



Ballard County Schools Employee  
Handbook

2011—2012

Ed Adami, Superintendent

**Home of Bomber Pride!!**



*Ballard County Schools Mission Statement:*

*In partnership with and in service to our community, the mission of Ballard County Schools is to prepare every student to be a successful individual.*

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**BALLARD COUNTY SCHOOLS**  
**ADMINISTRATIVE STAFF BY PROGRAM**  
**2011-2012**

<b>PROGRAM</b>	<b>ADMINISTRATOR</b>	<b>PHONE EXTENSION</b>
Superintendent	Edward Adami	2001
504 Coordinator	Fanetta Puckett	2101
Accounts Payable	Lisa Williams	2006
Administrative Evaluation	Edward Adami	2001
Adult Literacy	Marlene Fraser	665-8412 ext. 223
Assessment	Casey Allen	2004
Attendance – Employee	Diana Hook	2005
Attendance - Student	Bob Wilson	2014
Ballard County Career and Tech CTR	Dana Rohrer	2401
Ballard County Elementary	Phillip Harned	2201
	Vicki Gough	2202
	Vicki Fowler	2203
Ballard County Middle	Kevin Estes	2301
	Dustin Roberts	2302
	Kim Grogan	2303
Ballard Memorial High	David Meinschein	2501
	Chad Jezik	2502
	Leslee Davis	2503
Bidding	Kerry Fulcher	2002
Code of Behavioral Expectations	Bob Wilson	2014
Community Education	Julie Thomas	2011
Criminal Background Check	Diana Hook	2005
Curriculum	Casey Allen	2004
District Improvement Plan	Casey Allen	2004
Director of Pupil Personnel	Bob Wilson	2014
EILA Leadership Hours	Casey Allen	2004
Employee Permanent Files	Tina Jones	2008
ESS	Dustin Roberts	2539
Facilities	Kerry Fulcher	2002
Family Focus	Kelly Wray	665-8412 ext.226
Food Service	Amber Hayes	2530
Gifted/Talented	Cathey Drummond	2253
Grant Writing	Julie Thomas	2011
Instruction	Casey Allen	2004
Insurance	Kim Bailey	2007
	Tina Jones	2008
KTIP	Casey Allen	2004
Maintenance	Kerry Fulcher	2002
Payroll	Kim Bailey	2007
Personnel	Tina Jones	2008
Preschool	Fanetta Puckett	2101
Professional Development	Casey Allen	2004
Psychometrist	Cathy Drummond	2253
Public Relations	Julie Thomas	2011
Safe Schools	Bob Wilson	2014
SBDM	Bob Wilson	2014
School/District Report Card	Casey Allen	2004
Special Education	Fanetta Puckett	2101
Infinite Campus	Jennifer Robinson	2003
Student Insurance	Edward Adami	2001
Teacher Certification	Tina Jones	2008
Technology/Tech PD	Reta Renfrow	2002
Textbooks	Casey Allen	2301
Title I	Casey Allen	2004
Title IIA	Casey Allen	2004

**BALLARD COUNTY SCHOOLS**  
**ADMINISTRATIVE STAFF BY PROGRAM**

**2011-2012**

Title IV	Bob Wilson	2014
Title IX	Dustin Roberts	2302
Transportation	Kerry Fulcher	2002
Web Page	Julie Thomas	2011
Workers' Compensation	Tina Jones	2008
21st Century Director	Dustin Roberts	2539
ASAP Coordinator	Kandis Foster	665-8412 ext. 227

BALLARD COUNTY SCHOOLS  
EMPLOYMENT INFORMATION  
2011-2012

1. Employee Absence Form  
You must complete a copy of this form each time you are absent. Your accrual information will be printed on your check stub each pay period.
2. Section 125 Flexible Benefit Plan Expense Reimbursement Voucher  
This form is used for flexible reimbursement for child care and medical expenses. The form can be found at [www.humana.com](http://www.humana.com).
3. Travel reimbursement form  
To be completed and returned within three days of travel.
4. Mileage reimbursement form. This form is to be used only when there is no overnight stay.

## ABSENCE NOTES

**ALL** employees must turn in absence forms to their supervisor (or designee) as soon as they return to work. The absentee and his/her supervisor must sign all absence forms. As noted on the absence form: **If an employee has returned to work and an absence form is not received in the central office by the end of the next pay period, that employee will not be paid for the absence.**

**Secretaries:** Absence forms and principal absence reports are due to central office receptionist Diana Hook at the end of the ending date, as noted on the payroll schedule.

**SICK LEAVE:** Sick leave includes personal sickness or doctor appointment, family sickness or doctor appointment, or immediate family death. (For complete sick leave policy, please see the district policy and procedure manual.) **If employees are out for extended illnesses, a signed doctor's release to return to work must accompany the absence form.**

**PERSONAL LEAVE:** The superintendent (or designee) must approve personal leave, but no reasons are required. **Unless approved by the superintendent, personal leave days shall not be taken consecutively, during the first or last week of school, or to extend scheduled breaks in the employee's work calendar.**

**SCHOOL ACTIVITIES, SCHOOL RELATED TRIPS, WORKSHOPS:** All employees must fill out absence forms for the above-related absences. The employee's supervisor must approve absences so the absence will **NOT** be counted against his/her sick or personal leave. Absence forms must be completed to prove to auditors why subs were hired. Absence forms must be completed even when subs are not hired, because employees were not at their regular positions.

**CALENDARS FOR 240-DAY EMPLOYEES:** Blank calendars are available from district secretary **Diana Hook**. These **must** be returned to **Diana** as soon as possible. All 240-day employees must fill out the calendars with the days they are not working. The employees and their supervisors should sign these calendars. **Since all of our plans change during the year, employees must fill out an absence form for each non-working or non-contract day taken.** These absence forms should be signed by the employee and his/her supervisor and turned in to **Diana**.

**IF ANY EMPLOYEE HAS MORE THAN ONE POSITION DURING HIS/HER DAY, SUCH AS PART AIDE/PART TEACHER OR PART BUS DRIVER/PART MONITOR, THE ABSENCE FORM MUST SHOW WHICH POSITION WAS MISSED OR IF IT WAS ALL DAY.**

# EMPLOYEE ABSENCE FORM

**ALL ABSENCES FROM REGULAR DUTIES MUST BE REPORTED ON THIS FORM. IF ABSENCE IS DUE TO SCHOOL BUSINESS, NO TIME WILL BE COUNTED AGAINST YOU.**

**ALL FORMS MUST BE TURNED IN PROMPTLY. IF THIS FORM IS NOT RECEIVED IN THE CENTRAL OFFICE BY THE END OF THE NEXT PAY PERIOD, YOU WILL NOT BE PAID FOR THIS DAY'S ABSENCE.**

NAME \_\_\_\_\_

DATE OF ABSENCE \_\_\_\_\_

REASON FOR ABSENCE  
\_\_\_\_\_  
\_\_\_\_\_

I do solemnly swear that on the above date I was unable to perform my school duties and apply for excused sick leave in compliance with the provisions of section 161.155 KRS.

SIGNED \_\_\_\_\_

APPROVED BY \_\_\_\_\_

NAME OF SUB \_\_\_\_\_

DO NOT FILL OUT	
BOARD USE ONLY	
J	JURY DUTY
P	PERSONAL
S	ILLNESS SELF OR FAMILY
NP	NO PAY
NW	NON WORKING DAY
WC	WORK COMP
SA	SCHOOL ACTIVITY



# BALLARD COUNTY SCHOOLS

## 2011 - 2012 (effective 07/01/2011)

### TRAVEL REIMBURSEMENT

<b>NAME</b>	<b>VENDOR#</b>
<b>ADDRESS</b>	
<b>PURPOSE AND LOCATION</b>	

DATE OF OVERNIGHT STAY	DAY OF TRAVEL* _/_/___	2ND NIGHT STAY _/_/___	3RD NIGHT STAY _/_/___	4TH NIGHT STAY _/_/___	5TH NIGHT STAY _/_/___	RETURN DAY* _/_/___	TOTAL	
<b>MEALS</b>	<b>\$20 OR \$35</b>	<b>\$35.00</b>	<b>\$35.00</b>	<b>\$35.00</b>	<b>\$35.00</b>	<b>\$20 OR \$35</b>		LINE 1
<b>ROOM COST</b>								LINE 2
<b>REGISTRATION FEE</b>								LINE 3
<b>PARKING</b>								LINE 4
<b>MISC.</b>								LINE 5
<b>SUBTOTALS</b>							<b>\$ -</b>	LINE 6 = (LINE 1-5)
<b>NO RECEIPT(S) ARE REQUIRED FOR FOOD. DAILY FOOD ALLOWANCE INCLUDES TIP AMOUNT.</b> <b>DAY OF TRAVEL IS 1ST NIGHT STAY.</b> <b>DAYS OF TRAVEL ARE REIMBURSED \$20.00. \$35.00 IS REIMBURSED FOR THE DAYS OF MEETING AND TRAVEL.</b> <b>*PLEASE CIRCLE THE AMOUNT DUE YOU ON DAYS OF TRAVEL</b>								
<b>MILEAGE</b>								LINE 7
<b>TOTAL MILES (LINE 7) X .47 CENTS PER MILE (EFFECTIVE 07/01/2011)</b>							<b>\$ -</b>	LINE 8
<b>TOTAL TO BE REIMBURSED</b>							<b>\$ -</b>	LINE 9 = LINE 6 + 8
<b>PAY FROM MUNIS CODE</b>								

<b>SIGNATURE</b>	<b>DATE</b>
<hr/>	<hr/>
<b>APPROVED BY</b>	<b>DATE</b>
<hr/>	<hr/>



