the school calendar. Employees, both certified and classified, who work 240 days or more are eligible for two additional paid holidays designated by the Superintendent. ✓Policies 03.122/03.222

**CLASSIFIED EMPLOYEES:** Should classified employees be required to work on a holiday, these employees shall be granted the holiday on another day.

## Noncontracted Days

**CERTIFIED EMPLOYEES:** Full-time, 12-month employees receive 240-day contracts. All other days not included in the contract are days off without pay. ✓Policy 03.122

**CLASSIFIED EMPLOYEES:** Employees shall work the days specified in their contracts. Use of noncontracted days must be approved in advance by the Superintendent/designee. Noncontracted days shall not accumulate. ✓Policy 03.222

## Leaves (in General)

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

To provide the highest level of service, employees are expected to be at work and on time each day. However, when circumstances dictate, the Board provides various types of leave under which absences may be authorized. In all cases of absences, employees should ~~use the AESOP system and/or~~ inform their immediate supervisor of their absence before the opening of school or the night before, if possible.

Access online Procedure: 03.123 AP.2

Listed below is general information regarding the several types of leave available to employees. Please note that in many cases a written request, submitted for approval before the leave begins, is required. There are no provisions for leave other than what is listed in this *Handbook* and/or the District's *Policy Manual*.

Access online Procedure: 03.11 AP.26

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 March 15. ✓Policies 03.123/03.223

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

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

## Personal Leave

Unused personal leave days will be transferred to your sick leave account at the end of the school year.

Full-time employees are entitled to three days of paid personal leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized personal leave days.

The Superintendent/designee must approve the leave date, but no reasons will be required for the leave. Personal leave may not be taken during

the last month of school unless the Principal approves the leave. Approval of personal leave is contingent on the availability of qualified substitutes.

Personal leave days not taken during the current school year will be transferred and credited to the employee’s sick leave account. ✓Policies 03.1231/03.2231

## Sick Leave

Full-time employees receive 10 days of paid sick leave each year; unused sick days accumulate without limit.

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

Provided there is no break in service, employees coming to Fulton County Schools from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave. ✓Policies 03.1232/03.2232

See “Retirement” in Section 3 for information about reimbursement for unused sick leave at time of retirement.

## Sick Leave Donation Program

Return applications to donate sick leave or to request sick leave to the Personnel Department.

Access online Procedures:  
03.1232 AP.21  
03.1232 AP.22

Employees who have accumulated more than 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.

Applications to donate sick leave should be returned to the Personnel Department. Unused days will be returned on a prorated basis to the employees who donated days. ✓Policies 03.1232/03.2232

## Sick Leave Bank

Membership in the Sick Leave Bank is optional.

Access online Procedures:  
03.12321 AP.21  
03.12321 AP.22  
03.12321 AP.23

The Sick Leave Bank provides employees who have exhausted all their available paid leave the means of obtaining additional sick leave days. However, an employee must miss at least ten days without pay before s/he is eligible to receive days from the Bank.

All employees are eligible to contribute two sick days at the time of hire or during open enrollment (between August 15 and September 15 each school year) to be Sick Leave Bank members. Re-enrollment in the Bank requires a contribution of one sick day. For employees who are not full-time, the contributions shall be proportionate to their employment status.

The maximum number of days the Bank may grant an employee per request is 20. Days from the Bank may be taken in either whole- or half-days.

The three members of the Sick Leave Bank Committee are elected by popular vote of the Bank’s membership. ✓Policies 03.12321/03.22321

## Family and Medical Leave

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

Access online  
Procedure:  
03.12322 AP.21

Full-time employees who have completed one year of continuous employment and all part-time employees who worked at least 1,250 hours during the 12-month period immediately preceding the requested leave are entitled to family and medical leave (FML). Employees who qualify may take up to 12 workweeks of leave per year if one of the following situations apply:

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 his/her duties,
4. To address a qualifying exigency (need) defined by federal regulation arising out of the active duty or call to active duty of a covered family member (spouse, son, daughter, parent or next of kin) in the Armed Forces in support of a contingency operation; and
5. To care for a covered family member (spouse, son, daughter, parent or next of kin) who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces that may render the family member medically unfit to perform duties of his/her office, grade, rank or rating.

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

Paid leave used under this policy will be subtracted from the 12 workweeks to which the employee is entitled. Employees should contact their immediate supervisor as soon as they know they will need to use FML.

✓ [Policies 03.12322/03.22322](#)

## Maternity Leave

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

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

Employees eligible for family and medical leave (FML) are entitled to a maximum of 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. An employee may use up to 30 days of paid sick leave on the first 30 working days of that 12-week period without a physician’s statement. Additional paid sick leave days may be taken when the need is verified by a physician’s statement.

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. Thereafter, leave may be extended in increments of one year. ✓ [Policies 03.1233/03.2233](#)

## Extended Disability Leave

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

The Superintendent may require an employee to secure a medical practitioner’s verification of a medical condition justifying the need for disability leave. ✓ [Policies 03.1234/03.2234](#)

## Educational Leave

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

**CERTIFIED EMPLOYEES:** The Board may grant certified employees unpaid leave for one year for educational or professional purposes. An additional year may be granted. 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 District. Leave will not be granted for part-time educational activities.

No more than 2% of certified employees may take educational or professional leave at one time. When requests received exceed the 2% of employees, those who submitted the earliest requests will be given first consideration. ✓ [Policy 03.1235](#)

Access online Procedures: 03.1235 AP.2 03.2235 AP.2

**CLASSIFIED EMPLOYEES:** The Board may grant, with the Superintendent’s recommendation, classified employees short-term educational leaves with pay. Such leaves are for training to enhance the skills required in performing their job or to obtain training in anticipation of a different position within the District. ✓ [Policy 03.2235](#)

## Jury Leave

As for all absences, notify your immediate supervisor in advance of your call for jury duty or military service.

