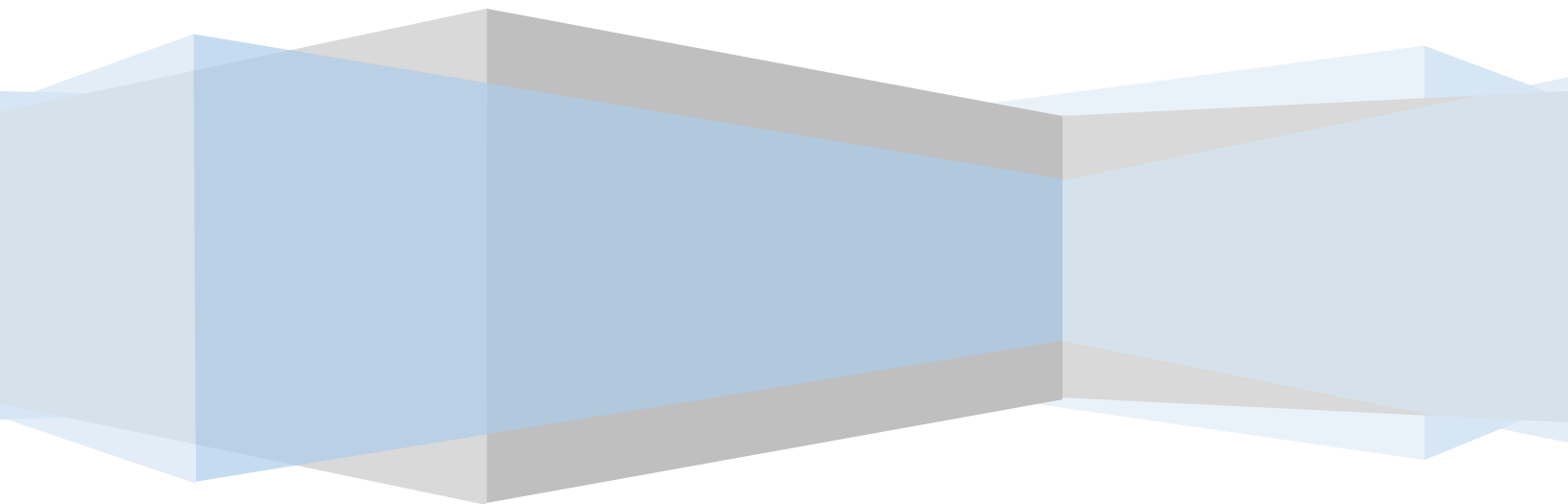


ERLANGER-ELSMERE SCHOOLS

**EXTRA-CURRICULAR
PROGRAMS HANDBOOK**



Extra-curricular Programs Handbook

ERLANGER-ELSMERE SCHOOLS

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Superintendent

Erlanger-Elsmere Board of
Education 500 Graves Ave.
Erlanger, KY 41018

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www.erlanger.kyschools.us

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

For the purposes of providing necessary information and referencing Board Policy throughout this Handbook the term “employee” and “employees” shall apply to para-professionals and volunteers involved with the district’s and school’s extra-curricular programs. This handbook is not intended to be, and should not be interpreted as, a contract or a source of any claim or expectation to employment or compensation.

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Introduction

Welcome

Thank you for filling an important role in the Erlanger-Elsmere Schools. We welcome you as an important instructional partner. Our community expects the best for the students, including a chance to work with caring and skilled adults, and you have been chosen as one of those individuals.

The purpose of this handbook is to acquaint you with policies and procedures of the Erlanger-Elsmere Schools that govern and affect your role in our extra-curricular programs and give you some basic information that will better allow you to serve the children in a skilled, professional manner.

This handbook is not intended to be, and should not be interpreted as, a contract or a source of any claim or expectation to employment. It is not an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern.

Some policies may be associated with specific forms. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information.

Copies of specific documents are available at the Central Office and in the Principal's office.

Employees and students who fail to comply with Board policies may be subject to disciplinary action.

Policies and procedures also are available online via the District's web site or through this Internet address:

<http://policy.ksba.org/e06/>

Employees are expected to be familiar with policies related to his/her job responsibilities.

01.5

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

02.4241

In this handbook, **bolded numerical codes** refer to the Board policy or administrative procedure that addresses a particular item. Employees with questions should contact the school Principal or designee.

District Vision and Mission

Vision: The Erlanger-Elsmere Schools will provide essential learning opportunities for all students to reach their greatest potential.

Mission: It is the mission of the Erlanger-Elsmere Schools to embrace and attend to the individual needs of our students regardless of the obstacles.

