

PERRY COUNTY SCHOOLS

# 2011 - 2012 Employee Handbook

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Perry County Board of Education  
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[www.perry.kyschools.us](http://www.perry.kyschools.us)

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

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# Introduction

## Welcome

Welcome to the Perry County Schools.

The purpose of the handbook is to acquaint you with general Board of Education policies that govern and affect your employment and to outline the benefits available to you as an employee of the District.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Central Office, Principal's office and the District website. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

The Board Policy Manual may be located on the Perry County Schools website located at [www.perry.kyschools.us](http://www.perry.kyschools.us).

School council policies, which are also available from the Principal, may also apply in some instances. **02.4241**

In this handbook, **bolded policy codes** indicate related Board of Education policies. If an employee has questions, s/he should contact his/her immediate supervisor or the Central Office.

## District Mission

The mission of Perry County Schools is to educate our students to become productive members of society.

## Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, the Perry County Board of Education 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 and School Administrators

Central Office 606-439-5813

TITLE	CONTACT	EMAIL
Superintendent	John Paul Amis	John.Amis@perry.kyschools.us
Assistant Superintendent	Johnny Wooton	Johnny.Wooton@perry.kyschools.us
Chief Academic Officer	Cindy Gabbard	Cindy.Gabbard@perry.kyschools.us
Director of Pupil Personnel	Jeff Brashear	Jeff.Brashear@perry.kyschools.us
Finance Officer	Jody Maggard	Jody.Maggard@perry.kyschools.us
Director of Special Education	Harvey Colwell	Harvey.Colwell@perry.kyschools.us
Maintenance/Transportation	Jonathan Jett	Jonathan.Jett@perry.kyschools.us
Technology	Michael Smith	Michael.Smith2@perry.kyschools.us
Food Services Director	Linda Campbell	Linda.Campbell@perry.kyschools.us
Early Child Find Coordinator	Bridget Maggard	Bridget.Maggard@perry.kyschools.us
Preschool/FRYSC/Public Relations	Susie Sizemore	Susie.Sizemore@perry.kyschools.us
Psychometrist	Jason Richie, Jr.	Jay.Richie@perry.kyschools.us
Nancy Crawford	Student Health Services	Nancy.Crawford@perry.kyschools.us
Eddie Campbell	Safe Schools	Eddie.Campbell@perry.kyschools.us
Merrill Collins	HomeBound	Merrill.Collins@perry.kyschools.us
Denise Pratt	Accounting Manager	Denise.Pratt@perry.kyschools.us
Delilah Smith	Attendance Secretary	Delilah.Smith@perry.kyschools.us
Jeannie Sims	Food Service Secretary	Jeannie.Sims@perry.kyschools.us
Denise Gray	Personnel Secretary	Denise.Gray@perry.kyschools.us
Karen Brown	Payroll	Karen.Brown@perry.kyschools.us
Lynda Combs	Accounts Payable/Emp Benefits	Lynda.Combs@perry.kyschools.us
Brenda Caudill	Account Clerk	Brenda.Caudill@perry.kyschools.us
Brenda Pratt	Account Clerk	Brenda.Pratt@perry.kyschools.us
Kim Campbell	Account Clerk	Kim.Campbell@perry.kyschools.us
Robin Couch	Administrative Secretary	Robin.Couch@perry.kyschools.us
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Creighton Spurlock	Fixed Assets	Creighton.Spurlock@perry.kyschools.us
Computer Operations	Dacker Combs, Jr.	Dacker.Combs@perry.kyschools.us
Computer Operations	Leslie Combs	Leslie.Combs@perry.kyschools.us
Computer Operations	Michael John Fugate	Michael.Fugate@perry.kyschools.us
Transportation Mgr	Kenny Lucas	Kenny.Lucas@perry.kyschools.us
Head Mechanic	Jerry Chandler	Jerry.Chandler@perry.kyschools.us
Bus Driver Trainer	Lou Ella Morris	Louella.Morris@perry.kyschools.us