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 his/her actual jury service.

Employees who will be absent from work to serve on a jury must notify their immediate supervisor in advance. ✓ [Policies 03.1237/03.2237](#)

## Military/Disaster Services Leave

Military leave is granted under the provisions and conditions specified in state and federal law. The Board may grant disaster services leave to requesting eligible employees. As soon as they are notified of an impending military-related absence, employees are responsible for notifying their immediate supervisor. ✓Policies 03.1238/03.2238

## Unpaid Leave

Written requests for unpaid leave must be submitted through the Superintendent to the Board.

The Board may grant employees leave without pay for up to a full school year, provided the leave is for educational or professional purposes or for illness, maternity, adoption of a child or children, or other disability.

This leave is not intended to furnish employees an avenue to hold their position while they explore other career opportunities and will be granted on a case-by-case basis, based on documented need. In making their decision on the request, the Board also will consider any possible negative impact to the District.

The Superintendent may require the employee to secure written documentation to verify the extreme personal circumstances implied by the request. ✓Policies 03.123/03.223



## Personnel Management

### Transfer

Access online  
Procedure:  
03.11 AP.2

Employees who wish to request a voluntary transfer should contact their immediate supervisor for assistance. Requests for voluntary transfer must be submitted to the Superintendent by May 1 for the coming school year.

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.

✓Policies 03.1311/03.2311

### Termination/Nonrenewal

Termination and nonrenewal of contracts is the Superintendent's responsibility. ✓Policies 03.17/03.27/03.2711

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

### Evaluation

Administrators, including the Superintendent, and nontenured certified employees are evaluated annually. Tenured certified employees are evaluated at least once every three years.

**CERTIFIED EMPLOYEES:** Evaluation criteria and the evaluation process to be used shall be explained to and discussed with certified school employees no later than the end of the first month of reporting for employment for each school year. The evaluation process includes both formative and summative evaluation of certified employees. Principals shall distribute the District's Certified Personnel Evaluation Plan to their certified staff. Employees are expected to review the Plan and to direct any questions to their Principals/immediate supervisors.

All employees shall be given an opportunity for a review of their evaluations. All written evaluations shall be discussed with the evaluatee, and s/he 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. Any employee who believes that s/he was not fairly evaluated may appeal his/her evaluation in accordance with Policy 03.18.

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

**Administrators:** Administrators are evaluated annually through ongoing observation of performance and conferencing, the development of an individual professional growth plan, and summative evaluation.

Access online  
Procedures:  
03.18 AP.11  
03.18 AP.12  
03.18 AP.21

**Tenured Employees:** Tenured employees will be observed annually through ongoing observation of performance, conferencing, and the development of an individual professional growth plan. Summative evaluation will occur at a minimum of once every three years.

**Nontenured Employees:** Nontenured employees will be observed annually through ongoing formal and informal observation of performance, conferencing, the development of an individual professional growth plan, and summative assessment. Summative evaluation with multiple observations shall occur annually for nontenured employees.

**CLASSIFIED EMPLOYEES:** Each classified employee is evaluated at least once each year. This evaluation is performed by the Principal or the immediate supervisor and is based on 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, who has the right to comment in writing on the report. The employee’s written comments are attached to the evaluation report, which is filed with the Superintendent. ✓ [Policy 03.28](#)

Classified employees are evaluated at least once each year.

Access online Procedures:  
03.28 AP.1  
03.28 AP.12  
03.28 AP.21  
03.28 AP.22

## Training/In-Service

**CERTIFIED EMPLOYEES:** The Professional Development Coordinator works with individual schools to plan an appropriate program of continuing professional staff development for all certified employees.

Unless an employee is granted leave as approved under appropriate Board policy, failure to complete and document required professional development training during the academic year will result in a reduction in salary and may be reflected in the employee’s evaluation. ✓ [Policy 03.19](#)

**CLASSIFIED EMPLOYEES:** Classified employees will be given opportunities to attend staff training and development when appropriate. ✓ [Policy 03.29](#)

Employees are expected to complete and provide documentation for required professional development.

## Personnel Records

One 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. Medical information is maintained separately from an employee’s personnel file. Employees may inspect their personnel files. ✓ [Policies 03.15/03.25](#)

## Retirement

Employees who decide to retire should give the Superintendent/designee notice as far in advance as possible but not less than two weeks before retirement.

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

Retirement benefits are solely a matter of contract between the employee and his/her retirement system (the Kentucky Teacher's Retirement System or the County Employee's Retirement System).

The Board compensates employees at the time of retirement for each unused sick leave day at the rate of 15% of the daily salary, based on the employee's last annual salary. [Policies 03.175/03.273](#)



# Employee Conduct

## Professional Code of Ethics

Refer to the Appendix for a copy of the Professional Code of Ethics.

**CERTIFIED EMPLOYEES:** Certified employees are required to follow the Professional Code of Ethics for Kentucky School Personnel found at the end of this document. ✓Policy 03.17

## Absenteeism/Tardiness/Substitutes

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

Employees are expected to notify their immediate supervisor when they must be tardy or absent. All certified and classified staff members shall contact the person designated by the immediate supervisor as early as possible but definitely before the opening of school or the beginning of their shift.

All employees, including any certified employee or paraeducator who does not require a substitute, must complete the appropriate leave card the day of return to work after an absence.

## Staff Meetings

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

## Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events or activities, may be subject to disciplinary action, including termination. ✓Policies 03.1325/03.2325

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

1. Conduct that threatens the health, safety, or welfare of others;
2. Conduct that may damage public or private property (including the property of students or staff);
3. Illegal activity;
4. Conduct that interferes with a student's access to educational opportunities or programs, including the 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.

## 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

Access online  
Procedure:  
[03.13251 AP.1](#)  
Also, refer to the  
Appendix for a copy of  
the Drug-Free  
Workplace Notice.