Future Policy Changes

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

Central Office Personnel

| Person/Address | Telephone/E-mail | Fax |
|--|--|-------------------|
| Superintendent Dr. Kathlyn Burkhardt 500 Graves Ave. Erlanger, Ky. 41018 | 859-727-2009 Kathy.Burkhardt@Erlanger.kyschools.us | (859) 727-5653 |
| Assistant Superintendent Chad Molley 500 Graves Ave. Erlanger, Ky. 41018 | 859-727-2009 Chad.Molley@Erlanger.kyschools.us | (859) 727-5653 |
| Director of Special Education Laura Hellmann Ensor Educational Annex 305 Bartlett Ave. Erlanger, Ky. 41018 | 859-342-2427 Laura.Hellmann@Erlanger.kyschools.us | (859) 342-2410 |
| District Personnel and District-wide Programs Dr. Kathlyn Burkhardt 500 Graves Ave. Erlanger, Ky. 41018 | 859-727-2009 Kathy.Burkhardt@Erlanger.kyschools.us | (859) 727-5653 |
| Director of Pupil Personnel Shawn Neace 500 Graves Ave. Erlanger, Ky. 41018 | 859-727-2009 Shawn.Neace@Erlanger.kyschools.us | (859) 727-5653 |
| Supervisor of Instruction Matt Engel 500 Graves Ave. Erlanger, Ky. 41018 | 859-727-2009 Matt.Engel@Erlanger.kyschools.us | (859) 727-2009 |
| Technology & Chief Information Officer Laura Deters 500 Graves Ave. Erlanger, Ky. 41018 | 859-727-2009 Laura.Deters@Erlanger.kyschools.us | (859) 727-5653 |

Central Office Personnel

| Person/Address | Telephone/E-mail | Fax |
|---|--|-------------------|
| Finance & Business Lisa Goetz 500 Graves Ave. Erlanger, Ky. 41018 | 859-727-2009 Lisa.Goetz@Erlanger.kyschools.us | (859) 727-5653 |
| Food Service & Nutrition Amanda Ponchot 500 Graves Ave. Erlanger, Ky. 41018 | 859-342-4690 Amanda.Ponchot@Erlanger.kyschools.us | (859) 727-5653 |
| District Health Coordinator Melanie Dowdy Ensor Educational Annex 305 Bartlett Ave. Erlanger, Ky. 41018 | 859-342-2427 Melanie.Dowdy@Erlanger.kyschools.us | (859) 342-2410 |
| Gifted and Talented Matt Engel 500 Graves Ave. Erlanger, Ky. 41018 | 859-727-2009 Matt.Engel@Erlanger.kyschools.us | (859) 727-5653 |
| District English Language Learner Coordinator (ELL) Nichole Neuhard Ensor Educational Annex 305 Bartlett Ave. Erlanger, Ky. 41018 | 859-342-2427 Nichole.Neuhard@Erlanger.kyschools.us | (859) 342-2410 |
| Preschool Darlene Hope Ensor Educational Annex 305 Bartlett Ave. Erlanger, Ky. 41018 | 859-342-2427 Darlene.Hope@Erlanger.kyschools.us | (859) 342-2410 |
| Facilities Joe Lewis 500 Graves Ave. Erlanger, Ky. 41018 | 859-727-2009 Joe.Lewis@Erlanger.kyschools.us | (859) 727-5653 |
| Transportation Joe Lewis 500 Graves Ave. Erlanger, Ky. | 859-727-2009 Joe.Lewis@Erlanger.kyschools.us | (859) 727-5653 |

School Administrators

| Person/Address | Telephone/E-mail | Fax |
|---|--|-------------------|
| A. J. Lindeman Elem. School Angela Gabbard, Principal 558 Erlanger Rd. Erlanger, Ky. 41018 | 859-727-1188 Angela.Gabbard@Erlanger.kyschools.us | (859) 342-2451 |
| Arnett Elem. School Amanda New, Principal 3552 Kimberly Dr. Erlanger, Ky. 41018 | 859-727-1488 Amanda.New@Erlanger.kyschools.us | (859) 342-2481 |
| Howell Elem. School Michael Goodenough, Principal 909 Central Row Elsmere, Ky. 41018 | 859-727-1108 Michael.Goodenough@Erlanger.kyschools.us | (859) 342-2354 |
| John W. Miles Elem. School Joshua Jackson, Principal 208 Sunset Ave. Erlanger, Ky. 41018 | 859-727-2231 Joshua.Jackson@Erlanger.kyschools.us | (859) 342-2371 |
| Lloyd High School Mike Key, Principal 450 Bartlett Ave. Erlanger, Ky. 41018 | 859-727-1555 Mike.Key@Erlanger.kyschools.us | (859) 727-5912 |
| Tichenor Middle School Mac Cooley, Principal 305 Bartlett Ave. Erlanger, Ky. 41018 | 859-727-2255 Mac.Cooley@Erlanger.kyschools.us | (859) 342-2425 |
| Bartlett Educational Center Chris Klosinski, Principal 305 Bartlett Ave. Erlanger, Ky. 41018 | 859-727-2255 Chris.Klosinski@Erlanger.kyschools.us | (859) 342-2425 |

