

Boone County Schools
First Day Policy/Procedure Acknowledgement
2021-2022

Welcome to the 2021-22 School Year! We look forward to the positive impact you will provide all 21,000+ students as they receive a world-class education supported by our world-class operations.

This document is intended to highlight key concepts, policies, and procedures related to your employment. It is not a complete listing of policies and procedures and does not replace the obligation of employees to follow all District policies and procedures.

Please review each item, including hyperlinks to related information, and initial that you are aware of, and will comply with each.

An electronic version of this document with active hyperlinks may be found on the [Human Resources webpage](#) under “Documents” on the right-hand menu, or by navigating to www.boone.kyschools.us, selecting the “For Staff” drop down menu, then selecting “Human Resources.

Return your signed acknowledgement form to your immediate supervisor.

Work Location (PRINT)	Position (PRINT)	Employee Name (PRINT)
ITEM	DESCRIPTION	EMPLOYEE INITIALS
District Mission, Goals, and Core Values	<p>The District’s Mission, Goals, and Core Values will guide all that I do as an employee of Boone County Schools and I understand ALL employees have a tremendous impact on the education of ALL students.</p> <p>DISTRICT MISSION: Representing and in partnership with our stakeholders, the Boone County School District recognizes that all children can learn and dedicates itself to providing a challenging educational environment that allows each student to achieve to his or her highest potential as a learner and citizen.</p> <p>GOALS:</p> <ol style="list-style-type: none">1. Student Empowerment - In order to develop the 21st skills necessary to be successful in the future workplace, students need experiences that build leadership, hope, wellbeing, and engagement, as well as grit, perseverance, and work ethic.2. World-Class Education - BCS will create project/problem/passion based learning experiences for students to apply core knowledge, concepts and 21st century skills, within and across disciplines, to solve real-world problems.3. Resource Optimization - Schools and District departments and divisions will utilize process and performance management principles to increase efficiency and effectiveness. <p>CORE VALUES:</p> <ul style="list-style-type: none">• Academic excellence• Lifelong learning and continuous improvement• Shared responsibility• Respect for all students• Stakeholder empowerment and engagement• Preparing next generation learners	

Boone County Schools
First Day Policy/Procedure Acknowledgement
2021-2022

Re-entry Guidance Document and COVID-19	The safety of all staff and students has been, and will continue to be, priority #1. To ensure the continued safety of all District stakeholders, I will abide by the District's 2021-2022 Re-entry Guidance Document found on the District's webpage at www.boone.kyschools.us .	
District E-mail for Communication	<p>To ensure consistent and timely communication, all official District correspondence, notifications, and communications will be sent to a Boone County Schools' e-mail address. Every employee and substitute has access to a District e-mail account and should check this account regularly.</p> <p>E-mail may be accessed at any time from the Boone County Schools' webpage under "Quick Links" in the top right corner of the page, then selecting "Webmail" or by clicking here.</p> <p>To change your e-mail password, visit the Technology webpage at www.boone.kyschools.us, then select the "For Staff" drop down menu, "District Departments", "Technology Department", then the "Change My Password (Staff Only)" link on the right hand menu or by clicking here.</p>	
District Policies and Procedures	<p>I will abide by all District policies and procedures and understand I may find and review all District policies and procedures on a 24 x 7 basis at http://policy.ksba.org/Chapter.aspx?distid=161 or the Boone County Schools' district home page at www.boone.kyschools.us, select "Quick Links", "Board of Education" then "Board Policies and Procedures".</p> <p>Personnel related policies and procedures are found in "Chapter 3 – Personnel"</p> <ul style="list-style-type: none"> • Certified personnel policies and procedures are numbered as 03.1... • Classified personnel policies and procedures are numbered as 03.2... 	
Employee Handbook Acknowledgement	<p>All certified, classified, substitute, and extra duty employees shall abide by the appropriate handbook covering their employment type. This includes signing and submitting the Handbook Acknowledgement page at the end of the handbook.</p> <p>All handbooks are found on the Boone County Schools' website at www.boone.kyschools.us, "For Staff", "Human Resources", then clicking the appropriate handbook link on the right-hand menu OR clicking the links below:</p> <ul style="list-style-type: none"> • Certified • Classified • Transportation • Coaching • Substitute 	Action Required: Print and return HANDBOOK ACKNOWLEDGEMENT with this document.
Technology Acceptable Use Policy. Policy 08.2323	<p>The responsible and safe use of the District's network, e-mail and all other technology related items is defined in the "Acceptable Technology Use, Procedures, Rights, and Responsibilities" found on the District's shared Google drive under "BCS Tech Resources or by clicking here.</p> <p>I have reviewed, and will abide by, the District's AUP.</p>	Action Required: Print, sign, and return AUP Acknowledgement with this document.