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

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

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

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

Any employee convicted of a workplace violation of criminal drug statutes must notify the Superintendent/designee of the conviction within five working days. ✓ [Policies 03.13251/03.23251](#)

**Certified Personnel:** Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances or suspension or revocation of their certificate by the Education Professional Standards Board. ✓ [Policies 03.13251](#)

## Weapons

Carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of 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 by telephone or otherwise to the local police department, sheriff, or Kentucky State Police. ✓[Policy 05.48](#)

## Use of Tobacco Products

Employees may not use tobacco products in any building that the Board owns or operates.

Federal law and Board policy prohibit the use of any tobacco product in any building owned or operated by the Board. The use of tobacco products in any form by school employees while on duty or assignment other than during the school day shall be permitted only when students are not present. Adult employees may smoke in outside areas designated and supervised by the Superintendent or Principal. ✓[Policies 03.1327/03.2327](#)

Bus drivers shall not use tobacco products while on the bus. ✓[Policy 06.221](#)

## Use of School Property

You should not expect your e-mail account to be either private or confidential.

Review the District's Acceptable Use Policy, which is reprinted in the Appendix.

**OUTSIDE WORK:** 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 and can be used solely for job-related purposes. ✓[Policies 03.1321/03.2321](#)

**E-MAIL AND INTERNET:** 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 entered into or stored in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time. ✓[Policies 03.1321/03.2321, 08.2323](#)

**CELLPHONES & PAGERS** District-owned telecommunication devices shall be used for authorized District business purposes. Personal use of such equipment is prohibited except for emergency situations. Employees shall reimburse expenses incurred for emergency personal use. ✓[Policies 03.1321/03.2321](#)

## Purchasing

Follow the proper purchasing procedures when requesting supplies or materials.

The Fulton County Board of Education adopted the Model Procurement Code (KRS 45A) as its guidelines for purchasing. A purchase order is required for every item purchased. ✓[Policy 04.32; District Purchasing Manual](#)

All employees who are authorized to purchase supplies or materials on behalf of Fulton County Schools should make the purchases from the

authorized bid list or catalog. The Principal or supervisor must approve every employee purchase.

Approved vendors for school, office, and computer supplies can be obtained from the Finance Officer.

**PURCHASING PROCESS:**

1. Employee completes a purchase requisition.
2. The Principal or immediate supervisor approves the purchase requisition.
3. The Finance Officer assigns the requisition to a purchase order and forwards to the purchaser for order process from the vendor.
4. Upon receipt of goods, the purchaser then forwards a copy, along with the original, of the purchase order to the Finance Officer.

Access online  
Procedure:  
02.4242 AP.21

**Field Trips/School-Related Trips**

**CERTIFIED EMPLOYEES:** In planning field or student trips, teachers must complete and submit to the Principal ~~at least two weeks prior to the trip at the beginning of the school year~~ a School-Related Trip Request Forms (Procedure 09.36 AP.21) ~~for all anticipated field trips for the school year. Note that overnight trips or trips in excess of 70 miles must first be Board approved; therefore the Request Form should be completed and routed through the Principal prior to the next scheduled Board meeting.~~ At least two chaperones must accompany students on all overnight trips. Teachers must also secure written permission from the parents, as well as a medical release form (Procedure 09.36 AP.211).

Access online  
Procedures:  
09.36 AP.21  
09.36 AP.211  
09.36 AP.212  
09.36 AP.23

Field trips must be related to the course of study and have educational value. Prior to the trip, teachers should prepare students by explaining the purpose of the trip, developing background and reference materials, pointing out highlights to observe on the trip, and instructing students to observe safety precautions while on the bus and while at the trip destination. A list of students taking the trip must be given to the Principal, the bus driver (if applicable), and the food services' staff (if applicable).

When you plan school trips, allow enough time for vehicle requests and approvals.

If a Board-owned vehicle is required for the trip, the Principal shall make a transportation request by completing a Vehicle Request Form (Procedure 09.36 AP.212). The Request Form should be submitted to the Superintendent or Transportation Director at least five days prior to the trip.

Discipline on the bus or other Board vehicle is the responsibility of the coach/assistant, teacher, or administrator in charge.

Within one week following the trip, the faculty member sponsoring the trip must submit to the Principal a Trip Evaluation Form (Procedure 09.36 AP.23).

**CLASSIFIED EMPLOYEES:** Drivers are responsible for enforcement of bus/vehicle rules and regulations and may serve as chaperones on student-related trips.

## Health, Safety, and Security

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

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

For information on the District’s plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout and personal Protective Equipment (PPE), contact your immediate supervisor or see the District’s *Policies and Procedures Manual* and related procedures. ✓Policies 03.14/03.24/05.4

Report any security hazard or unsafe conditions to your immediate supervisor.

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

## School Delays or Cancellation

When school is called off or delayed, the announcement will be made on designated radio and TV stations. At the beginning of each school year, the Superintendent/designee shall notify students, employees, and parents as to the stations that will carry the District’s delay/cancellation information. ✓Policy 06.21

Designated radio/TV stations will carry information about school delays or cancellation.

**CLASSIFIED EMPLOYEES:** The Director of Transportation/Central Office designee will prepare a plan whereby all bus drivers will be notified when school is delayed or dismissed.

When the opening of school is delayed, bus runs will reflect the delay. Drivers should be available for unexpected schedule changes.

## Employee Dress

Fulton County Schools observe an employee dress code. ✓Policies 03.1326/03.2326

Observe the District’s dress code.

**EXCEPTIONS:** Custodians/maintenance personnel and mechanics shall wear school-provided uniforms. Physical education teachers may wear gym attire while teaching PE. When teaching other classes, physical education teachers must wear appropriate attire.

At the discretion of the Principal, schools may observe “casual” Fridays. On such days employees may wear, for example, Bermuda shorts and denim jeans, provided they are of the proper fit, length, and condition.

Your school may observe “casual Fridays.” Check with your supervisor and/or Principal.