**Ballard County Schools  
2011-2012 Calendar**

(August)					
M	T	W	T	F	
1	2	3	4	5	Aug. 8 <sup>th</sup> & 9 <sup>th</sup> – Professional Dev/Plan Days
8	9	10	11	12	Aug. 10 <sup>th</sup> – Opening Day
15	16	17	18	19	Aug. 11 <sup>th</sup> – First Day for Students
22	23	24	25	26	
29	30	31			18 Days
(September)					
			1	2	
5	6	7	8	9	Sept. 5 <sup>th</sup> – Labor Day Holiday, No School
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	22 Days
(October)					
3	4	5	6	7	
10	11	12	13	14	Oct. 3 <sup>rd</sup> – 7 <sup>th</sup> – Fall Break
17	18	19	20	21	Oct. 10 <sup>th</sup> – Professional Dev/Planning Day – No School
24	25	26	27	28	
31					16 Days
(November)					
	1	2	3	4	
7	8	9	10	11	Nov. 8 <sup>th</sup> – Professional Dev/Planning Day – No School
14	15	16	17	18	Nov. 23 <sup>rd</sup> – Professional Dev/Planning Day – No School
21	22	23	24	25	Nov. 24 <sup>th</sup> – Thanksgiving Holiday/No School
28	29	30			Nov. 25 <sup>th</sup> – No School
					21 Days
(December)					
			1	2	
5	6	7	8	9	Dec. 16 <sup>th</sup> – End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester
12	13	14	15	16	Dec. 26 <sup>th</sup> – Christmas Holiday/No School
19	20	21	22	23	Dec. 19 <sup>th</sup> – 30 <sup>th</sup> – Winter Break/No School
26	27	28	29	30	13 Days
(January)					
2	3	4	5	6	
9	10	11	12	13	Jan. 2 <sup>nd</sup> – New Year’s Holiday/No School
16	17	18	19	20	Jan. 16 <sup>th</sup> – No School
23	24	25	26	27	
30	31				21 Days
(February)					
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	Feb. 20 <sup>th</sup> – Professional Dev/Planning Day – No School
20	21	22	23	24	
27	28	29			21 Days
(March)					
			1	2	
5	6	7	8	9	
12	13	14	15	16	Mar. 16 <sup>th</sup> – Professional Dev/Planning Day – No School
19	20	21	22	23	
26	27	28	29	30	22 Days
(April)					
2	3	4	5	6	
9	10	11	12	13	April 2 <sup>nd</sup> – 6 <sup>th</sup> – Spring Break
16	17	18	19	20	
23	24	25	26	27	
30					16 Days
(May)					
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	May 18 <sup>th</sup> – LAST DAY FOR STUDENTS/3-hr Instructional Day: Students Dismiss at 11:45
21	22	23	24	25	May 21 <sup>st</sup> – Closing Day for Teachers
28	29	30	31		15 Days
(June)					185 Total Days
			1		
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

**2011-12 CALENDAR  
Continued**

<b>Aug. 8</b>	<b>Professional Dev/Planning Day</b>
<b>Aug. 9</b>	<b>Professional Dev/Planning Day</b>
<b>Aug. 10</b>	<b>Opening Day</b>
<b>Aug. 11</b>	<b>First Day for Students</b>
<b>Sep. 5</b>	<b>Labor Day Holiday</b>
<b>Oct. 10</b>	<b>Professional Dev/Planning Day</b>
<b>Nov. 8</b>	<b>Professional Dev/Planning Day</b>
<b>Nov. 23</b>	<b>Professional Dev/Planning Day</b>
<b>Nov. 24</b>	<b>Thanksgiving Holiday</b>
<b>Dec. 26</b>	<b>Christmas Holiday</b>
<b>Jan. 2</b>	<b>New Year's Holiday</b>
<b>Feb. 20</b>	<b>Professional Dev/Planning Day</b>
<b>Mar. 16</b>	<b>Professional Dev/Planning Day</b>
<b>May 18</b>	<b>Last Day for Students</b>
<b>May 21</b>	<b>Closing Day</b>

<b>172</b>	<b>Teaching Days</b>
<b>4</b>	<b>Holidays (Sep. 5, Nov. 24, Dec. 26, Jan. 2)</b>
<b>1</b>	<b>Opening Day</b>
<b>4</b>	<b>PD Days (TBD)</b>
<b>3</b>	<b>Teacher Training/Planning Days (TBD)</b>
<b>1</b>	<b>Closing Day</b>

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**185 Total Days**

**Designated weather make-up days will be made up in the following order: May 18 (full day), Feb. 20, March 16, May 21, May 23, May 24, and May 25.**

## **Ballard County Schools Faculty and Staff Dress Code**

### **Inappropriate/Unacceptable Attire:**

- Body Art, visible tattoos or visible body piercing other than ears.
- Shorts/Skorts (Exceptions will include field days, field trips, or certain faculty and staff positions that would deem attire appropriate for instruction) Example: Physical Education instructor.
- Skirts with a hem shorter than 3 inches above the knee.
- Denim jeans, sweatpants, windbreaker pants/jackets (Exception on Fridays, designated days, and certain faculty and staff positions that would deem appropriate for instruction) Example: Shop class.
- Exposed midriffs or backs (even when bending or stretching.)
- Tank tops or spaghetti strap tops.
- Visible cleavage.
- Backless, see-through, tight-fitting, low-cut blouses, tops and/or dresses.

\* The principal or their designee has the right to utilize their discretion on any/all dress code issues.

\*Shorts, denim jeans and/or sweat or wind suits will be allowed for PE teachers or others when necessary to complete duties.

**BALLARD COUNTY SCHOOLS  
PAYROLL SCHEDULE**

<b>2011/2012</b>		
<b>BEG DATE</b>	<b>END DATE</b>	<b>PAY DATE</b>
06/19/11	07/02/11	07/15/11
07/03/11	07/16/11	07/29/11
07/17/11	07/30/11	08/15/11
07/31/11	08/13/11	08/30/11
08/14/11	09/03/11	09/15/11
09/04/11	09/17/11	09/30/11
09/18/11	10/01/11	10/14/11
10/02/11	10/15/11	10/28/11
10/16/11	10/29/11	11/15/11
10/30/11	11/12/11	11/30/11
11/13/11	11/26/11	12/09/11
11/27/11	12/10/11	12/16/11
12/11/11	12/31/11	01/13/12
01/01/12	01/14/12	01/30/12
01/15/12	01/28/12	02/15/12
01/29/12	02/11/12	02/29/12
02/12/12	02/25/12	03/15/12
02/26/12	03/17/12	03/30/12
03/18/12	03/31/12	04/13/12
04/01/12	04/14/12	04/30/12
04/15/12	04/28/12	05/11/12
04/29/12	05/12/12	05/18/12
05/13/12	06/02/12	06/15/12
06/03/12	06/16/12	06/29/12

**Hand in any timesheets, substitute reports, bus trips, etc. by the end of the day of the ending date. The beginning and ending dates includes Sunday to Saturday, full weeks, in each pay period.**

## IMPORTANT PAYROLL CHANGES

### NEW PAYROLL PROCEDURE

In the past we have had difficulty getting the staff to turn in their time sheets & absence sheets. We have tried several different things (e-mail & phone calls) to get this done in a timely manner and to date it is still an issue. It is your responsibility as a staff member to turn in this information by the date specified on the payroll schedule that is located in the employee handbook. This year the procedure will be that if these are not turned in on the dates specified your check will be held at the board office until they are received. If you are a direct deposit your pay will be docked for the days turned in by your building administrator until they are received in the Central Office.

### NEW STOP PAYMENT PROCEDURE ON PAYROLL CHECKS

We are now being assessed a \$36.00 charge for a stop payment on checks. If you lose or misplace your payroll check and we have to do a stop payment on the check you will be charged for this fee.

**BALLARD COUNTY SCHOOLS  
2011 - 2012  
CERTIFIED SALARY SCHEDULE  
185 DAY CONTRACT (NO INCREASE)**

YRS EXP	RANK I	RANK II	RANK III
0	42,065	38,134	34,285
1	42,302	38,365	34,513
2	42,526	38,589	34,804
3	42,756	38,825	34,974
4	45,673	41,795	38,216
5	45,895	42,039	38,444
6	46,125	42,268	38,675
7	46,357	42,499	38,906
8	46,587	42,729	39,128
9	46,815	42,958	39,365
10	50,908	47,006	43,093
11	51,132	47,228	43,325
12	51,364	47,458	43,556
13	51,592	47,689	43,787
14	51,826	47,919	44,014
15	52,284	48,291	44,359
16	52,514	48,656	44,656
17	52,744	48,881	44,890
18	52,973	49,118	45,119
19	53,204	49,347	45,347
20	53,569	49,710	45,854
21	53,805	49,949	46,086
22	54,070	50,207	46,341
23+	54,327	50,471	46,606

RANK IV
30,332

RANK V
28,342

APPROVED: \_\_\_\_\_

BOARD ORDER#: \_\_\_\_\_

**BALLARD COUNTY SCHOOLS  
2011 - 2012  
CERTIFIED SALARY SCHEDULE  
CLASSIFIED EMPLOYEE  
185 DAY CONTRACT (NO INCREASE)**

YRS EXP	RANK I	RANK II	RANK III
0	41,551	37,619	33,770
1	41,787	37,850	33,998
2	42,010	38,075	34,289
3	42,241	38,310	34,459
4	45,158	41,280	37,701
5	45,380	41,525	37,929
6	45,610	41,753	38,159
7	45,842	41,984	38,391
8	46,071	42,213	38,613
9	46,301	42,443	38,850
10	50,394	46,491	42,579
11	50,617	46,714	42,810
12	50,849	46,943	43,041
13	51,077	47,174	43,271
14	51,311	47,403	43,499
15	51,768	47,775	43,844
16	51,999	48,141	44,141
17	52,229	48,366	44,375
18	52,457	48,603	44,603
19	52,689	48,831	44,832
20	53,055	49,195	45,340
21	53,291	49,434	45,570
22	53,555	49,692	45,827
23+	53,811	49,955	46,091