Boone County Schools
First Day Policy/Procedure Acknowledgement
2021-2022

Professional Code of Ethics for Kentucky School Personnel	<p>All District employees and substitutes are bound by the Professional Code of Ethics for Kentucky School Personnel.</p> <p>I have read and understand the Professional Code of Ethics for Kentucky School Personnel found at http://www.epsb.ky.gov/mod/page/view.php?id=55 as defined by 16 KAR 1:020.</p>	
Contract Days, Time Off and Leaves of Absence	<p><u>Contract Days:</u> I understand my position has a defined number of contract days to be worked each school year and my daily and regular attendance is required. I may find a calendar of scheduled days off based on my contract length on the Human Resources webpage, then clicking the “2021-2022 Days Off by Contract Length” link on the right hand menu or by clicking here.</p> <p><u>Time Off:</u> In the event I am unable to report to work, Board of Education policy provides sick, personal, and emergency leave to eligible positions. Sick, personal, and emergency leave must be used in accordance with the appropriate policy. The full policy defining each can be found at http://policy.ksba.org/Chapter.aspx?distid=161 or the Boone County Schools’ district home page at www.boone.kyschools.us, select “Quick Links”, “Board of Education” then “Board Policies and Procedures”.</p> <p>In general:</p> <ul style="list-style-type: none"> • Sick leave may be used for an employee’s own illness or to care for an employee’s immediate family member dealing with an illness • Personal leave may be used for any reason, but is limited to 10% of the staff being absent on the same day. For this reason, personal days should be entered in Frontline as early as possible to increase chances of approval • Emergency leave may be used for: <ul style="list-style-type: none"> ○ Bereavement of family members who pass away ○ Natural disasters causing personal property damage <ul style="list-style-type: none"> ▪ “Natural” is defined as severe storms, flash flooding caused by rain/snow, earthquake, etc. This does not include auto accidents, flooding caused by leaking water heaters, or other home repairs. Such absences should be covered by personal leave ○ Court order and/or Subpoena to appear/testify in court <ul style="list-style-type: none"> ▪ <u>DOES NOT APPLY</u> to appearances in actions in which the employee is a party and the subpoena is obtained by or on behalf of the employee <p>Inappropriate use of paid time off that does not follow board policy may result in disciplinary action, up to and including termination.</p> <p>NO EMPLOYEE WILL BE PERMITTED TO TAKE AN UNPAID DAY OFF THAT IS NOT DEFINED BY BOARD POLICY AND APPROVED BY THE BOARD OF EDUCATION. Unpaid days that are not covered by a Board approved leave of absence reason may result in disciplinary action, up to and including termination, and will result in a reduction of pay.</p>	

Boone County Schools
First Day Policy/Procedure Acknowledgement
2021-2022

	<p><u>Leave of Absence:</u> Board approved reasons for long-term leaves of absence are defined in Board policy. Contact Human Resources to start the leave of absence request process 30 days prior to the leave of absence. The 30 day notification requirement will only be waived for emergency situations.</p> <p><u>Any combination of absences,</u> other than vacation days, <u>exceeding five consecutive days</u> will require Family and Medical Leave Act (FMLA) paperwork to be completed.</p> <p>FMLA allows <u>qualified</u> employees to be absent for up to 60 days in one school year on a paid or unpaid basis and have the employee's job protected until a return to work is approved. Once all paid time off and FMLA is exhausted, employees will either need to return to work, qualify for a board approved year-long leave of absence, or resign from the District.</p> <p>Contact Human Resources to start the leave of absence process and to discuss available options at 859-282-2374.</p>	
Frontline Absence Management system	<p>I understand it is my responsibility to enter my own absences into the Frontline Absence Management system prior to being absent. Other than emergency situations, I must enter my own absence at least one-hour prior to the start of my shift. If I miss the one-hour deadline, I must call my supervisor or designated contact person in my school/department to have the absence entered. An accumulation of missed or late absence entries may result in disciplinary action.</p> <p>I can access the Absence Management system at any time through:</p> <ul style="list-style-type: none"> • Web access <ul style="list-style-type: none"> ○ Go to www.boone.kyschools.us, select the "For Staff" dropdown menu and select "Frontline" • Frontline Mobile App <ul style="list-style-type: none"> ○ Download the Frontline Education app from Google Play or the App Store ○ Use code 7354 to activate the app • Toll Free call <ul style="list-style-type: none"> ○ 1-800-942-3767 	
Safe Schools Trainings	<p>Boone County Schools uses the SafeSchools online training system to offer required, and recommended, training courses.</p> <p>To access the SafeSchools online training system, go to https://boone-ky.safeschools.com/login or visit the Boone County Schools' district home page at www.boone.kyschools.us, select the "For Staff" dropdown menu and select "Safe Schools".</p> <p>My SafeSchools login "Username" is capital letters "BC" and your six digit employee ID number. Example: BC123456.</p> <p>Required trainings are assigned based on the position I hold with the District and I will complete all required trainings according to the due date listed in the Safe Schools system. I understand additional trainings may be added throughout the school year and will complete these trainings within the timeframe provided.</p>	