**PENALTIES:** The penalties for inappropriate dress are:

- **First Offense.** Employee will be sent home to change and to return to work.
- **Second Offense.** Employee will be sent home for the day and docked one day’s pay.

- **Third Offense.** Employee will be sent home for the day, docked one day’s pay, and required to meet with the Superintendent.

## Assaults and Threats of Violence

Access online  
Procedure:  
09.425 AP.21

Employees should immediately report any threats they receive (verbal, 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 for removal arises, employees should familiarize themselves with policy and procedures that are required.

✓Policy 09.425

## Civility

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

Employees should be polite and helpful when 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. ✓Policy 10.21

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 of the policy. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to:

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.

Access online  
Procedure:  
10.21 AP.2

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

## Child Abuse

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

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

## Grievances

Access online  
Procedures:  
03.16 AP.1  
03.16 AP.2

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.

✓Policies 03.16/03.26

## Outside Employment or Activities

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



## Appendix

This Appendix contains the following documents:

1. Certified Staff Salary Schedule (2009-2010)
2. Classified Salary Schedule (2009-2010)
3. Job Classes with Grade (Classified)
4. Required Reports
5. Harassment/Discrimination Policy and Procedures: Notice to Individuals Complaining of Harassment/Discrimination (Procedure 09.42811 AP.1), Policy 03.162\* (Harassment/Discrimination); Procedure 03.162 AP.2 (Harassment/Discrimination Reporting Form); Procedure 03.162 AP.21 (Harassment/Discrimination Investigation and Appeals); and Procedure 03.162 AP.22 (Witness Disclosure Form)
6. “Professional Code of Ethics for Kentucky School Personnel” (16 KAR 1:020)
7. Drug-Free Workplace Notice (Procedure 03.13251 AP.1)
8. Access to Electronic Media (Acceptable Use Policy 08.2323)

\*Same as Policy 03.262; certified and classified personnel are to use the same procedural forms.

## Fulton County Schools

### Certified Staff Salary Schedule

### FY 10

Years Exp.	Rank I	Rank II	Rank III	Rank IV	Rank V		
0-3	41,688	37,790	33,836	26,397	State Minimum		
4-9	45,629	41,688	37,790	26,397	State Minimum		
10-14	50,860	46,796	42,790	26,397	State Minimum		
15-19	52,381	48,340	44,283	26,397	State Minimum		
20+	53,152	49,108	45,036	26,397	State Minimum		
	\$40,157.60	average salary					
<del>Rank I</del>	Master's Degree + 30 hours						
<del>Rank II</del>	Master's Degree						
<del>Rank III</del>	BS Degree						
<del>Rank IV</del>	Emergency Certificate with Undergraduate Degree						
<del>Rank V</del>	<u>-Undergraduate Degree</u>						

# Fulton County Schools

## Classified Salary Schedule

Grade	1	2	3	4	5	6	7	8	9
Experience									
0	7.14	7.43	7.72	8.03	8.35	8.69	9.03	9.40	9.77
1	7.25	7.54	7.84	8.15	8.48	8.82	9.17	9.54	9.92
2	7.36	7.65	7.96	8.27	8.61	8.95	9.31	9.68	10.07
3	7.47	7.76	8.08	8.40	8.73	9.08	9.45	9.82	10.22
4	7.58	7.88	8.20	8.52	8.87	9.22	9.59	9.97	10.37
5	7.69	8.00	8.32	8.65	9.00	9.36	9.73	10.12	10.53
6	7.81	8.12	8.44	8.78	9.13	9.50	9.88	10.27	10.68
7	7.92	8.24	8.57	8.91	9.27	9.64	10.03	10.43	10.84
8	8.04	8.36	8.70	9.05	9.41	9.79	10.18	10.58	11.01
9	8.16	8.49	8.83	9.18	9.55	9.93	10.33	10.74	11.17
10	8.29	8.62	8.96	9.32	9.69	10.08	10.48	10.90	11.34
11	8.41	8.75	9.10	9.46	9.84	10.23	10.64	11.07	11.51
12	8.54	8.88	9.23	9.60	9.99	10.39	10.80	11.23	11.68
13	8.66	9.01	9.37	9.75	10.14	10.54	10.96	11.40	11.86
14	8.79	9.15	9.51	9.89	10.29	10.70	11.13	11.57	12.04
15	8.93	9.28	9.66	10.04	10.44	10.86	11.30	11.75	12.22
16	9.06	9.42	9.80	10.19	10.60	11.02	11.46	11.92	12.40
17	9.20	9.56	9.95	10.34	10.76	11.19	11.64	12.10	12.59
18	9.33	9.71	10.10	10.50	10.92	11.36	11.81	12.28	12.77
19	9.47	9.85	10.25	10.66	11.08	11.53	11.99	12.47	12.97
20	9.62	10.00	10.40	10.82	11.25	11.70	12.17	12.65	13.16
21	9.76	10.15	10.56	10.98	11.42	11.88	12.35	12.84	13.36
22	9.91	10.30	10.72	11.14	11.59	12.05	12.54	13.04	13.56
23	10.06	10.46	10.88	11.31	11.76	12.23	12.72	13.23	13.76
24	10.21	10.61	11.04	11.48	11.94	12.42	12.91	13.43	13.97
25	10.36	10.77	11.21	11.65	12.12	12.60	13.11	13.63	14.18
26	10.52	10.94	11.37	11.83	12.30	12.79	13.31	13.84	14.39
27	10.67	11.10	11.54	12.01	12.49	12.99	13.50	14.04	14.61
28	10.83	11.27	11.72	12.19	12.67	13.18	13.71	14.26	14.83
29	11.00	11.44	11.89	12.37	12.86	13.38	13.91	14.47	15.05