RANK IV
29,817

RANK V
27,828

APPROVED:

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BOARD ORDER#:

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YRS EXP	FRYSC DIRECTOR 7 HRS 240 DAYS	ACCT PAYABLE 7 HRS 220 DAYS	SEC 7 HRS 185 220/240 DAYS	HEAD MECHANIC 8 HRS 240 DAYS	TRANS / FACILITIES DIR 8 HRS 240 DAYS	TECH DIRECTOR 7 HRS 240 DAYS	LEAD MAINT 8 HRS 240 DAYS
0	\$19.19	\$19.48	\$12.84	\$17.99	\$29.52	\$23.36	\$23.33
1	\$20.09	\$19.49	\$12.90	\$18.89	\$29.80	\$23.60	\$23.56
2	\$20.38	\$19.51	\$12.97	\$19.20	\$30.10	\$23.84	\$23.79
3	\$21.26	\$19.59	\$13.03	\$20.09	\$30.40	\$24.09	\$24.02
4	\$21.90	\$19.64	\$13.10	\$20.74	\$31.95	\$24.32	\$24.24
5	\$22.10	\$19.89	\$13.18	\$20.92	\$32.59	\$24.57	\$24.48
6	\$22.36	\$19.93	\$13.24	\$21.18	\$33.23	\$24.82	\$24.72
7	\$22.56	\$19.97	\$13.29	\$21.39	\$33.90	\$25.08	\$24.97
8	\$22.83	\$20.02	\$13.36	\$21.64	\$34.58	\$25.32	\$25.22
9	\$23.09	\$20.07	\$13.41	\$21.91	\$35.26	\$25.58	\$25.46
10	\$24.02	\$20.31	\$13.48	\$22.84	\$35.61	\$26.08	\$25.76
11	\$24.29	\$20.34	\$13.56	\$23.11	\$35.96	\$26.60	
12	\$24.65	\$20.37	\$13.62	\$23.48	\$36.34	\$27.14	
13	\$25.11	\$20.42	\$13.67	\$23.93	\$36.70	\$27.67	
14	\$25.55	\$20.46	\$13.74	\$24.38	\$37.07	\$28.24	
15+	\$26.92	\$20.50	\$13.80	\$25.76	\$37.44	\$28.79	

YRS EXP	CUSTODIAN 240 DAYS 7.5 HRS	MAINT GRND KPR 240 DAYS 8 HRS	BUS DRIVER 135 / 182 4 HRS	MONITOR 135 / 182 1.5 HRS RT	ASST MECH 8 HRS 240 DAYS	PERS DIR 7 HRS 240 DAYS	IC 7 HRS 220 DAYS	DESKTOP TECH 8 HRS 220
0	\$10.85	\$10.35	\$12.48	\$7.25	\$10.55	\$17.59	\$22.47	\$16.66
1	\$11.04	\$11.00	\$12.72	\$8.06	\$11.10	\$17.65	\$22.53	\$16.79
2	\$11.06	\$11.22	\$12.73	\$8.13	\$11.29	\$17.70	\$22.62	\$16.92
3	\$11.07	\$11.29	\$12.74	\$8.20	\$11.38	\$17.75	\$22.68	\$17.05
4	\$11.08	\$11.46	\$12.77	\$8.35	\$11.51	\$17.80	\$22.74	\$17.20
5	\$11.22	\$11.90	\$12.89	\$8.42	\$11.89	\$17.86	\$22.81	\$17.34
6	\$11.23	\$11.92	\$12.91	\$8.49	\$11.96	\$17.92	\$22.88	\$17.48
7	\$11.25	\$12.02	\$12.92	\$8.82	\$12.04	\$17.98	\$22.95	\$17.62
8	\$11.26	\$12.10	\$12.94	\$8.88	\$12.12	\$18.03	\$23.01	\$17.75
9	\$11.27	\$12.19	\$12.95	\$8.98	\$12.19	\$18.09	\$23.08	\$17.87
10	\$11.46	\$12.28	\$13.21	\$9.57	\$12.28	\$18.31	\$23.14	\$18.04

SUB MAINT HOURLY	SUB BUS DRVR MIN 2 HR RT	SUB BUS MON 1.5 HRS PER RT
\$8.34	\$12.48	\$7.25

DAY CARE		
SPRVSR HR	ASST SPR HR	WORKER HR
\$8.00	\$7.25	\$7.25

FOOD SERVICE				SUB CAFE WORKER
YRS EXP	F S MGR 181 DAYS	PRE MGR 140 DAYS	CAFE WRKR 140/181 DAYS	
0	\$11.47	\$10.09	\$8.98	\$7.25
1	\$11.60	\$10.19	\$9.12	
2	\$11.64	\$10.23	\$9.16	
3	\$11.68	\$10.28	\$9.20	
4	\$11.71	\$10.33	\$9.23	
5	\$11.81	\$10.39	\$9.30	
6	\$11.88	\$10.46	\$9.35	
7	\$11.95	\$10.53	\$9.43	
8	\$12.02	\$10.57	\$9.48	
9	\$12.09	\$10.61	\$9.52	
10	\$12.23	\$10.74	\$9.67	

HOURLY WORK MIN WAGE
\$7.25

RANK	INST AIDE 7.5 HRS	SUB TEACHER DAILY	SUB AIDE 7 HRS
1	\$13.32	\$89.82	\$8.16
2	\$12.80	\$87.27	
3	\$12.44	\$84.73	
4	\$11.59	\$74.68	
5	\$10.55	\$72.06	

APPROVED: \_\_\_\_\_

BOARD ORDER#: \_\_\_\_\_

## EMPLOYEE BENEFITS

### BOARD PAID

\$10,000 Life Insurance  
Workers' Compensation  
Unemployment Insurance  
Matching state retirement 18.96%  
(Employee pays 5%, 6% if  
hired after 7/1/08)  
10 sick days per year  
3 personal days per year  
Matching Medicare 1.45%  
Matching FICA 6.20 %  
30% of sick days at retirement  
Vision and Dental Insurance

### STATE PAID

\$20,000 Life Insurance  
Matching Teacher Retirement  
Health Insurance  
\$175 per month health  
reimbursement account if insurance  
is waived

# HEALTH INSURANCE

Open enrollment for health insurance will be in October.

If you waive your insurance coverage, you are still required to complete an application online.

## **Meals and Meal Charges**

### **FREE AND REDUCED-PRICE MEALS**

The Superintendent shall annually submit, for Board approval, a fee schedule governing the price of all meals and a policy for free and reduced-price meals.

### **MEAL CHARGES**

Meal charges shall be allowed for emergency use only. Students that forget their money or have funds in their account\* run out, shall be allowed to charge meals that day. No ala carte items may be charged.

**Students:** Cashiers shall remind students that their account balance is getting low. Cashiers shall give elementary students a meal money envelope to take home. Charge limits shall be ten (\$10) dollars for all students\* and cashiers shall remind students daily to bring money for any charges owed.

Once a student reaches the five (\$5) dollar amount in charges, the parent/guardian shall be sent a note reminding them of their child's charges. If the charge amount reaches ten (\$10) dollars, and the school has not received a response from parents/guardians concerning the charges, a call shall be made to the parent/guardian. Students may be provided an alternate meal until the charges are paid.

\*Parents/guardians that cannot pay for meals should contact the Cafeteria Manager or the Food Service Director. Parents/guardians may be advised about and/or sent a free/reduced meal application if charging occurs frequently.

**Adults:** Adult faculty/staff shall not be allowed to charge meals.

### **REFERENCES:**

[KRS 160.290](#)

[702 KAR 006:010](#)

[702 KAR 006:050](#)

Adopted/Amended: 07/09/2007

Order #: 5054

# 2011-2012

## BALLARD COUNTY SCHOOL FOOD SERVICE

### EMPLOYEE INFORMATION/POLICIES

Amber Hayes RD, LD  
Student Nutrition Director

#### **Rate of pay**

Beginning salary for current year is **\$8.98** per hour; substitute pay is **\$7.25** per hour.  
High school and elementary school employees are paid for 181 days.  
Preschool workers are paid for 140 days.

#### **Paid work days are broken down as follows:**

##### **Elementary/Middle/High school:**

- 172 school days
- 1 PD day – Aug. 3, 2011
- 1 in-service and clean-up day – Aug. 4, 2011 (re-certification)
- 1 clean-up day - Before school (Aug. 9, 2011)
- 1 opening day – Aug. 10
- 1 clean up day - End of school (May 2012)
- 4 paid holidays
- **181 contract days**

##### **Preschool/Headstart:**

- 125 school days
- 1 PD day – Aug. 3, 2011
- 1 in-service/workshop day – Aug. 4, 2011 (re-certification)
- 2 clean-up days - before school (Aug. 16 and 17, 2011)
- 1 opening day – Aug. 10, 2011
- 1 clean-up day - (May 2012 – preschool graduation day)
- 4 paid holidays
- 5 make up days – work 5 days at other schools: (these must be days, not hours)
- **140 Contract days**

Pay for each position is based on the employee's number of hours per day, multiplied by the number of days assigned to work for the year, multiplied by the pay which is indicated on the salary scale (Hours per day X Number of work days per year X Pay rate = Annual pay). This gives employees a yearly total salary. The total yearly salary is divided into 24 equal checks, beginning with the first check on Aug. 30, 2011, and ending with Aug. 15, 2012.