Directors of Extra-curricular Programs

| Person/Address | Telephone/E-mail | Fax |
|--|--|-------------------|
| Lloyd High School Bill Pilgram, District Director of Athletics 450 Bartlett Ave. Erlanger, Ky. 41018 | 859-727-1555 Bill.Pilgram@Erlanger.kyschools.us | (859) 727-5912 |
| Lloyd High School Jason Stolz, Band Director 450 Bartlett Ave. Erlanger, Ky. 41018 | 859-727-1555 Jason.Stolz@Erlanger.kyschools.us | (859) 727-5912 |
| Bartlett Educational Center Rick Tyler Director 4th-5th Grade Volleyball and Basketball 305 Bartlett Ave. Erlanger, Ky. 41018 | 859-727-2255 Richard.Tyler@Erlanger.kyschools.us | (859) 342-2425 |

Terms of Employment

| |
|----------------------------|
| Section 1 |
|----------------------------|

Equal Opportunity Employment

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

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

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact the Superintendent at the Central Office. **03.113**

Harassment/Discrimination

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

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

No employee will be subject to any form of reprisal or retaliation for having made a good- faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. 03.162, 09.42811

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

| | |
|-----------------------------------|-------------------------------|
| <i>Title IX Coordinator Name:</i> | Shawn Neace |
| <i>Telephone:</i> | 859-727-2009 |
| <i>Address</i> | 500 Graves Ave., Erlanger Ky. |

| | |
|-------------------------------------|-------------------------------|
| <i>Section 504 Coordinator Name</i> | Laura Hellmann |
| <i>Telephone:</i> | 859-342-2427 |
| <i>Address</i> | 500 Graves Ave., Erlanger Ky. |

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

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

Criminal Background Checks

All individuals hired by the District must have both a state and a federal criminal history background check and a letter from the Cabinet for Health and Family Services documenting the individual does not have a substantiated finding of child abuse or neglect. **03.4**

An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **3.11**

Link to DPP-156 Central Registry Check and more information on the required Cabinet Letter: <http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

School Safety Training Requirements

In order to maintain employment in an extra-curricular program for the Erlanger-Elsmere Independent School District, individuals shall complete required online training modules by district determined deadlines in the areas of:

- Bloodborne Pathogens
- Bullying
- Sexual Misconduct
- Conflict Management
- Sexual Harassment
- FERPA
- Restraint and Seclusion
- Child Abuse

Performance of Duties

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as District property. In addition, employees shall cooperate fully with all

investigations conducted by the District as authorized by policy or law. **03.133**

Supervision of Students

Each teacher and administrator shall hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school-sponsored trips and activities.

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. As is the case with all District employees, you are required to assist in providing appropriate supervision and correction of students. **09.221** Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

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

Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual.

Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence.

Access to be Limited

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

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

Salaries

The Employee shall be paid in accordance with adopted Extra Service salary schedule.

Payment shall be in lump sum once duties have been completed and the Release of Payment has been submitted to the Board Office from the Principal or designee.

General Information

Section

2

School Day

| Students | | Teachers | |
|------------|-----------------------|------------|----------------------|
| Elementary | 8:00 a.m. – 3:00 p.m. | Elementary | 7:45 a.m. -3:15 p.m. |
| Middle | 8:00 a.m. – 3:00 p.m. | Middle | 7:45 a.m. -3:15 p.m. |
| High | 8:00 a.m. – 3:00 p.m. | High | 7:45 a.m. -3:15 p.m. |

Emergency Closings

In case of inclement weather or other emergencies that cause school to be called off or delayed, information will be broadcast on designated radio and TV stations. Individuals are responsible for checking for these announcements. **06.21 and 08.33**

What if . . .

Unexpected activities can be experienced at any time and para-professionals and volunteers need to be prepared to handle all situations. Following is information about the District's procedures for several drills, lockdowns, and other emergencies. It is the responsibility of the para-professional or volunteer to identify the specific directions that apply to the room/area in which s/he is working.

FIRE

Faculty/staff shall:

1. Discuss with each group rules for fire evacuation, including student responsibilities.
2. Close all windows and doors when leaving and escort students to the designated evacuation site.
3. Maintain order during the evacuation and arrange assistance for students with disabilities.
4. Check roll when the group is in its evacuation area. No person is to remain in the building during a fire drill.
5. Report to the Principal or Principal's designee any student who is missing. **05.41 AP.1**

BOMB THREAT

The faculty and staff shall:

1. Discuss with each group rules for bomb threat evacuation, including student responsibilities.
2. If a written bomb threat is received, the employee receiving it should preserve it for investigation by the police for possible fingerprints by handling it as little as possible while placing it in a protective envelope.
3. Maintain order during the evacuation and arrange for the assistance of students with disabilities. Leave doors and windows open.
4. Scan the area noting any items that appear to be out of place, and report same to Principal/designee. Do not touch or move any unusual items, but notify the head of the search team.
5. Check roll when the group is in its evacuation area. Other than adults authorized to check the premises, no person is to remain in the building during a bomb threat or bomb threat drill.
6. Report to the Principal or Principal's designee any student who is missing.