## Fulton County Schools

### Classified Salary Schedule (Continued)

Grade	10	11	12	13	14	15	16	17	18
Experience									
0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	1.04	1.08	1.12	1.17	1.22	1.27	1.32	1.37	1.42
2	2.08	2.16	2.25	2.34	2.43	2.53	2.63	2.74	2.85
3	3.12	3.24	3.37	3.51	3.65	3.80	3.95	4.11	4.27
4	4.16	4.33	4.50	4.68	4.87	5.06	5.26	5.47	5.69
5	5.20	5.41	5.62	5.85	6.08	6.33	6.58	6.84	7.12
6	6.24	6.49	6.75	7.02	7.30	7.59	7.90	8.21	8.54
7	7.28	7.57	7.87	8.19	8.52	8.86	9.21	9.58	9.96
8	8.32	8.65	9.00	9.36	9.73	10.12	10.53	10.95	11.39
9	9.36	9.73	10.12	10.53	10.95	11.39	11.84	12.32	12.81
10	10.40	10.82	11.25	11.70	12.17	12.65	13.16	13.69	14.23
11	11.44	11.90	12.37	12.87	13.38	13.92	14.48	15.05	15.66
12	12.48	12.98	13.50	14.04	14.60	15.18	15.79	16.42	17.08
13	13.52	14.06	14.62	15.21	15.82	16.45	17.11	17.79	18.50
14	14.56	15.14	15.75	16.38	17.03	17.71	18.42	19.16	19.93
15	15.60	16.22	16.87	17.55	18.25	18.98	19.74	20.53	21.35
16	16.64	17.31	18.00	18.72	19.47	20.25	21.05	21.90	22.77
17	17.68	18.39	19.12	19.89	20.68	21.51	22.37	23.27	24.20
18	18.72	19.47	20.25	21.06	21.90	22.78	23.69	24.63	25.62
19	19.76	20.55	21.37	22.23	23.12	24.04	25.00	26.00	27.04
20	20.80	21.63	22.50	23.40	24.33	25.31	26.32	27.37	28.47
21	21.84	22.71	23.62	24.57	25.55	26.57	27.63	28.74	29.89
22	22.88	23.80	24.75	25.74	26.77	27.84	28.95	30.11	31.31
23	23.92	24.88	25.87	26.91	27.98	29.10	30.27	31.48	32.74
24	24.96	25.96	27.00	28.08	29.20	30.37	31.58	32.85	34.16
25	26.00	27.04	28.12	29.25	30.42	31.63	32.90	34.21	35.58
26	27.04	28.12	29.25	30.42	31.63	32.90	34.21	35.58	37.01
27	27.45	28.54	29.69	30.87	32.11	33.39	34.73	36.12	37.56
28	27.86	28.97	30.13	31.34	32.59	33.89	35.25	36.66	38.12
29	28.28	29.41	30.58	31.81	33.08	34.40	35.78	37.21	38.70

## Fulton County Schools

### Job Classes with Grade

State #	Job Name	Grade
7435	Maintenance Supervisor	14
7902	Transportation Manager	14
7609	Custodian	4
7914	Bus Mechanic	13
7940	Mid-Day Bus Run	12
7941	Bus Driver	12
7942	Bus Monitor	3
7943	Bus Monitor—Excep Child	4
8942	Adult Bus Monitor/Sub Driver	10
7210	Cafeteria Manager	11
7212	Asst. Café Manager	8
7213	Lunchroom Monitor	2
7234	Cafeteria Assistant	4

State #	Job Name	Grade
7318	Instructional Assistant II	7
7320	Instructional Assistant I*	8
7773	School Secretary	11
7776	Staff Support Secretary	3
7863	Attendance Clerk	7
7863	Attendance Data Clerk	11
7164	Account Clerk	10
7191	Payroll Clerk	14
7771	Secretary	10
7273	Health Services Assistant	7
7272	Health Services Technician	9
7342	School Home Community Liaison	9
7786	Project Clerk	9

\*Associate Degree and NCLB-qualified

## Required Reports

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

- If you know or believe that the District’s alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**
- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. 03.14/03.24, 05.4
- Report to the Principal/immediate supervisor or the District’s Title IX Coordinator if you, another employee, or a student is being subjected to harassment or discrimination. **03.162/03.262, 09.42811**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/ bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**
- If you know or believe that the District’s weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.  
The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in such an incident.  
Within forty-eight (48) hours of the original report of the incident, the Principal also shall file with the Board and the local law enforcement agency or the Department of Kentucky State Police or the County Attorney a written report containing the statutorily required information. **09.2211**
- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, you shall immediately make a report to a local law enforcement agency or Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth’s Attorney or the County Attorney. (See Child Abuse section.) **09.227**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

## Notice to Individuals Complaining of Harassment/Discrimination

(Procedure 09.42811 AP.1)

The District prohibits all forms of improper conduct, including sexual harassment and discrimination. A copy of the District's policy is attached for your information. Please be aware of the following provisions:

The District's Title IX/Equity Coordinator is Craig Turner. If you have any questions pertaining to sexual harassment or sexual discrimination, you may contact this person as follows:

**2780 Moscow Ave., Hickman, KY 42050 (270) 236-3923**

The District will investigate the allegations of harassment/discrimination that you have brought to its attention. The investigation will be conducted by the Superintendent or other individual with specific training and/or experience in this area. If you have any questions for the District's Investigator, you may contact him/her at the address listed above.

During the investigation, you have the right to: (a) provide the District with information and documentation concerning the alleged improper conduct; (b) advise the District of the identity and location of any possible witness(es); and (c) exercise all other rights set forth in law or in District policy.

The District is interested in knowing what actions you are seeking in response to your complaint. Although law does not require the District to comply with all requested actions in order to eliminate harassment/discrimination, a collaborative dialogue may be a useful tool in insuring that it is eliminated.

The District will take reasonable steps to preserve confidentiality and will make every effort to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the investigation. The District is interested in knowing your views about confidentiality issues and will try to accommodate them, subject to the District being able to fulfill its commitment to eliminate harassment/discrimination.