**Perry County Board of Education**

**BOARD MEMBERS**

**Mr. John C. Combs– Board Chair**

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Hazard, KY 41701  
606-436-3808

**Charlene Miller- Vice-Chair**

167 Farmer Drive  
Hazard, KY 41701  
606-487-1399

**Debbie Hignite-McIntosh**

706 Hurricane Branch Road  
Busy, KY 41723  
606-436-3970

**James Ritchie**

P.O. Box 304  
Vicco, KY 41773  
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**Jerry Stacy**

314 Nobles Branch  
Rowdy, KY41367  
606-435-1296

The Board of Education meets on the third Thursday of each month at 6:00 p.m. at the Central Office of the Perry County Schools, located on 315 Park Ave, Hazard, KY.

## Perry County Public Schools 2011-2012 SCHOOL CALENDAR

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

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

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

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

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

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

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

February-12						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

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

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

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

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

	Opening Day
	First Day of School
	First Day of Preschool
	Extended Breaks
	PD
	Personal Days disallowed
	Paydays

## Section

# 1

## General Terms of Employment

### Equal Opportunity Employment

The Perry County Board of Education 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 accommodation for individuals with disabilities will be made as required by law.

If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact *Johnny Wooton* at the Board of Education's Central Office. **03.113/03.212**

### Harassment/Discrimination

The Perry County Board of Education 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.

Any employee who believes that he or she, or any other employee, student, or 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 Eddie Campbell, Safe Schools Coordinator. 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. **03.162/03.262**



## Hiring

Except for noncontracted substitute teachers, all personnel are required to sign a written contract with the District. Each employee is required to complete the number of days and hours they are contracted to work as defined by their job description and contract.

A list of all District job openings is available at the Central Office and on the school website, [www.perry.kyschools.us](http://www.perry.kyschools.us).

Certified positions are also listed on the Kentucky Department of Education website, [www.kde.state.ky.us](http://www.kde.state.ky.us).

For further information on hiring, refer to policies **03.11/03.21**.

## Transfer of Tenure

All teachers who have attained continuing-contract status from another Kentucky district serve a one (1)-year probationary period before being considered for continuing-contract status in the District. **03.115**

## Job Responsibilities

Every employee is assigned an immediate supervisor. All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. **03.132/03.232**

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as District property. **03.133/03.233**

## Criminal Background Check and Testing

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

**Certified Employees:** New hires and student teachers assigned within the District must have both a state and a federal criminal history background check. **03.11**

**Classified Employees:** New hires must have a state criminal history background check.

## 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 may only access student record information in which they have a legitimate educational interest. 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. **03.111/03.211/09.14/09.213/09.43**

## Certification

**It is the responsibility of all employees whose employment requires a valid certificate to comply with all state requirements for maintaining that certification. In cases where an employee has allowed his/her certificate to lapse, the district shall require the employee to follow renewal procedures prior to performing their classroom duties. Failure to maintain proper certification by the employee will be considered a breach of contract. 03.112/03.114**

## Salaries and Payroll Distribution

Checks are issued according to a schedule approved annually by the Board. At the end of the school year, employees who have completed their duties may request to be paid their remaining salary before the end of the fiscal year (June 30). **03.121/03.221**

**Certified Personnel:** Salaries for certified personnel are based on a single-salary schedule reflecting the school term as approved by the Board in keeping with statutory requirements. Compensation for additional days of employment is prorated on the employee's base pay.

Determination of and changes to certified employees' rank and experience are determined in compliance with Policy **03.121**. No later than forty-five (45) days before the first student attendance day of each year or June 15<sup>th</sup>, whichever comes first, the Superintendent will notify certified personnel of the best estimate of their salary for the coming year.