Boone County Schools
First Day Policy/Procedure Acknowledgement
2021-2022

	<p>DO NOT PRINT CERTIFICATES OF COMPLETION unless instructed by your supervisor. Course completion is tracked online and you will be contacted if the coursework is not completed by the course due date.</p>	
<p>Employee Assistance Plan (EAP)</p>	<p>The District offers all employees free access to an Employee Assistance Plan (EAP) provided by SupportLinc. The EAP is an anonymous and confidential program that offers guidance and assistance with family issues, finding child and adult care, workplace concerns, legal and financial issues, stress, health and wellness, and any other issues of concern.</p> <p>Login at www.supportlinc.com and enter username: boonecty</p> <p>For more information about the EAP, review the Supportlinc informational brochure on the Boone County Schools' webpage at www.boone.kyschools.us, "For Staff", "Human Resources", then click the EAP link on the right menu.</p>	
<p>Harassment and Discrimination. Policy 03.162 and 03.262</p>	<p>DEFINITION</p> <p>Harassment/Discrimination of employees is unlawful behavior based on the race, color, national origin, age, religion, sex (including sexual orientation or gender identity), genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions of an employee involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice.</p> <p>PROHIBITION</p> <p>Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.).</p> <p>DISCIPLINARY ACTION</p> <p>Employees who engage in harassment/discrimination of another employee or a student on the basis of any of the areas mentioned above shall be subject to disciplinary action including but not limited to termination of employment.</p>	
<p>Drugs, Alcohol and Other Prohibited Substances Policy. Policy 03.13251 and 03.23251</p>	<p>DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES</p> <p>District employees shall not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to purchase or obtain, sell or transfer any of the following in the workplace or in the performance of duties:</p> <ol style="list-style-type: none"> 1. Alcoholic beverages; 	

Boone County Schools
First Day Policy/Procedure Acknowledgement
2021-2022

	<p>2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and</p> <p>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.</p> <p>In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.</p>	
Use of Tobacco Prohibited Policy. Policy 03.1327 and 03.2327	The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is <u>prohibited for all persons and at all times on or in all property</u> , including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.	
Requirements for reporting of dependency, neglect, or abuse. Policy 09.227	<p>Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected¹ or a victim of human trafficking shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with KRS 620.0302.</p> <p>After making the report, the employee shall notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for investigation. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee who shall also promptly report to the proper authorities for investigation.</p>	
All Employee Safety	Employee safety is of the utmost importance to all District stakeholders. To foster a safe work environment, I have reviewed, or will review, my school/department's emergency plan. This review must occur before the 1 st student day of school.	
Review of Certified Evaluation Procedures. Policy 03.18	The evaluation criteria and evaluation process to be used shall be explained to and discussed with certified school personnel no later than the end of the evaluatee's first thirty (30) calendar days of the school year as provided in regulation.	INITIAL ONLY IF A CERTIFIED EMPLOYEE
Review of Classified Evaluation Procedures. Policy 03.28	Each classified employee shall be evaluated at least once each year, typically by April 1. This evaluation shall be performed by the Principal or the immediate supervisor and shall be based upon a formal procedure approved by the Superintendent for that specific position or class of positions. The administrator performing the evaluation shall share and discuss the evaluation report with the employee.	INITIAL ONLY IF A CLASSIFIED EMPLOYEE

I received a copy of, have been given an overview of, or have read the item description of every item listed above.

Name _____ Signature _____ Date _____