#### **Pay days**

Paydays are generally the 15th and the 30th of each month. A copy of pay dates is included in This district handbook.

### **Questions about pay checks**

Please contact your manager or food service director first. **Do not call the Board Office.** We will look at the matter and determine whether or not an error was made, and if so, where the error occurred. It could have been turned in wrong, or paid wrong. We will contact you with the answer. Amber will call the board office if we determine an error needs to be corrected.

### **Breakfast and lunch**

Breakfast and lunch are provided at no charge to food service employees and food service substitutes on days they work.

### **Sick leave**

Employees working at least 4 hours per day receive 10 sick days per year with pay. Any days not used may be carried over to the following year. A sick day may be taken for personal sickness or doctor appointment, family sickness or doctor appointment, or immediate family death. If employees are out for extended illnesses, a signed doctor's release to return to work must be presented upon return to work. **Workers must contact their manager as soon as they know they will not be able to come in to work so that the manager can contact a sub. If the manager is not at school, please call her cell phone.**

### **Personal days:**

Employees working at least 4 hours per day shall be entitled to 3 personal days per year with pay. Any personal days not used will be converted to sick days and carried over.

**\*\*Please note:** When requesting a personal day, food service workers must check with manager as soon as possible to be sure a replacement can be found. If several people ask for the same day as a personal day, the manager will grant those only **if** she can find replacements. If she cannot find enough replacements, the requests will be granted on a first-requested basis. ***Personal day leave may be denied if no replacement can be found or attending staff cannot cover the work.***

**Personal days cannot be taken during the first or last week of school, or to extend a long weekend or vacation period, or taken consecutively unless prior approval is granted from the superintendent.**

### **Health/dental/vision insurance**

Health insurance is provided through the state plan for employees working at least 4 hours per day. Employees covered by a spouse's plan may elect to put his/her insurance money in a *flex account* to pay for other medical and dental expenses. Family health insurance may be purchased and paid by payroll deduction. Some life insurance and liability insurance is provided by the board of education and the state of Kentucky. Employees and their families also are being offered dental and vision coverage at several premium rates for the 2011-12 year.

### **Social Security and retirement**

All 4-hour or more employees pay into Social Security, Medicare, and a state retirement plan.

### **Time worked above contracted time**

Workers hours are set and they should get their work done in the time they are under contract to work. On rare occasions, such as filling in for a sick worker when no sub was hired, the manager may ask a worker to work extra time. Workers do not determine this extra time, only the manager. Workers will be paid regular rate for extra time worked.

*Managers and workers are not to work over 40 hours per week. Our budget does not allow for this.*

### **Special function pay**

If workers come back to school to work banquets or large special functions, extra pay will be added to their next regular paychecks. The pay for these special functions or banquets is at the board set rate of \$75 for the first two hours and \$25 per hour after that.

### **HACCP**

All employees are to be familiar with, and using approved HACCP standard operating procedures (SOPs). Each employee is responsible for his/her part of making sure that the food that we serve is safe.

### **Civil rights**

**In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. USDA is an equal-opportunity provider and employer. Pursuant to Title VI of the Civil Rights Act of 1964, 42 USC 2000d and 7 CFR part 15.**

This explains what to do if you believe you have been treated unfairly. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY).

### **Confidentiality:**

**It is unprofessional and against the law to disclose confidential information about students. Avoid comments about individual students that convey private information, such as grades, medical conditions, learning or discipline problems, and especially their free/reduced-price meal status.**

**Consequences for revealing a student's free/reduced status can involve any or all of the following for violating this mandate: a fine, jail time, and/or dismissal from the job.**

### **Work areas**

All employees, regardless of number of hours worked, will be expected to put up stock, work in the walk-in freezers and refrigerators, clean cafeteria restrooms, follow other cleaning schedules, and complete any other task assigned by the manager.

### **Ballard County food service employee policies**

- Workers shall be punctual and ready to go to work at the appointed time.

- Workers should notify manager as soon as possible if they must be absent from work. Please call the manager's cell phone if after school hours.
- Workers are to dress in accordance with the agreed outfit schedule at their school. Food service provides some of the shirts, etc., and workers should provide the rest of the agreed-upon outfits at each school. Any pants workers wear must be long enough to cover their knees (no shorts at any time). The dress schedule should be posted at each school.
- Workers shall wear appropriate shoes that are closed-toed, low-heeled, skid-resistant, comfortable, clean, in good repair, and offer protection against heavy objects or hot substances being dropped on the feet.
- Gloves shall be used by employees to prevent handling food with bare hands and should be changed each time job is changed.
- Jewelry shall be removed before beginning work.
- **No cafeteria food will be taken home** from school unless it is food scraped from plates to be used for pet scraps, or has been determined by the manager as unsuitable in any manner for the food service program. Workers should not take home food just because it is left over. Leftovers may be frozen or used as extras for the next day or given to students.
- If a food cannot be reheated again, do not throw it away. After consulting manager, it should be given to the students and consumed at that time.
- Workers may not buy extra servings of food to take home. School food is to be consumed on school premises only.

### **Accidents**

Any food service employee sustaining *any* injury of *any* kind MUST REPORT THE INCIDENT TO HIS/HER MANAGER. The manager will call the district workers' compensation claims representative at the Board Office (Tina Jones, ext. 2008). Workers will be required to fill out workers' compensation forms and will receive a form from the board of education to take to the doctor if medical attention is necessary. Claims may be denied by workers' comp if this is not done.

**FAILURE TO PROPERLY REPORT AN ACCIDENT WILL RESULT IN AN EMPLOYEE BEING WRITTEN UP AND PUT ON PROBATION.**

### **Grievances**

Employees shall follow the "chain of command" for any problems or concerns. The chain is from:

1. Food service employee to
2. Manager to
3. Food service director to
4. Principal/Board administrator to
5. Superintendent to
6. Board of Education

### **Expected work habits for all cafeteria employees**

1. The success of a school meal program depends upon the way each worker values and does his/her job. If the number of children eating school meals decreases, there will be a decrease in the number of workers per kitchen, or a decrease in the number of hours workers will work. Therefore, if you want to continue to work and get the same number of hours, you will want the entire meal program to be successful.
2. You should always be kind, patient and cheerful in dealing with students, and be courteous to teachers and other workers. Please use a quiet, pleasant tone of voice when speaking, even if the other person is not being pleasant to you.
3. **Rude behavior toward teachers, visitors, students or co-workers will not be tolerated.**
4. All student information will be kept confidential.
5. Workers in a school meal program are a TEAM and must work together if the job is to be done well. (There is no "I" in TEAM!!!) Do the best you can at everything you do. If your job is completed, please help someone else.
6. Report for work on time. Arriving late (even a few minutes) will **NOT** be acceptable.
7. Be ready to serve breakfast or lunch on time. If you find yourself still sitting and eating when the students are arriving, you have waited too long to be properly ready. If time is a problem, set a timer so you will know to get back to work.
8. You should talk over with the manager any difficulties that come up on the job. You should not bother the principal, teachers or other workers with problems in the kitchen.
9. Check work schedule for directions and then have all needed materials at hand before starting a job.
10. **Cell phones:** Food service staff shall not have or use a cell phone in the kitchen or serving area during working time. Staff may make or receive cell phone calls only during breaks, unless it is an emergency. If a worker has a situation that dictates he/she must be immediately contacted, the manager should give consent for the worker to keep his/her cell phone with her for that situation only. The employee must leave the serving/preparation area to take the call. Managers may keep their cell phones with them for emergency use only.
11. Please follow all directions carefully. Ask the person you work with or your manager if you do not understand the directions.
12. Take a regular time for lunch and relax while eating. Workers should not eat or snack while on the job except during their lunch periods or on scheduled breaks. You may drink a beverage while working only if it is in a closed container (like a bottle of water).
13. Please put everything in its proper place.
14. All food is to be used on a FIFO (first in, first out) basis. In other words, use oldest food first.

### **Foodservice evaluation policy**

Food service workers shall be evaluated twice a year.

Following *one* rating of "unsatisfactory," or ratings of "needs improvement" on any *two* consecutive evaluations, an employee will have a conference with the manager and the food service director to outline an improvement plan and a specific timeline to correct the problem. If the issue is not corrected to a "satisfactory" rating in the specified time, the employee will be given two weeks' notice and terminated.

### **Written warning**

If at any time during the year an employee displays serious, unacceptable behavior, such as, but not limited to, behavior which endangers the health or safety of self, other workers, or students, the incident will be written up (documented) and filed in the employee's folder. The manager and director will have a conference with the employee to discuss the event and/or behavior. A time frame to correct the behavior will be given to the employee and the employee will be on "write-up probation" during that time. If at the end of the write-up probationary period the employee has not satisfactorily corrected the behavior, he or she will be terminated.

If an employee is written up, he/she will sign a statement indicating that the above procedure and conditions are understood. The manager also may document smaller instances at any time, and these shall be attached to the next employee evaluation to give specific examples of behavior that needs to be improved.

### **Probationary hiring period**

Upon initial employment in the district, classified employees shall be on probationary status for a period of 120 calendar days. During their probationary period, employees shall be eligible for benefits provided by law or Board policy and shall undergo continuous formative evaluation, with a minimum of one formative evaluation conference held no later than 90 days after initial employment. The employee's immediate supervisor shall hold a summative evaluation conference with the employee at the end of the probationary period.

Upon the immediate supervisor's recommendation, the superintendent shall take one of the following actions:

- Award the employee a contract of employment
- Terminate the employee

### **Certification - health examination**

Food service employees shall have a yearly health examination and a doctor's recommendation that they are physically and mentally able to safely and satisfactorily perform their jobs.