**Classified Personnel:** Classified personnel may be paid on an hourly or salary basis, as determined by the Board. **03.221**

Paychecks are issued bi-weekly. Employees will be notified by *Jody Maggard, Finance Officer* of any variations of the pay schedules.

## **Hours of Duty**

**Certified and Classified Employees:** Certified and classified employees are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor. **03.1332/03.2332**

Each full-time teacher is provided with a duty-free lunch period each day during the regularly scheduled student lunch period. **03.1332**

Classified employees are hired to work a total number of contract days and follow the daily schedule (work beginning and end time) as specified in their contract at the time they are hired by their immediate supervisor.

Certified employees – Teachers are to work from 7:45 a.m. to 3:30 p.m. (Start times may begin earlier as determined by the Principal.).

It is the responsibility of the Principal of each school to maintain a check-in / check-out log for certified and classified staff that is required to work extended days in order to fulfill their contract with the Perry County Schools.

## **Supervision Responsibilities**

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. All District employees are required to assist in providing appropriate supervision and correction of students. **09.221**

Students will be under the supervision of a Perry County Board of Education employee whose job description allows them to supervise students. **09.221**

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District requirements for intervening and reporting to the Principal or immediate supervisor those situations that threaten, harass, or endanger the safety of students.

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**

## Section

# 2

## Benefits and Leave

### Insurance

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

Additional insurance coverage for life, dental, vision, short-term disability, cancer, etc. are available through various companies. Please contact *Lynda Combs, Central Office* regarding additional insurance coverage that are available to Perry County School employees. Insurance companies will be permitted into the schools at the beginning of the school year to speak with all employees regarding additional coverage offerings.

### Salary Deductions

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

- Health/life insurance program;
- Tax Sheltered Annuity program;
- Credit Union;
- Back Pack Program
- American Cancer Society
- State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans;
- Membership dues in professional/job-related organizations **03.1211/03.2211**

## **Cafeteria Plan**

The Perry County District offers employees a cafeteria plan of benefits. **03.1213/03.2212**

## **Expense Reimbursement**

School personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent/designee. Allowable expenses include mileage, gasoline used for Board vehicles, tolls and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (as authorized by policy and/or procedure), and lodging. Receipts must accompany requests for reimbursements not covered by per diem. **03.125/03.225**

## **Holidays**

All full-time certified employees and classified employees are paid for four (4) annual holidays as indicated in the school calendar. **03.122/03.222**

## **Leave Policies**

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the Board provides various types of leave under which absences may be authorized. Employees who must be absent should inform their immediate supervisor as soon as possible.

Listed below is general information regarding several types of leave available to employees. Please note that in many cases a written request, submitted for approval before leave begins, is required.

**Employees on extended leave who plan to return the next school year must notify the Superintendent/designee in writing of their intention to return to work by April 15.**

Authorization of leave and time taken off from one's job shall be in accordance with a specific leave policy. Absence from work that is not based on appropriate leave for which the employee is qualified may lead to disciplinary consequences, up to and including termination of employment.

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

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

## **Personal Leave**

Full-time employees (certified and classified) are entitled to three (3) days of paid personal leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized personal leave days. Your supervisor must approve the leave date, but no reasons will be required for the leave.

Personal leave not taken during the school year will converted to accumulated sick days.

Other limitations are set out in Policy. **03.1231/03.2231**

## **Sick Leave**

Full-time employees are entitled to ten (10) days of paid sick leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized sick leave days. Sick leave days not taken during the school year they were granted accumulate without limit for all employees. **03.1232/03.2232**

See the “Retirement” section for information about reimbursement for unused sick leave at retirement.

## **Sick Leave Donation Program**

Employees who have accumulated more than fifteen (15) days of sick leave may request to donate sick leave days to another employee authorized to receive the donation. Employees may not disrupt the workplace while asking for donations.

The employee who is receiving donated sick days must exhaust all accumulated paid leave such as sick and personal days prior to receiving donated sick days from other employees.