District employees and students who are alleged perpetrators of harassment/discrimination misconduct may be entitled to due process and may be protected by certain confidentiality rights. Subject to the rights of students or employees, the District will make an effort to keep you advised of the progress of its investigation and of any decisions it reaches concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by the District to remediate any harassment/discrimination that may have occurred, please feel free to contact the Title IX/Equity Coordinator or the individual assigned to investigate a complaint.

If you are dissatisfied with the progress of the investigation, the progress of rendering a decision, or the decision itself, you have the right to appeal to the Board.

If it is concluded following the investigation that the allegations have merit and that action will be taken to remediate the situation, the District may follow up with you to make sure that there is not a recurrence of the improper conduct. If there is any repeat of any improper conduct, we ask you to notify immediately the Title IX/Equity Coordinator and/or a District administrator.

The District will make every effort to correct the effects of any improper conduct on the complainant and others. Please advise us of the actions you believe the District should take to correct the discriminatory effects of the improper conduct.

Retaliation against an individual who has reported improper conduct by faculty, staff or students, including sexual harassment/discrimination, is strictly forbidden. If you believe that any of those parties is retaliating against you in any way, please notify the Title IX/Equity Coordinator and/or a District administrator immediately. If you are not satisfied with the District's response, you have the right to file a complaint with the Office of Civil Rights at the following address:

**Wanamaker Building, Suite 515  
100 Penn Square East  
Philadelphia, PA 19107**

## Harassment/Discrimination

(Policy 03.162)

### DEFINITION

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

### PROHIBITION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

### DISCIPLINARY ACTION

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

### GUIDELINES

Employees who believe they have been a victim of an act of harassment/discrimination or who have observed incidents involving students or other employees that they believe to be an act of harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. If an employee is not assigned to a particular school, a report of harassment/discrimination may be made to the employee's immediate supervisor or to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/discrimination.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) working days of submission of the original written complaint. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.

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

## Harassment/Discrimination

(Policy 03.162, Continued)

### GUIDELINES (CONTINUED)

2. A process to identify and implement, within three (3) working days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all staff, which may include, but not be limited to, the following:
  - written notice provided in publications such as handbooks, staff memoranda, and/or pamphlets;
  - postings in the same location as are documents that must be posted according to state/federal law; and/or
  - such other measures as determined by the Superintendent/designee.

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy.

4. Annual training explaining prohibited behaviors and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

### PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

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

## Harassment/Discrimination

(Policy 03.162, Continued)

### CONFIDENTIALITY

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of all parties involved.

### APPEAL

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisory staff member is an alleged party in the harassment/discrimination complaint, provision shall be made for addressing the complaint to a higher level of authority.

Failure by a teacher, immediate supervisor, Principal, and/or Superintendent to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy or to take corrective action shall be cause for disciplinary action.

### RETALIATION PROHIBITED

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

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

### OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 03.113, 03.1325 and/or 09.422.

### REFERENCES:

- 42 USC 2000e, Civil Rights Act of 1964, Title VII
- 29 C.F.R. 1604, 11, Equal Employment Opportunity Commission (EEOC) Regulations  
Implementing Title VII
- 20 U.S.C. 1681, Education Amendments of 1972, Title IX
- 34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Regulations  
Implementing Title IX
- KRS 161.164

### RELATED POLICIES:

- 03.113, 03.1325, 03.16, 09.422, 09.42811

## Harassment/Discrimination Reporting Form

(Procedure 03.162 AP.2)

**(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)**

This form provides the opportunity for an employee to report violation(s) of Board Policy 03.162 or 03.262 and to secure an equitable, prompt, and satisfactory solution. This procedure shall be implemented in compliance with Board policy and shall be used to document all complaints, whether addressed informally or formally.

<b>Employee's Name</b> _____			
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
<b>Employee's Address</b> _____			
<i>City</i>	<i>State</i>	<i>ZIP Code</i>	
<b>Employee's Home Phone Number</b> _____		<b>Daytime Phone #</b> _____	
<b>Work Site</b> _____			

**CONFIDENTIALITY**

Information regarding an investigation of alleged harassment/discrimination shall be kept confidential to the extent possible. Individuals involved in the investigation shall not discuss information regarding the complaint outside of the investigation process.

**HARASSMENT/DISCRIMINATION COMPLAINT (USE ADDITIONAL SHEETS IF NECESSARY.)**

Date(s)/approximate time of the alleged incident(s): \_\_\_\_\_

Place alleged incident(s) occurred: \_\_\_\_\_

What type of harassment or discrimination was involved in the alleged incident?

- sexual     
  racial     
  on the basis of national origin     
  on the basis of disability  
 other type of harassment/discrimination? If other, specify: \_\_\_\_\_

Name of person you believe is guilty of harassment or discrimination: \_\_\_\_\_

Position: \_\_\_\_\_

If the alleged behavior was directed toward another person, name that person: \_\_\_\_\_

Describe the alleged incident as clearly as possible, including such information as verbal statements (i.e. slurs, threats, other verbal or physical abuse or prohibited requests), what physical contact, if any was involved, what force, if any was used. \_\_\_\_\_

\_\_\_\_\_

List any witnesses to these events: \_\_\_\_\_

**PLEASE ATTACH ANY EXHIBITS OR OTHER TANGIBLE EVIDENCE (I.E., NOTES).**

**WHAT RESULTS ARE YOU SEEKING BY FILING THIS FORM?** \_\_\_\_\_

\_\_\_\_\_

*I agree that all information reported here is complete, accurate and true to the best of my knowledge and affirm that I honestly believe that the person named harassed or discriminated against me or another person.*

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

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

\_\_\_\_\_  
*Received by*

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

## Harassment/Discrimination Investigation and Appeals

(Procedure 03.162.AP.21)

<b>EMPLOYEE COMPLAINANT</b> _____		
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
<b>WORK SITE</b> _____		

The Superintendent shall appoint an investigator who is not an alleged party in the complaint to investigate allegations of harassment/discrimination. The investigator shall be trained in this area, and her/his duties shall be assigned by the Superintendent/designee or, for contractors, set out in a contract or job description, as appropriate. If the Superintendent is the alleged party, the Board shall designate an outside investigator and, after presentation of the final investigative report, determine when and how it is to be released. All instances involving suspected child abuse or criminal conduct shall be reported as required by law.