\*Department of education regulations - Section 1: This exam will be paid for by food service if the school's designated doctor/site is used. New employees shall have a health exam before being hired. This includes substitute workers

### **Health department regulations**

#### **Kentucky's Food Establishment Act and State Retail Food Code**

- **Section 10. Employee health:** No person, while infected with a disease in a communicable form that can be transmitted by foods, or who is a carrier of organisms that cause such a disease, or while afflicted with a boil, an infected wound, or an acute respiratory infection, shall work in an establishment.
- **Section 11. Personal cleanliness:** Employees shall thoroughly wash their hands and the exposed portions of their arms with soap or detergent and warm water before starting work, during work as often as is necessary to keep them clean, and after smoking, eating, drinking, or using the toilet. Employees shall keep their fingernails clean and trimmed. Hand washing shall take place at a hand-washing lavatory or designated service sink and not at a food-preparation sink or at a ware-washing sink.

- **Section 12. Clothing:** The outer clothing of all employees shall be clean and suitable for the task to be performed. Hairnets, hats, scarves or similar hair coverings that effectively restrain head and facial hair shall be required for all employees working in food preparation areas. Employees working in other areas of establishments shall arrange their hair to prevent the contamination of food, equipment and utensils.
- **Section 13. Employee practices:** Employees shall eat food, drink, or use tobacco only in designated areas. Such an area shall not be designated if consuming food there might result in contamination of other food, equipment, utensils, or other items needing protection. Employees shall handle soiled tableware in a way that minimizes contamination of their hands. Employees shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices. Employees shall remove all insecure jewelry, and during periods when food is manipulated by hand, remove from hands any jewelry that cannot be adequately sanitized.

### **Yearly foodservice certification**

Foodservice personnel shall be certified according to the state regulations each school year as outlined in the following state regulation:

- **Department of Education:** Education and Humanities Cabinet. Department of Education Office of Administration and Finance 702 KAR 6.045 Personnel, foodservice employee qualifications.
  - SECTION 1. No person shall work, or be allowed to so work, in a school kitchen unless he or she is physically and mentally able to do so safely and satisfactorily.
  - SECTION 2. Beginning with the 1989-1990 school year, a condition of initial employment in a school kitchen shall be completion of the beginning school food service personnel training course prescribed by the State Board for Elementary and Secondary Education and issuance of a Kentucky school food service employee certificate by the Superintendent of Public Instruction, based upon evidence submitted to the Kentucky Department of Education, Division of School Food Services, from a certified instructor that all training requirements have been fulfilled under the provisions of this regulation. The prescribed training course for certification of beginning school food service personnel shall consist of the following instructional units and minimum instructional clock hours:
    1. School food service rules and regulations – 1 hour.
    2. Sanitation – 1 hour
    3. Safety and first aid – 1 hour
    4. Food preparation and merchandising – 1 hour
    5. Equipment use and care – 1 hour
    6. Efficient use of resources – 1 hour; and
    7. Nutrition education – 1 hour
  - SECTION 3. (Voluntary training of incumbent personnel)
  - SECTION 4. (Renewal of certificates)
  - SECTION 5 (Temporary employee permits)
  - SECTION 6 (Beginning substitutes) of this regulation also applies.

# **Foodservice Employee Handbook Agreement**

I, \_\_\_\_\_,

Have read this 2011-12 Employee Handbook and understand the policies, procedures and expectations of my job.

I agree to follow the policies, procedures and expectations of my job.

I have received a copy of the district employee handbook.

I understand that non-compliance with anything contained in the food service employee handbook and district handbook will be noted on my job evaluations and/or could result in termination of my employment with Ballard County Schools.

I also have received training in civility, civil rights and confidentiality.

---

Signed

Date

(Please detach this sheet, sign, date and return it to the food service director.)

## **BALLARD COUNTY PROFESSIONAL DEVELOPMENT 2011-2012**

For Instructional Staff and Assistants

Program Contact: Casey Allen

**Teachers and instructional assistants** will attend four days (24 hours) of professional development that are designated by the school's improvement plan to fulfill the requirement of 2011-2012. Training must be focused on **curriculum content, methods of instruction, and assessment appropriate for each content area.**

Teachers and instructional assistants will also attend three days (18 hours) of teacher training time. Training days are part of the 185 day contract of instructional staff and must be completed in addition to the 4 PD days.

Days built into our calendar for PD/teacher training are August 8, August 9, October 10, November 8, November 23, February 20, and March 16. **Please consult with your supervisor to see if there are other dates you are expected to attend.**

REMINDER: Professional development credit cannot be given for sessions that occur on a school day when the staff member is receiving a salary or is being paid a stipend from the training source.

## **ASSESSMENT CALENDAR 2011-2012**

Program Contact: Casey Allen

### **Fall Testing Window: September 19-30, 2011**

EXPLORE (grade 8) and PLAN (grade 10)

### **Spring Eleventh Grade ACT Test Schedule:**

March 6 - ACT Administration

March 20 - ACT Administration Make-up Day

March 6 - 20 - ACT Administration window for students with accommodations

### **SPRING TESTING:** Last 14 Instructional Days of District Calendar

Grades 3-8

### **End of Course Exams:** Testing window will be released in Fall 2011

English 10, Algebra II, US History, Biology

Professional Development/Conference/Travel Cancellation Policy;

Certified and Classified employees registered for any Professional Development activity or Conference who cannot attend will notify supervisor before the cancellation deadline. This will enable the District to receive a full refund of registration fees. Failure to comply will transfer any costs or penalties in association with the event to the participant.

Absence due to emergency situations will need the approval of your administrator. Illness will require verification by a physician statement.

If district provides travel, mileage re-imburements will not be awarded if participant chooses to drive personal vehicle.

# REIMBURSEMENT

## TRAVEL

If travel is to be paid by Professional Development, all arrangements must be made through the principal/program director and professional development coordinator Casey Allen in advance.

Hotel reservations paid by Professional Development or the Board must be made by Tina Jones. Hotel reservations will be direct-billed for you. If the hotel does not have direct billing, there will be a check for you to take at the time of check-in. All phone and movie rental charges are your responsibility. These are not reimbursed. Food charges and room service are no longer allowed to be direct-billed.

A Ballard County Schools Travel Reimbursement form must be filled out completely with all receipts attached. **If you make a purchase with a credit card, an itemized bill must be included.** No reimbursement will be made without it. No reimbursement will be made without a receipt. Please turn in reimbursement form within three days of travel. You will be reimbursed the day after the Board meeting (the regular Board meeting is on the second Monday of each month).

Mileage is paid at the quarterly state reimbursement rate when a personal vehicle is used. You do not get reimbursed for gas when mileage is paid.

There is a \$35 per diem for overnight stays. The day of travel to and from the conference will be a \$20 per diem. No receipts will be required. This applies to food and tip only. **ONLY** overnight trips will qualify for food reimbursement.

## OTHER

You cannot make a personal purchase for items and then be reimbursed. If you need supplies or materials for your classroom, please follow the proper procedure for purchasing. Your principal or program director will instruct you on how to make purchases.

## BUS DRIVERS

Bus drivers will be reimbursed for their CDL license fees if the RECEIPT (NOT a copy of the license) is presented to the transportation department.

### ***How to Report Workers' Compensation Injuries:***

- 👉 Notify **your** supervisor ***immediately!*** Notification **must** occur within 24 hours!
- 👉 **Your supervisor** will notify Tina Jones (ext. 2008) ***immediately.***
- 👉 **Your supervisor** will direct you to see Tina ***immediately.*** You will cooperate fully in providing the details surrounding the injury and discuss any contributing factors to the injury to assist in prevention of a re-occurrence.
- 👉 You will cooperate fully in completing four forms: Workers' Compensation Notice of Injury Form; Employee Questionnaire Form; Medical Authorization Form; and Workers' Compensation Managed Care Membership Card.
- 👉 You will select a physician from the Managed Care Physician Network. You will present the Membership Card when you go for medical treatment. You will take the Managed Care three-part Treatment Plan Form to your treating physician and return a copy to Tina following your medical appointment.
- 👉 **If your supervisor is unavailable** or if your injury occurs after normal business hours, call KSBIT at **1-800-295-5774** to report the incident. **You** are required to report all work-related injuries to your supervisor **prior** to leaving the work premises. Failure to do so may result in a delay in processing your claim.

### ***What if it's an emergency?***

An emergency is defined as a condition requiring immediate diagnosis or treatment. If not diagnosed or treated immediately, an emergency could lead to serious physical or mental disability or death. Also, an emergency might be a situation where medical services are immediately needed to alleviate severe pain. If **your** injury requires emergency medical care, go to the **nearest emergency care facility *immediately.*\*** **You** must notify your **supervisor** within 24 hours of your initial emergency medical treatment. If additional medical care is needed, **you** may select a gatekeeper provider from the managed care network provider listing which can be obtained from Tina Jones.

**\*Western Baptist Hospital, Lourdes Hospital, Prime Care, Redi-Care, Ballard County Medical Clinic in Barlow; or Dr. Danny Butler and Associates in Wickliffe.**

# **BALLARD COUNTY SCHOOL DISTRICT**

## **Confidentiality**

**2011-2012**

In accordance with the Family Education Rights and Privacy Act, written policies and procedures have been developed which describe the Ballard County School District's requirements regarding the confidentiality of personally identifiable information. Stated in this notice is a summary of your rights under the Act. These rights are passed on to the student at age 18. For the purpose of this notice, the student 18 years or older is an "eligible" student. Parents, guardians, and eligible students may review and inspect all education records relating to that student by making a request to the principal of the school where that student attends.

The BCSD will presume that the parent has the authority to review and inspect records relating to their children unless the district has been advised in writing that the parent does not have legal authority under applicable state law governing such matters as guardianship separation, and divorce.