Applications to donate sick leave should be SUBMITTED to *Jody Maggard, Finance Officer*.

Any sick leave that is not used will be returned on a prorated basis to the employees who donated days. **03.1232/03.2232**

## **Family and Medical Leave**

In compliance with the Family and Medical Leave Act of 1993 and under procedures developed by the Superintendent, leave shall be granted to eligible employees.

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

## BENEFITS AND LEAVE

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

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

Paid leave used under this policy will be subtracted from the twelve (12) or twenty-six (26) FMLA workweek entitlement. Employees should contact their immediate supervisor as soon as they know they will need to use Family and Medical Leave. **03.12322/03.22322**

Following is a summary of the major provisions of the Family and Medical Leave Act (FMLA) provided by the United States Department of Labor.

### **FML Basic Leave Entitlement**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

**Military Family Leave Entitlements** - Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

**Benefits and Protections** - During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

**Eligibility Requirements** - Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

**Definition of Serious Health Condition** - A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Use of Leave** - An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

**Substitution of Paid Leave for Unpaid Leave** - Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

**Employee Responsibilities** - Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

**Employer Responsibilities** - Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

**Unlawful Acts by Employers** - FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

**Enforcement** - An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.



Summary of How Family Medical Leave Act (FMLA) works:

More information is provided in the school board policy manual – policies #03.12322/03.22322

The Family and Medical Leave Act provides certain employees with up to 12 work weeks of unpaid, job-protected leave per year, and requires group health benefits to be maintained during the leave.

While on family and medical leave, employees shall be entitled to all employment benefits accrued prior to the date on which the leave commenced. The State shall continue to provide health insurance for employees on family and medical leave. You are responsible for paying your share of health insurance premiums. Other employment benefits and seniority shall not accrue during unpaid family and medical leave.

**Please note that all staff must work 140 days during each school year to receive their years' experience for payroll purposes.**

**Certified staff that misses 5 or more days (including FMLA days) during a school year will receive information regarding service credit from KTRS via mail.**

**Classified staff may call Kentucky Retirement System at 1-800-928-4646 to inquire about service years affected by taking FMLA.**

Board of Education employees are required to work the first and last scheduled day of each school year to keep health insurance coverage through the summer months. If you are on approved FMLA during these dates, your insurance is protected.

Returning to Work:

1. When family and medical leave is taken due to an employee's own serious health condition, the employee shall provide a fitness for duty certification before returning to work.
2. Upon return to work, the employee shall be entitled to his / her same position (or an equivalent position with equivalent pay) with corresponding benefits and other terms and conditions of employment.

If an employee returns to work from an approved Leave without Pay (LWOP) during the first half of the month (1<sup>st</sup>-15<sup>th</sup>) Health Insurance and FSA are reinstated on the 16<sup>th</sup> of same month. If returning during second half of month (16<sup>th</sup>-31<sup>st</sup>) health insurance and FSA are reinstated on the first day of the following month.

Taking an Unpaid Leave of Absence

If you have **not** worked for the Perry County Board of Education for at least 12 months or do not work at least 1,250 hours during a 12 month period, then you are not eligible to take Family and Medical Leave (FMLA).

If an employee returns to work from an approved Leave Without Pay (LWOP) during the first half of the month (1<sup>st</sup>-15<sup>th</sup>). Health Insurance and FSA are reinstated on the 16<sup>th</sup> of same month. If returning during second half of month (16<sup>th</sup>-31<sup>st</sup>) health insurance and FSA are reinstated on the first day of the following month. **Please be aware that taking a leave of absence could affect your year's experience and retirement service years.**

- ***ALL* staff must work 140 days during each school year to receive their year's experience for payroll purposes.**
- **Certified staff that misses 5 or more days (including FMLA days) during a school year will receive information regarding service credit from KTRS via mail**
- **Classified staff may call Kentucky Retirement System at 1-800-928-4646 to inquire about service years affected by taking a leave of absence.**

## **Maternity Leave**

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

Employees eligible for family and medical leave are entitled to up to twelve (12) workweeks of unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child.