TORNADO/SEVERE WEATHER

The faculty and staff shall:

1. Utilize designated safe areas during a tornado/severe weather drill or warning. Discuss with each group rules for tornado/severe weather, including student responsibilities.
2. Instruct students in the procedures to be used during a tornado/severe weather drill, watch, or warning.
3. Maintain order during the drill, watch, or warning and arrange assistance for students with disabilities.
4. Require students to use one of the following positions, as appropriate:
 - a. Rest on knees, lean forward, cover face by crossing arms above face.
 - b. Sit on floor, cross legs, cover face with folded arms.
 - c. If space does not permit use of the first or second suggested position, stand and cover face with crossed arms. Wraps or coats, when readily available, should be used as a covering.

5. Remain in the assigned safety area with students until the all-clear signal or recall signal is given.
6. Report to the Principal or Principal's designee any student who is missing. **05.42 AP.1**

LOCKDOWN

This information will be discussed and explained to you annually by the Principal or the Principal's designee.

Employee Conduct

Section

3

Political Activities

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

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

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

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the orderly administration of activities or operations may be subject to disciplinary action, including termination.

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

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

Drug-Free/Alcohol-Free Schools

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

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

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

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

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

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

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

Weapons

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

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

Use of School Property

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

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

Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are District property. **03.1321**

Use of Personal Cell Phones/Telecommunication Devices

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

For exceptions, see Board Policy 03.13214

Health, Safety and Security

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

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

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

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

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral, written or electronic) to their immediate supervisor. A "threat" shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods. **09.425**

Para-professionals and volunteers should consult with the Principal/designee when serious incidents occur to make sure that students are disciplined consistent with the School Code of Acceptable Behavior and Discipline and related policy and procedures.

Civility

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

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

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

Tobacco Products

Federal law and Board policy prohibit the use of any tobacco product in any building owned or operated by the Board. **03.1327**

Child Abuse

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

Use of Physical Restraint and Seclusion

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

Retention of Recordings

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

Required Reports

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

- Within seventy-two (72) hours of discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**
- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11**
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321**
- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/09.423**
- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

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

- Immediately report to Principal after sustaining a work-related injury or accident and also report potential safety or security hazards to the Principal. **03.14, 05.4**
- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/09.42811**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately

report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**

- Report to the Principal any student who is missing during or after a fire/tornado/severe weather, lockdown drill or evacuation. **05.41 AP.1/05.42 AP.1**
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee.
- If you know or believe that the District's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

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

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

- If you have been authorized to use such measures, notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, **immediately** make a report to a local law enforcement agency, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney, and to the Principal (who shall also make a report to the proper authorities). (See **Child Abuse** section.) **09.227**

- District employees shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board Policy 09.42811.

In certain cases, employees must do the following:

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

Code of Ethics

The District requires that certified staff, including para-professional and volunteers, adhere to the following Code of Ethics (SOURCE: 16 KAR 1:020):

Section 1. Certified personnel in the Commonwealth:

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

(b) To parents:

- (1) Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
- (2) Shall endeavor to understand community cultures and diverse home environments of students;
- (3) Shall not knowingly distort or misrepresent facts concerning educational issues;
- (4) Shall distinguish between personal views and the views of the employing educational agency;
- (5) Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
- (6) Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
- (7) Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(c) To the education profession:

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

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

Customer Service Form

I AM EES

Service and Commitment

I exceed customers' expectations by providing prompt, efficient, caring, and professional service to everyone—students, parents, staff, and the community—every day in every way.

EES Customer Service Standards

I treat others as I want to be treated.
I am knowledgeable and resourceful, and I follow through.

I am friendly, polite, and patient.

I respect the privacy of others.

I demonstrate pride and loyalty to EES.

Staff Signature

Date



Acknowledgement Form

2018-2019 School Year

I, _____, have received a copy of the

Name (please print)

Extra-Curricular Programs Handbook issued by the District understand and agree that I am to review this handbook in detail, consult District and school policies and procedures, and direct any questions concerning the contents of this material with my Principal/supervisor if I have any questions.

I understand and agree:

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

I understand that as an employee of the District I am required to review and follow the information set forth in this Extra-curricular Programs Handbook and I agree to do so.

Name (please print)

Signature

Date

Return this signed form along with the signed Customer Service Form to the Central Office.