Personally identifiable information is not released to another party unless there is written authorization from the parent or eligible student, or there is a "Legitimate Educational Interest" as defined in the policies and procedures for confidentiality. A current list of employees' names and positions who have access to personally identifiable information is on file in each school. The BCSD has described in its policies and procedures the conditions under which personally identifiable information is released to another person without written parental consent.

"Directory Information" is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to news media, athletic organizations, scholarship or college entrance committees, or official organizations whose need for data is connected with student help activities.

"Directory Information" includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. The parent, guardian, or eligible student currently enrolled may request all or part of the directory information be withheld. The request must be in writing to the principal of your child's school, within 30 calendar days after this notification has been distributed. The written request must specifically state what information may not be classified as directory information.

In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of this school district to forward education records on request to a school in which a student seeks or intends to enroll. Parents may obtain upon request a copy of the records transferred.

The Ballard County School District keeps child and youth records in a secure computer system and in locked files in each school and central office.

Any parent or guardian of a student, or any eligible student, may challenge the content or accuracy of any material or entries in the student's educational records on the grounds that it is

inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. Requests to amend the records are submitted to the principal of your child's school.

For students who have been determined eligible for programs for children and youth with disabilities, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs and services. The BCSD will destroy the educational records of a child or youth without a parent's request after the records have been maintained for a minimum period of seven years and are no longer needed to provide educational programs and services. Parents are advised that data contained in the records may be later needed for Social Security purposes. The BCSD retains for an indefinite period of time a record of the student's name, address, telephone number, grades, attendance, classes attended, grades completed, and year completed.

Children and youth determined eligible for special education include those children and youth with disabilities who have hearing impairments, vision impairments, emotional and behavior disorders, both deafness and blindness, health impairments, specific learning disabilities, mental disabilities, multiple disabilities, speech and language impairments, physical disabilities, autism, or traumatic brain injuries, and who because of these impairments need specially designed instruction and related services.

The Ballard County School District will make sure any child or youth who has a disability, regardless of how severe the disability, is provided an appropriate public education at no cost to the parents of the child or youth.

Parents, guardians, or eligible students have the right to file a complaint with the US Department of Education related to perceived failures by the district to comply with confidentiality requirements. The address is as follows: Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C., 20202.

Written policies and procedures have been developed which describe the district's requirements regarding the confidentiality of personally identifiable information and Child Fund activities. There are copies in the principal's office of each school, and at the Board of Education office. Copies describing these policies and procedures may be obtained by contacting:

Bob Wilson  
Director of Pupil Personnel  
Ballard County Schools  
3465 Paducah RD  
Barlow KY 42024-9529  
(270) 665-8400 ext. 2014

## FERPA

### School Law Update - Compliance with FERPA When Releasing Directory Information

School districts often fail to designate directory information pursuant to FERPA or fail to give the required notice to parents to be permitted to provide that information upon request.

As you probably know, directory information is information contained in a student's educational record that would not generally be considered harmful or an invasion of the student's privacy if it were disclosed. Directory information currently consists of the following:

1. Student's name
2. Address
3. Telephone number
4. E-mail address
5. Photograph
6. Date and place of birth
7. Major field of study
8. Dates of attendance
9. Grade level
10. Enrollment status
11. Participation in officially recognized activities and sports
12. Weight and height of members of athletic teams
13. Degrees received
14. Honors and awards received; and
15. Most recent educational agency or institution attended.

In order to be able to release this information, schools must designate directory information in writing by category and, for current students, must annually give parents notice of the opportunity to prevent the release of some or all of the designated directory information for his/her child. In order to meet these requirements, it is best to designate directory information in the district student code of conduct, which should be given to the students to take home at the beginning of each school year.

A record should be maintained including the following:

1. Obtain a written receipt from each student's parent (or student age 18 or older) that they received the student code of conduct (follow up will be required to ensure that all acknowledge receipt of the code);
2. Keep a written record of any parent (or student age 18 or older) who declines to permit release of directory information;
3. Check the record before releasing any directory information to be sure that the parent (or student age 18 or older) has not objected. If objection to the release has been received by the school district, then the information cannot be released without written authorization from the parent (or student if age 18 or older).

# GUIDE FOR REDUCING EXPOSURE TO ASBESTOS

## AUGUST 10, 2011

### I. PURPOSE

Your school building may contain materials which contain asbestos and may release fibers into the air. Breathing asbestos fibers is dangerous. This fact sheet tells how to reduce exposure to asbestos fibers. Please read it carefully.

### II. PROTECTING YOURSELF FROM ASBESTOS

Some of the friable building materials in your school contain asbestos. Friable asbestos-containing materials crumble easily and release fibers into the air. Breathing these fibers may cause cancer and other diseases. The more asbestos you breathe, the greater your chances are of getting disease. You can take precautions that will reduce or eliminate the risk of being exposed to asbestos.

Find out from your supervisor where these friable asbestos-containing materials are in your building. Do not touch or disturb them unless you have to. If you must handle asbestos-containing material, first lightly spray it with water. (The EPA recommends using water which contains wetting agents, if they are available.) Wet asbestos-containing materials will not release as many fibers.

Even if friable asbestos-containing materials are not disturbed, they may release asbestos fibers, which will fall slowly to the floor. If you are cleaning in areas which contain these materials, do not use a broom. It will stir the fibers into the air. Do not use a vacuum cleaner unless it is equipped with a High Efficiency Particulate Absolute filter. The fibers are so small they can pass through an ordinary vacuum cleaner and out into the room.

When cleaning in areas which contain friable asbestos-containing materials, use dampened mops and dust cloths.

Dampened mops and dust cloths will hold the fibers much better than dry mops and dust cloths, and will reduce the number of fibers put back into the air. It is best to use mops with disposable heads and to throw away the mop head after use. Otherwise, fibers will be released as the mop dries. Use either lightly dampened mops or cloths or vacuum with a High Efficiency Particulate Absolute filter to clean areas where wet mopping cannot be used (such as carpeting or hardwood floors).

Clean tables and chairs in the area with damp cloths. Do not dust them with brushes or with dry cloths, and do not vacuum them.

After you use the mop heads and cloths, put them in a plastic bag while they are still wet. Dislodged materials should also be placed in plastic bags for disposal.

### III. A LIST OF IMPORTANT POINTS TO REMEMBER:

1. Do not handle or disturb friable asbestos-containing materials unless necessary.
2. If you must handle asbestos-containing materials, wet them first.
3. If you must disturb asbestos (i.e., to repair a light), see your supervisor before starting work. Then:
  - a. Place a plastic drop cloth below the work area.
  - b. Spray asbestos-containing material with water before you disturb it.
  - c. Make sure that only those persons who are necessary for the job are in the area.
  - d. Put all the asbestos you remove into a heavy plastic bag. Seal the bag and discard it.
  - e. After the job, clean all the ladders and tools you used with a wet cloth.
  - f. Roll up the drop cloth carefully and put it in a plastic bag. Discard the bag.
  - g. Clean the floor below the work area with a wet mop.
  - h. Put the mop head and cloth used to clean the ladders in a plastic bag while they are still wet, seal the bag and discard it.
4. If large sections of asbestos-containing material must be removed from your building, the principal shall call the office of the Asbestos Project Manager, 665-8400, ext. 2002, and arrangements will be made for removal of the material by a crew trained in asbestos removal.

### IV. SPECIFIC INFORMATION

The Asbestos Management Plan for each school is located in the school's administrative office. This plan includes records of previous inspections, information on response actions, post-response action activities and re-inspections.

If you have any questions or desire additional information, feel free to phone the Asbestos Management Program at 665-8400 ext 2002.

Reproduction of Portion  
of EPA Form 7730-2 (6-82)

## **Ballard County School District Policy and Procedure Manual**

The current copy of all Ballard County School District policies and procedures may be accessed online at: <http://policy.ksba.org/b01/> . A hard copy is available and on file at the Board of Education office located at 3465 Paducah Road, Barlow, KY 42024. All employees should be familiar with our policies and procedures.

**Access to Electronic Media**

(Acceptable Use Policy)

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

**SAFETY PROCEDURES AND GUIDELINES**

The Superintendent shall oversee the development and implementation of appropriate procedures to provide guidance for student, employee, and community member 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 or data.

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 minor’s 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.

All users, including students, faculty and staff, and community members, must sign an agreement form. 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, staff, or community member. 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)

**EMPLOYEE USE**

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

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

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

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

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

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

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent's designee.
3. Guidelines may specify whether access to the site must be given to school/District technology staff.
4. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
  - a. Monitoring and managing the site to promote safe and acceptable use; and
  - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

**Access to Electronic Media**

(Acceptable Use Policy)

**EMPLOYEE USE (CONTINUED)**

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

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

**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/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.

**Access to Electronic Media**

(Acceptable Use Policy)

**AUDIT OF USE (CONTINUED)**

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.

**ACCESS TO ELECTRONIC MEDIA**

**Definition.** Electronic media encompasses remote access to information through computer-based means. This may include the Internet, electronic mail (e-mail), commercial online services, or private or government-funded online services. For purposes of this policy and procedure, the term "the system" is used interchangeably with "electronic media."

**Access.** Students may access the system only if their school's acceptable use policy allows student access and if a permission form has been signed and submitted by the parent/guardian or by students eighteen (18) years of age or older.

In the Ballard County Public Schools (BCPS), access to electronic information resources can range from read-only access to instructional software to full search capability of the Internet. For these reasons, the BCPS maintains the right to limit access to software and/or documents found either on BCPSNET or the Internet via technical or human barriers.