**ALLEGED HARASSER/DISCRIMINATING PARTY:** \_\_\_\_\_

Investigator: \_\_\_\_\_ Date Complaint Form is Received: \_\_\_\_\_

### INFORMAL PROCEDURE

If both parties agree, prior to a formal grievance process an administrator may facilitate a conversation between the complainant and the party alleged to have harassed or discriminated against the complainant. Both the complainant and the accused party may be accompanied by a person of their choice. If both parties feel that a resolution has been achieved, no further action need be taken. The results of an informal resolution shall be reported by the facilitator, in writing, to the Principal/immediate supervisor, along with a signed agreement, if one is reached. If any of the interested parties choose not to utilize the informal procedure, or feel that it has been unsuccessful, s/he may opt to proceed to the formal grievance procedure. However, any complaints directed at school employees or alleging criminal acts must be formally investigated.

Was this complaint resolved informally, as indicated by an agreement signed by both parties?

Yes  No    Date: \_\_\_\_\_ Facilitator: \_\_\_\_\_

### FORMAL PROCEDURE

Employees should make their complaint to their Principal/immediate supervisor, who shall immediately, without screening or beginning an investigation, inform the Superintendent of receipt of the complaint. Otherwise, the complaint can be filed directly with the Superintendent or, in cases involving sexual harassment/discrimination, with the Title IX/Equity Coordinator. Employees who have knowledge of alleged or observed harassment/discrimination shall immediately notify their Principal, immediate supervisor, or the Superintendent. **Without a report being made to the Principal or immediate supervisor, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/ discrimination.**

The Superintendent shall designate an individual to investigate the complaint. If necessary, the investigator will seek assistance from District administrators. In some instances it may be necessary to involve legal counsel, when authorized by the Superintendent, or by the Board if the Superintendent is the subject of the complaint.

### TIMELINE

The investigator shall provide the complainant and the accused with a copy of the District's policy 03.162 or 03.262 and inform the complainant and the accused of required timelines that have been established for initiation and completion of an investigation.

## Harassment/Discrimination Investigation and Appeals

(Procedure 03.162.AP.21, Continued)

**CORRECTIVE ACTION**

If corrective action is needed, the investigator shall recommend to the Superintendent/designee the type of corrective action and methods to prevent reoccurrence of the harassment/discrimination.

**USING THE DESIGNATED FORM (03.162 AP.23), A RESPONSE SHALL BE PRESENTED TO THE COMPLAINANT WITHIN THREE (3) WORKING DAYS OF COMPLETION OF THIS LEVEL OF INVESTIGATION.**

Board policy allows for appeal of the investigator's decision and the opportunity to address the complaint to a higher level of authority. An appeal must be made within ten (10) working days of receipt of a response at this level.

Is this complaint to be referred/appealed to a higher level of authority?  Yes  No

If yes, to whom will the complaint be referred? \_\_\_\_\_ Date: \_\_\_\_\_

**FIRST APPEAL LEVEL**

<b>EMPLOYEE COMPLAINANT</b> _____ <div style="text-align: center; font-size: small;"> <i>Last Name</i>                      <i>First Name</i>                      <i>Middle Initial</i> </div>	<b>WORK SITE</b> _____
--	------------------------

**ALLEGED HARASSER/DISCRIMINATING PARTY:** \_\_\_\_\_

Superintendent/designee who will consider appeal: \_\_\_\_\_

Date appeal and related data received by Superintendent/designee: \_\_\_\_\_

In some instances it may be necessary to involve legal counsel at the appeal level, when authorized by the Superintendent, or by the Board if the Superintendent is the subject of the complaint.

**CORRECTIVE ACTION**

If corrective action is needed, the investigator shall recommend to the Superintendent/designee the type of corrective action and methods to prevent reoccurrence of the harassment/discrimination.

**USING THE DESIGNATED FORM (03.162 AP.23), A RESPONSE SHALL BE PRESENTED TO THE COMPLAINANT WITHIN THREE (3) WORKING DAYS OF COMPLETION OF THIS LEVEL OF INVESTIGATION.**

Board policy allows for appeal of the decision made at this level and the opportunity to address the complaint to the Board of Education. An appeal must be made within ten (10) working days of receipt of a response at this level.

Is this complaint to be referred/appealed to a higher level of authority?  Yes  No

If yes, to whom will the complaint be referred? \_\_\_\_\_ Date: \_\_\_\_\_

## Harassment/Discrimination Investigation and Appeals

(Procedure 03.162.AP.21, Continued)

### SECOND APPEAL LEVEL

<b>EMPLOYEE COMPLAINANT</b> _____ <div style="text-align: center; font-size: small;"><i>Last Name</i></div>	_____ <div style="text-align: center; font-size: small;"><i>First Name</i></div>	_____ <div style="text-align: center; font-size: small;"><i>Middle Initial</i></div>
<b>WORK SITE</b> _____		

**ALLEGED HARASSER/DISCRIMINATING PARTY:** \_\_\_\_\_

Board Chairperson: \_\_\_\_\_

Date appeal and related data received by the Chairperson on behalf of the Board: \_\_\_\_\_

**CORRECTIVE ACTION**

If corrective action is needed, the investigator shall recommend to the Superintendent/designee the type of corrective action and methods to prevent reoccurrence of the harassment/discrimination.