The parent of a newborn or an employee who adopts a child may also request an unpaid leave of absence not to exceed the remainder of the school year. Thereafter, leave may be extended in increments of one (1) year. **03.1233/03.2233**

## **Extended Disability Leave**

Unpaid disability leave for the remainder of the school year is available to employees who need it. Thereafter, leave may be extended by the Board in increments of no more than one (1) year.

The Superintendent may require an employee to secure a medical practitioner's verification of a medical condition that will justify the need for disability leave. **03.1234/03.2234**

**Please refer to the information provided regarding employee responsibilities under Family Medical Leave Act (FMLA).**

## **Educational Leave**

**Certified Employees:** The Board may grant unpaid leave for one (1) year for educational or professional purposes. Leave may be granted for full-time attendance at universities or other training or professional activities. Leave will not be granted for part-time educational activities.

Written application for educational/professional leave must be made at least sixty (60) days before the leave is to begin. **03.1235**

## **Jury Leave**

Any employee who serves on a jury in local, state or federal court will be granted paid leave (minus any jury pay, excluding expense reimbursement) for the period of her/his jury service.

Jury pay needs to be paid to the board upon receipt of payment from the court system. Payments need to be submitted to *Kim Campbell, Central Office*.

Employees who will be absent from work to serve on a jury must notify their immediate supervisor in advance. **03.1237/03.2237**

## **Military/Disaster Services Leave**

Military leave is granted under the provisions and conditions specified in law. As soon as they are notified of an upcoming military-related absence, employees are responsible for notifying their immediate supervisor.

The Board may grant disaster services leave to requesting eligible employees. An “eligible employee” means one who is a certified disaster services volunteer of the American Red Cross. Disaster services leave shall be with pay and shall not exceed thirty (30) work days in any twelve (12)-month period.<sup>2</sup>

**03.1238/03.2238**

## **Section**

# **3**

## **Personnel Management**

### **Transfer**

Employees who wish to request a voluntary transfer should contact their immediate supervisor for assistance.

Notwithstanding any provision of the Kentucky Revised Statutes to the contrary, when an employee of the school district is charged with any offense which is classified as a felony, the superintendent may transfer the employee to a second position until such time as the employee is found not guilty, the charges are dismissed, the employee is terminated, or the superintendent determines that further personnel action is not required. The employee shall continue to be paid at the same rate of pay he or she received prior to the transfer. If an employee is charged with an offense outside of the Commonwealth, this provision may also be applied if the charge would have been treated as a felony if committed within the Commonwealth.

Transfers shall be made to prevent disruption of the educational process and district operations and in the interest of students and staff and shall not be construed as evidence of misconduct.  
**03.1311/03.2311**

### **Employee Discipline**

Termination and nonrenewal of contracts are the responsibility of the Superintendent.  
**03.17/03.27/03.2711**

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

## Retirement

Employees who decide to retire should give the Superintendent/designee notice as far in advance as possible, but not less than two weeks prior to retirement. Retirement benefits are solely a matter of contract between the employee and her/his retirement system (the Kentucky Teacher's Retirement System or the Kentucky Retirement System).

The Board compensates employees only upon initial retirement for each unused sick day at the rate of thirty percent (30%) of the daily salary, based on the employee's last annual salary. **03.175/03.273**

## Evaluations

All certified employees are given an opportunity to review their evaluations and an opportunity to attach a written statement to the evaluation. Any employee who believes that s/he was not fairly evaluated may appeal his/her evaluation in accordance with Policy. **03.18/03.28**

## Training/In-Service

The Board provides a program for professional development and staff training. **03.19/03.29**

**Certified Personnel:** Unless an employee is granted leave, failure to complete and document required professional development during the academic year will result in a reduction in salary and may be reflected in the employee's evaluation. **03.19**

## Personnel Records

One (1) master personnel file is maintained in the Central Office for each employee. Employees may inspect their personnel files. **03.15/03.25**

## **Section**

# **4**

## **Employee Conduct**

### **Absenteeism/Tardiness/Substitutes**

Employees are expected to notify their immediate supervisor when they must be tardy or absent. Principals are required to contact substitutes for any classified staff that requires a substitute in their building.