**General Standards – Users.** The following standards are used as a general structure for student, staff, and community member access to electronic resources:

- Primary (P-3) Students.** Primary students are allowed to use network resources using a "student" login. This type of user login allows student read-only access to instructional software and data files. Primary students are not allowed to have independent unsupervised access to the Internet at school.
- Elementary (4-6) Students.** Elementary students are allowed to use network resources using a "student" login. This type of user login allows student read-only access to instructional software and data files. Elementary students' access to the Internet is only available under the direct supervision of a teacher, instructional assistant, or other trained adult volunteer. Elementary students are not allowed to have independent access to the Internet at school.

Internet access software is installed only on the elementary teachers' workstations and students' workstations in the classroom. Internet access software is not installed in elementary computer labs.

**Access to Electronic Media**

(Acceptable Use Policy)

**ACCESS TO ELECTRONIC MEDIA (CONTINUED)**

- Middle School (7-8) Students.*** Middle school students are allowed to use network resources using a “student” login. This type of user login allows student read-only access to instructional software and data files. Middle school students are allowed to have an independent school network user account if requested by a sponsoring teacher or parent with approval of the District/School Technology Committee. This type of account is similar to the “student” type of account with the addition of a private storage directory for student work. Student access to the Internet is only available under direct supervision of a teacher, instructional assistant, or other trained adult volunteer. Middle school students are allowed to have independent access to the Internet at school only if they have a release form signed by the parent or guardian. Students with independent Internet access must attend a one (1)-hour training/awareness session provided by a network administrator or designee prior to being given the account.
- High School (9-12) Students.*** High school students are allowed to use network resources using a “student” login. This type of user login allows student read-only access to instructional software and data files. High school students are allowed to have an independent school network user account if required for a class or requested by a sponsoring teacher or parent with approval of the District/School Technology Committee. this type of account is similar to the “student” type of account with the addition of a private storage directory for student work. Student access to the Internet is available only under direct supervision of a teacher, instructional assistant, or other trained adult volunteer. High school students are allowed to have independent access to the Internet at school only if they have a release form signed by the parent or guardian. Students with independent Internet access and their parent or guardian must attend a one (1)-hour training/awareness session provided by a network administrator or designee prior to being given the account.
- Parent and Community Access.*** Parent and community access to network and internet resources are not currently available. This procedure will be in effect upon availability.
- Certified and Classified Staff.*** For every instructional staff person whose position requires network access, an account(s) with appropriate rights will be established. This account includes access to electronic mail and a private directory for files. Instructional staff with Internet access must attend a two (2)-hour training/awareness session provided by a network administrator or designee prior to being given the account.
- Community Members.*** Community members may have access to the Internet available upon request. Community members with Internet access must attend a two (2)-hour training/awareness session provided by a network administrator or designee prior to being given the account. (Community access to network and Internet resources is not currently available. This procedure will be in effect upon availability.)

The standards listed for middle and high school students apply to nonstudent parents and community members over the age of eighteen (18). The same restrictions regarding training prior to access apply as well.

**Access to Electronic Media**

(Acceptable Use Policy)

**BCPSNET (INCLUDING INTERNET ACCESS) TERMS AND CONDITIONS**

**No Privacy Guarantee.** A network administrator or the District Technology Coordinator has the right to access information stored in any user directory, on the current user screen, or in electronic mail. Users are advised not to place confidential documents in their user directory. Network management and monitoring software packages such as Optivity will be used for random access to student and staff monitors to review progress and for security purposes.

**Acceptable Use.** Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is not consistent with the purposes of the BCPSNET and is inappropriate. Illegal activities are strictly prohibited. Using your BCPSNET Internet account to play games (including MUDs or multi-user games) is not acceptable use.

**Rights, Responsibilities, and Privileges.** This document of the Terms and Conditions for Use of BCPSNET (Version 1.0) must be signed by all students and adults to get an individual user account. It is designed to enable all users to understand clearly their responsibilities as users of the Internet via the BCPSNET. If you have any questions about these responsibilities, please contact your network administrator or the District Technology Coordinator.

Violation of the following terms and conditions will result in the immediate loss of network services including, but not limited to the Internet, and could eliminate future access:

- Network and Internet Regulations.** The use of your account must be in support of education and research and consistent with the educational objectives of Ballard County Schools.
  - You may not give your password to anyone.
  - You may not use or alter anyone else's Internet account.
  - You may not offer Internet access to any individual via your BCPSNET account.
  - You may not break in or attempt to break into other computer networks.
  - You may not create or share computer viruses.
  - You may not destroy another person's data.
  - You may not monopolize the resources of BCPSNET by such things as running large programs and applications over the network during the day, sending massive amounts of mail to other users, or using system resources for games.
  - You may not use MUD (multi-user games) networks via the BCPSNET.
  - You are not permitted to get from or put into the network any copyrighted material (including software) or threatening or obscene material.
  - Purposefully annoying other Internet users, on or off the BCPS system, is prohibited. This includes such things as continuous talk requests.

**Access to Electronic Media**

(Acceptable Use Policy)

**BCPSNET TERMS AND CONDITIONS (CONTINUED)**

- As users of this community system, users should notify a network administrator of any violations of this contract by other users or outside parties. This may be done anonymously.
- No illegal activities may be conducted via the network.
- You may not use chat forum or bulletin boards.
- Electronic Mail Regulations.** Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - Be polite. Do not write or send abusive messages to others.
  - Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - Do not reveal your personal address or phone numbers of students or colleagues.
  - Do not participate in chain letters and other pyramid correspondence.

**Loss of Network Services.** The District Technology Coordinator may suspend or close an account at any time for infractions of the Acceptable Use Policy. The District Technology Coordinator must notify the user in writing within two (2) weeks of the reason for suspension or termination of an account. The administration, faculty, and staff of BCPS may also request the system administrator or District Technology Coordinator to deny, revoke, or suspend specific user accounts for infraction of the Acceptable Use Policy.

Revocation of unsupervised network and Internet access will be for a period of not less than one (1) calendar year. Users (students, staff, or community members) whose accounts are denied, suspended, or revoked have the following rights:

- To request in writing from the District Technology Coordinator a written statement justifying the disciplinary action taken.
- To submit a written appeal to the Superintendent.
- To make a final appeal to the Board, pending the decision of the Committee and Superintendent. The Board's decision shall be final.

**Disclaimer.** Ballard County Public Schools (BCPS) makes no warranties, whether explicit or implied, for the services provided. BCPS shall not be responsible for any damages not limited to loss of data resulting from delays, nondeliveries, missed deliveries, or service interruptions caused by negligence or user errors or omissions.

**Security.** Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem on BCPSNET, s/he must notify a system administrator or send e-mail to mike.howle@ballard.kyschools.us with subject line noted in all capitals as SECURITY. Do not demonstrate the problem to other users.

**Access to Electronic Media**

(Acceptable Use Policy)

**BCPSNET TERMS AND CONDITIONS (CONTINUED)**

**Vandalism.** Vandalism shall result in cancellation privileges. Vandalism is defined as any attempt to harm or destroy data, operating systems, or applications of another user, BCPSNET, or any other network that is connected to the KETS Internet backbone. This includes, but is not limited to, the upload or creation of computer viruses.

**Ethical Guidelines.** General school and District rules of behavior apply. Online communications are often public in nature, and rules for public behavior shall be followed by all users.

Some material on the Internet and other systems may contain information that is illegal, inaccurate, defamatory, or possibly offensive to others. The District's intent is to make access available for educational purposes, but individuals may find ways to access illegal or inappropriate materials as well. Individual users of the system are responsible for their behavior. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals using the system.

System storage areas may be treated similarly to school lockers. Network "administrators" (persons who are not school or District administrators in the educational sense but are technicians responsible for day-to-day operation of school and District computer networks) and educational administrators may review files and communications to maintain system integrity and to ensure responsible use. Users should not expect that files stored on District or school computers will always be private.

Within reason and legal guidelines, freedom of speech and access to information shall be honored. The following shall not be permitted:

- Engaging in illegal activities
- Intentionally spreading embedded messages
- Sending or displaying offensive messages or pictures
- Accessing sexually explicit materials
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks, or school/District websites
- Violating copyright laws
- Using others' system passwords
- Trespassing in others' electronic folders, work, or files
- Intentionally wasting limited resources
- Employing the system for commercial purposes
- Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com

**Access to Electronic Media**

(Acceptable Use Policy)

**BCPSNET TERMS AND CONDITIONS (CONTINUED)**

- Utilizing District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system

**School Policy.** Through its SBDM council or Principal (for schools without councils), each school shall develop and implement an acceptable use policy that (1) incorporates the rules set forth by the Board and (2) provides more specific rules of acceptable use for that school, if necessary. Acceptable use policies shall include:

- Categories of individuals who may or may not use the system (e.g., students, staff, families, community groups, etc.)
- A copy of Board Policy 08.2323
- Roles and responsibilities of staff, including teacher supervision of computer use by students
- Description and examples of acceptable uses of online communications
- Description and examples of unacceptable uses of online communications
- An agreement form for parents/guardians or students who are eighteen (18) years old or older to read, sign, and submit to the school before the student may have access to the system. At a minimum, the form must include a description of online communications, benefits of online communications, potential hazards of online communications, rules, penalties, and a statement assigning responsibility for supervision to parents/guardians if access is to be provided outside the school.

**Student Showcase.** The purpose of the Student Showcase section on the school Web Page is to exhibit student projects and school work to enable students, their parents, relatives, and friends to see their successes and accomplishments. Types of work that may be posted include, but are not limited to:

- Art work (examples may be posted by using a digital camera or scanning)
- Works in Progress (project or art work at different stages)
- Writings (poetry, stories, portfolios, etc.)
- Science experiments, projects, etc.
- Reviews (i.e., books, software, field trips, Web sites)
- Student-designed puzzles/games

A teacher or the Principal shall recommend student work or projects to be considered for posting on the Web Page to the Web Development Committee. The Web Development Committee shall make the final decision about what is posted on the Web Page.