**USING THE DESIGNATED FORM (03.162 AP.23), A RESPONSE SHALL BE PRESENTED TO THE COMPLAINANT WITHIN THREE (3) WORKING DAYS OF COMPLETION OF THIS LEVEL OF INVESTIGATION.**

**GUIDELINES**

1. The Board shall not hear grievances concerning personnel actions taken by the Superintendent/designee, unless the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.
2. In some instances it may be necessary to involve legal counsel, when authorized by the Board.
3. The Superintendent/designee shall implement corrective action as determined by the Superintendent or by the Board, as appropriate under law, after appeal rights have been exhausted. If the Superintendent is subject to corrective action, the Board shall implement the action.
4. The District is prohibited from disclosing personally identifiable information contained in student discipline records under the Federal Educational Rights and Privacy Act and corresponding state law.
5. Employee evaluation and private reprimand information generally is confidential and may require consent of the employee prior to release.



## Witness Disclosure Form

(Procedure 03.162 AP.22)

Witness' Name \_\_\_\_\_  
*Last Name*
*First Name*
*Middle Initial*

Witness' Address \_\_\_\_\_  
*City*
*State*
*ZIP Code*

Witness' Phone Number \_\_\_\_\_

Is witness a  student,  school employee, or  other? If other, specify \_\_\_\_\_

School (if a student): \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom/Classroom \_\_\_\_\_

Work Site (if an employee): \_\_\_\_\_

Witness' relationship, if any, to the complainant: \_\_\_\_\_

Witness' relationship, if any, to the accused: \_\_\_\_\_

On the date(s) of \_\_\_\_\_, an employee has claimed to be the target of harassment or discrimination on the basis of \_\_\_\_\_. Did you observe or are you aware of such an incident?  Yes  No

If yes, describe the incident(s) that you witnessed as clearly as possible, including such information as the following:

- What verbal statements, if any, were made (i.e., slurs, threats, other verbal or physical abuse or prohibited requests)?
- What physical contact, if any, was involved?
- What force, if any, was used?
- Did other actions occur? If so, please describe.

(Use additional sheets if necessary.) \_\_\_\_\_

LIST ANY OTHER WITNESSES TO THESE EVENTS: \_\_\_\_\_

- *I understand that Board policy prohibits retaliation against witnesses who assist or participate in an investigation.*
- *I agree that all information reported here is accurate and true to the best of my knowledge and, by my signature, agree to its release.*

\_\_\_\_\_  
*Signature of Witness* *Date*

\_\_\_\_\_  
*Received by* *Date*

## Professional Code of Ethics for Kentucky School Personnel

(16 KAR 1:020)

### Section I. 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:

#### (A) To Students:

- Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator.
- Shall respect the constitutional rights of all students.
- Shall take reasonable measure to protect the health, safety, and emotional well-being of students.
- Shall not use professional relationships or authority with students for personal advantage.
- 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.
- Shall not knowingly make false or malicious statements about students or colleagues.
- Shall refrain from subjecting students to embarrassment or disparagement.
- 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:

- Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student.
- Shall endeavor to understand community cultures and diverse home environments of students.
- Shall not knowingly distort or misrepresent facts concerning educational issues.
- Shall distinguish between personal views and the views of the employing educational agency.
- Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
- Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.
- 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:

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

## Drug-Free Workplace Notice

(Procedure 03.13251 AP.1)

All employees shall receive the following notice as a partial implementation of Policies 03.13251/03.23251 and Federal Regulation 54 CFR 4946.

### NOTICE TO ALL EMPLOYEES

YOU ARE HEREBY NOTIFIED that it is a violation of Policies 03.13251 and 03.23251 of this School District for any employee to unlawfully manufacture, distribute, dispense, be under the influence of, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

“Workplace” is defined as the site for the performance of work done for the district. That includes any place where work on a school district program, project or activity is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment with this District that you will comply with the above policies of the School District and will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace no later than five (5) days after such conviction.

An employee who violates the terms of the School District’s drug-free workplace policies may be nonrenewed, or his/her employment may be suspended or terminated. As an alternative, the Superintendent may choose that an employee who violates the terms of the School District’s drug-free workplace policies shall satisfactorily participate in a drug-abuse assistance or rehabilitation program approved by the Board. If the employee fails to satisfactorily participate in such program, the employee shall be nonrenewed or his/her employment may be suspended or terminated.

## Access to Electronic Media

(Acceptable Use Policy 08.2323)

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent on users to utilize this privilege in an appropriate and responsible manner.

### SAFETY PROCEDURES AND GUIDELINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs of data.

The District recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

- Internet safety measures shall be implemented that effectively address the following:
- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including “hacking,” and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors’ access to materials harmful to them.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District’s code of acceptable behavior and discipline including appropriate orientation for staff and students.

### PERMISSION/AGREEMENT FORM

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources.

The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student’s parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

## Access to Electronic Media

(Acceptable Use Policy 08.2323, Continued)

### EMPLOYEE USE

Employees shall use electronic mail only for purposes directly related to work-related activities.

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.

### COMMUNITY USE

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

Upon request to the Principal or Designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

### DISREGARD OF RULES

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

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

### RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

### RESPONDING TO CONCERNS

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

### AUDIT OF USE

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

**REFERENCES:**

KRS 156.675

Public Law 110-385, Broadband Data Improvement Act/Protecting Children in the 21st Century Act.

Kentucky Education Technology System (KETS)

47 U.S.C. § 254

701 KAR 5:120



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# Acknowledgment Form

I, \_\_\_\_\_, have received a  
*Employee's Name*

copy of the *Employee Handbook* issued by the Fulton County Board of Education and understand and agree that I am to review this *Handbook* in detail and to consult District and school policies and procedures and 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 Fulton County Board of Education I am required to review and follow the policies set forth in this Employee Handbook and I agree to do it.*

\_\_\_\_\_  
*Employee's Signature*

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

**Return this signed form to your principal or immediate supervisor.**