### **Staff Meetings**

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

### **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**

### **Disrupting the Educational Process**

Any employee who participates in or encourages activities that disrupt the educational process 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 students or staff);
- 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 instructional services or interferes with the orderly administration of the school and school-related activities or District operations. **03.1325/03.2325**

## **Previewing Student Materials**

Except for current events programs and programs provided by Kentucky Educational Television, teachers shall review all materials presented for student use or viewing before use. This includes movies and other videos in any format. **08.234**

## **Controversial Issues**

Teachers who suspect that materials or a given issue may be inappropriate or controversial shall confer with the Principal prior to the classroom use of the materials or discussion of the issue. **08.1353**

## **Drug-Free/Alcohol-Free Schools**

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain in the workplace or in the performance of duties, alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.

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

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

Any employee convicted of a workplace violation of drug abuse statutes must notify the Superintendent/designee of the conviction within five (5) working days.

## **Weapons**

Carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the Board 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**



## Tobacco Products

Federal law and Board policy prohibit the use of any tobacco product in any building owned or operated by the Board. **03.1327/03.2327**

Bus drivers shall not use tobacco products while on the bus. **06.221**

## Use of School Property

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.

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

Employees who drive any Board-owned vehicle and/or transport students must annually provide the Superintendent/designee with a copy of their driving record. Employees who receive a traffic citation during the year must report the citation to the Superintendent/designee before driving a Board-owned vehicle or transporting students. **03.1321/03.2321**

## Acceptable Use of Technology

Prior to the use of Perry County Schools technology systems and equipment, an employee will be required to agree to the terms of the Perry County School's Acceptable Use Policy. The Perry County School District discourages staff from creating personal social networking sites i.e....MySpace, Facebook, Twitter, etc...wherein they accept or invite students to be friends or allow them access to their social networking site. Employees taking such actions do so at their own risk. Staff who utilizes social networking sites should be mindful of privacy settings which would prevent students or the public in general from accessing their (teacher's) personal information such as status updates and photo galleries. Staff should be aware that 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. This Code of Ethics also extends to public online behavior including social networking. Conduct in violation of this Code must be reported to the EPSB as required by law and may form the basis for disciplinary action up to and including termination of employment.

## Electronic Messaging

Perry County Schools realizes that personal email is an acceptable form of communication but this type of communication should be limited. Employees shall use electronic media in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Staff will employ electronic email on a daily basis at work as a primary tool for communications. Staff will be responsible for checking and reading messages daily. Electronic mail and telecommunications are not to be utilized by employees to share confidential information about students or other employees except for administrative

purposes only. An example is if student info is shared via email when a student transfers between schools. In discussing students or confidential information, staff should be aware that email generated or stored by the Perry County School system is subject to Open Records. Network and school administrators may review files and communications to maintain system integrity and to ensure that staff members and students are using the system responsibly.

The Perry County Schools email system is the only email system that is to be used on the Perry County Schools system network. **08.2323**

## **Health, Safety and Security**

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

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

For information on the District's plans for Safe Schools, Hazard Communication, Blood borne Pathogen Control, Lockout/Tagout, Personal Protective Equipment (PPE), and Asbestos Management, contact your immediate supervisor or Nancy Crawford, School Nurse (606-439-5813) or see the District's *Policy Manual* and related procedures.

Employees should notify the Principal, supervisor or other administrator of an existing emergency. **03.14/ 03.24/05.4**

## **Employee Identification Badges**

Each employee is provided one (1) identification badge. Please contact *Creighton Spurlock* at 606-439-5813 to have a badge made. If badge is lost or a replacement badge is needed please contact Creighton Spurlock. It is expected that all employees, while on duty, will have their name badge visible.