Teachers shall not recommend any work for posting unless a Web Page Release Form is on file for that student. No student names, student photographs, or student credits shall be given any work posted. Projects that contain information that tends to identify any student (i.e., location of the home or detailed description of the family member, etc.) shall not be posted. Only the gender, age, or grade of the student or the subject area and the teacher's name (with a Web Page Release Form on file) may be used to identify the student work.

**Access to Electronic Media**

(Acceptable Use Policy)

**REFERENCES:**

[KRS 156.675](#); 47.U.S.C.§ 254; [701 KAR 005:120](#)

[16 KAR 1:020 KAR 001:020 \(Code of Ethics\)](#)

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

Kentucky Education Technology System (KETS)

**RELATED POLICIES:**

03.1325/03.2325; 03.17/03.27

08.1353; 08.2322

09.14; 09.421; 09.422; 09.425; 09.426

Adopted/Amended: 07/12/2010

Order #: 5485

## Ballard County Public Schools

I certify that I hold legal license for software, other than Ballard County District provided software, installed on the school computer(s) under my care. If the computer under my care has illegally licensed software \*, I will take full responsibility and will hold Ballard County Public Schools harmless. Software shall not interfere with the daily operation of the computer. If it is found that non-district software \*\* interferes with the daily operation of the computer(s), the software will be immediately removed. I will not download non-approved \*\*\* software and install it on the computer(s) under my care.

\*You are not allowed to distribute multiple copies of personal/school owned software with the purchase of one license, unless the vendor supplies written permission.

\*\*Non-District software is software that did not come with the computer (Operating System) or was not installed by Ballard County Schools Technology Department on NEW computer install.

\*\*\*Non-approved software is software the school SBDM and/or the District Technology Coordinator deem “non-approved”, (i.e. non-instructional games, for personal profit software, and related type items).

As a user of the Ballard County District’s computer network, I hereby agree to comply with the District’s policies. I further understand that violation of the regulations is unethical and may constitute a criminal offence. Should I commit any violation, school disciplinary and/or legal action may be taken.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_\_\_

## Civility

### **BOARD INTENT**

The Board invites parental and community member involvement and recognizes that the vast majority of input received will be of a constructive and civil nature. This policy is designed to address those rare instances where that is not the case.

While it is not the Board's intent to deny an individual's right to freedom of expression, it has the responsibility to maintain, to the extent possible and reasonable, safe, harassment-free schools, school activities, and workplaces for students and staff and to minimize disruptions to the District's programs.

### **PREPARATION OF EMPLOYEES**

The Superintendent/designee shall implement intervention and response training to notify employees of this policy and their corresponding responsibilities and to prepare them to deal with incidents of incivility.

### **BEHAVIOR STANDARDS**

Persons coming onto District property shall be under the jurisdiction of the site administrator or designee.

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

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

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

### **EMPLOYEE OPTIONS**

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

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

**Civility**

**EMPLOYEE OPTIONS (CONTINUED)**

Employees shall submit to their immediate supervisor, as soon as possible, a written incident report for all such occurrences. The Superintendent/designee, on advice from the Board Attorney, shall determine whether an incident indicates the need for a restraining order or pursuit of other legal options on behalf of the District. Individual employees are free to pursue other legal courses of action.

**REFERENCES:**

KRS 161.190, KRS 503.110

**RELATED POLICIES:**

03.1325, 03.2325, 09.425, 10.2, 10.5

**Incident Report**

**(Inappropriate Behavior toward Employees by Visitors)**

**Complete and submit this report to your immediate supervisor as soon as possible after the incident.**

DATE OF INCIDENT \_\_\_\_\_

EMPLOYEE'S NAME \_\_\_\_\_

POSITION/TITLE \_\_\_\_\_

WHERE DID INCIDENT OCCUR? (*Check*)

- School site     School grounds     School-sponsored event     Central Office     Private residence
- Public site (*specify*) \_\_\_\_\_
- Other (*specify*) \_\_\_\_\_

DESCRIBE/IDENTIFY INDIVIDUAL: \_\_\_\_\_

DESCRIBE INDIVIDUAL'S ACTIONS. (*Check the boxes that best categorize the actions and then describe those actions with specifics. Attach a separate sheet if necessary.*)

- Cursing/using obscenities
- Disrupting or threatening to disrupt school or office operations
- Acting in an unsafe manner (a manner that could have threatened the health and safety of others)
- Making a verbal statement, a phone call, or a gesture indicating intent to harm you or to damage school property
- Sending a written statement indicating intent to harm you or to damage school property
- Physically attacking you with the intent to harm you or to damage school property
- Other (*specify*) \_\_\_\_\_

Specifics: \_\_\_\_\_

DESCRIBE YOUR RESPONSE. (*Check the boxes that best categorize your response and then describe that response with specifics. Attach a separate sheet if necessary.*)

- Informed person(s) of provisions of and/or gave person(s) a copy of Policy 10.21
- Hung up the phone on the person(s)
- Asked person(s) to leave office/school/event
- Called site administrator/designee for assistance
- Called law enforcement officials
- Other (*specify*) \_\_\_\_\_

Specifics: \_\_\_\_\_

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

\_\_\_\_\_  
*Immediate Supervisor's Signature* *Date*

DATE REPORT SUBMITTED TO SUPERINTENDENT/DESIGNEE: \_\_\_\_\_

# District Vehicle Usage Policy

The following rules regarding district vehicle usage shall apply to all district employees.

The following vehicles shall be designated as “district vehicles”:

- Van 1 (V1) (2008 Ford E150)
- Van 2 (V2) (2004 Ford E150)
- Bomber 2 (B2) (2004 Chevrolet Impala)

**The following form must be submitted, using the instructions listed at the bottom of the form, at least 24 hours prior to the desired pickup time unless the vehicle is needed to transport a student or students in the event of an emergency:**

[\\015\\_apps\district\\_forms\District Vehicles\District Vehicle Request Form.xsn](#) (copy and paste to your browser if the hyperlink fails)

**PLEASE NOTE: “Pickup Time” is the time you wish to pick the vehicle up, not the time you wish to depart.**

District vehicles are assigned on a first-requested, first-served basis. Do not wait until the last minute to request a vehicle and expect availability.

It is the responsibility of the person requesting a district vehicle to allow ample time to check the fuel level in that vehicle. All district vehicles must remain at the Central Office until the requested and approved pickup time. Vehicles will not be allowed to leave the Central Office to be refueled and parked at a different location within the district. These vehicles **and their keys** must be available for emergency transportation when they are idle. Central Office and / or Transportation staff is not responsible for fueling district vehicles.

**District vehicles must be refueled before returning them to the Central Office.** If a vehicle is returned after dark, please make arrangements for any safety or security concerns. The vehicle(s) must be locked when unattended.

Vehicle keys must be placed in the green drop box at the rear entrance to the Central Office (pictured below) when the vehicle is returned. If a vehicle is returned after hours, on weekends, or any other time that Central Office staff may not be able to assist with securing keys, please make arrangements with the next person requesting the same vehicle. **It is not the responsibility of Central Office staff to manage “key swaps” after hours. Do not leave the keys in the vehicle.**



The procedure for refueling a district vehicle is as follows:

- 1) Insert the microchip key (attached to the vehicle's keychain) into the slot in the keypad / pump controller located at the northwest corner of the storage building at the fuel depot (pictured below).
- 2) Remove the microchip key when prompted by the LCD display.
- 3) Press "2" for unleaded fuel and press "Enter" when prompted for the desired pump.
- 4) Unlock the fuel cap using the fuel cap key attached to the vehicle's keychain.
- 5) Activate the pump by removing the nozzle and rotating the lever (located to the right of the nozzle cradle) counterclockwise.
- 6) After filling the vehicle, be sure to lock the fuel cap. The cap should spin freely in the locked position.



**Vans 1 and 2 have a strict limit of 7 passengers.** There may be no more than 8 total occupants including the driver. Please allow extra room for additional equipment. Please reference the following KDE position statement:

<http://www.education.ky.gov/NR/rdonlyres/4DFE0A06-C24D-49CA-A50B-FB04CD3594B9/0/BusPositionPaper.pdf>

The Central Office must be notified of any vehicle cancellations at least 24 hours prior to the requested vehicle pickup time. **Any staff / group who fails to cancel a reservation at least 24 hours prior to the requested pickup time will be assessed a \$20.00 fee.**

If students are being transported in a district vehicle, a roster must be present with the driver and / or chaperone bearing the following information for each student:

- Full Name (First, MI, Last)
- Physical (911) Address
- Emergency Contact Phone Number(s)
- Date of Birth

School organizations, boosters, or any other group shall be charged \$0.50 / mile for transporting students in a district vehicle for:

- All Athletic Competitions
- All Non-Instructional Activities / Student Entertainment
- 21<sup>st</sup> Century Program or Any Other Subsidized Program

Student enrichment trips, instructional-related competition trips, or any trips related to the direct instruction of students shall not be billed for district vehicle usage.

A Motor Vehicles Record check shall be conducted once per year for all persons who will be transporting students in a district vehicle. **A MVR report must be on file in the Central Office for any person desiring to transport students before that person will be allowed to operate a district vehicle with students on board.** The Central Office will submit the request and pay all applicable fees for MVR checks.

**A photocopy of a valid KY driver's license must be on file in the Central Office for any person desiring to operate a district vehicle.**

All occupants of a district vehicle shall wear a seat belt.

The interior of a district vehicle shall be returned to the Central Office free of trash, debris, liquid spills, etc. **A \$20.00 cleanup fee will be charged to any group returning a district vehicle in an unacceptable condition.**