## **Assaults and Threats of Violence**

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

Under provisions of state law (KRS 158.150) and regulation (702 KAR 5:080), school personnel may remove threatening or violent students from a classroom or from the District's transportation system pending further disciplinary action. However, before the need arises, employees shall familiarize themselves with policy and procedures that are required. **09.425**

## **Child Abuse**

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected shall immediately make a report to a local law

enforcement agency, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney. **09.227**

## **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.

## **Grievances/Communications**

The Superintendent/designee has developed specific procedures to assist employees in making a complaint. For full information refer to Policy **03.16/03.26** and related procedures.

Grievances are individual in nature and must be brought by the individual employee. The Board shall not hear grievances or complaints concerning simple disagreement or dissatisfaction with a personnel action.

## **Outside Employment or Activities**

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

## **Other District Information**

School closings due to weather or other causes will be announced on local radio and television stations as soon as the decision is made by district personnel. The district may also use other forms of communications such as School Messenger call system and Facebook to notify of school cancellations or delays.

## **Employee Use of School Facility**

Use of facility directly related to student education or extra-curricular activities should be approved by the immediate supervisor.

Any use of facility that results in the financial benefit (sports camps, etc.) to the coaching staff of said activity shall require a use of facility request to be submitted to the Board, This request

must contain the approval and signature of the school principal. Any renting organization must assume all liability for injury to individuals by reason of the lease of Board property. Also, a check for rental fee of the facility is required with the request. The request must be received at the Central Office two weeks prior to the board meeting in order to be considered for approval. **05.3**

## **Required Reports**

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

- Report damaged, lost, stolen, or vandalized school property to the Principal. **03.1321/03.2321**
- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**
- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24, 05.4**
- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262, 09.42811**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/ bomb threat drill or evaluation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**
- If you know or believe that the District's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**
- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities. **06.221**

- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

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

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

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, you shall **immediately** make a report to a local law enforcement agency or Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney. (See **Child Abuse** section.) **09.227**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

## Code of Ethics for Certified School Personnel

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.

# Acknowledgement Form

I, \_\_\_\_\_, have received  
*Employee Name*

notification that the Employee Handbook issued by the District is online at [www.perry.kyschools.us](http://www.perry.kyschools.us) and understand and agree that I am to review this handbook in detail and to consult District and school policies and procedures and with my Principal/supervisor if I have any questions concerning its contents.

I understand and agree:

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

*I understand that as an employee of the District I am required to review and follow the policies set forth in this Employee Handbook and I agree to do so.*

\_\_\_\_\_  
*Print Name*

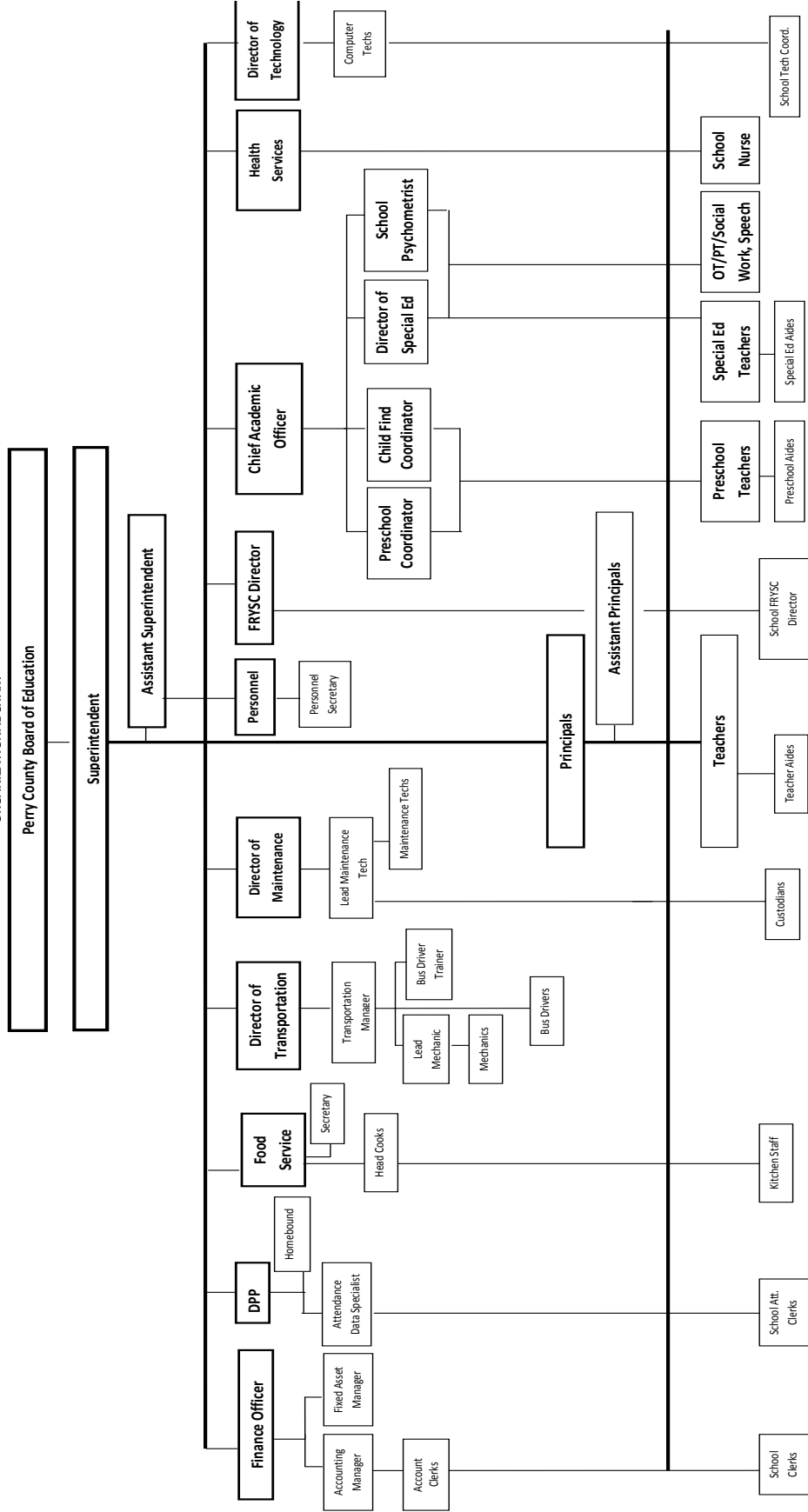
\_\_\_\_\_  
*Signature of Employee*

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

Return this signed form to the Central Office Personnel Department attn: Denise Gray.



PERRY COUNTY SCHOOLS 2011-2012  
ORGANIZATIONAL CHART



Site Base Council has advisory capacity in many of the school functions.

PERRY COUNTY SCHOOLS  
2011/2012 SCHOOL CALENDAR

OPENING DAY	TUESDAY , AUGUST 2
FIRST DAY FOR STUDENTS	WEDNESDAY, AUGUST 3
FIRST DAY FOR PRESCHOOL	MONDAY, AUGUST 15
LABOR DAY (H)	MONDAY, SEPTEMBER 5
BLACK GOLD (MANDATORY PD)	FRIDAY, SEPTEMBER 16
FALL BREAK (PD)	WEDNESDAY, OCTOBER 12
FALL BREAK (X)	THURSDAY, OCTOBER 13
FALL BREAK (X) (UKREA)	FRIDAY, OCTOBER 14
ELECTION DAY (X)	TUESDAY, NOVEMBER 8
VETERAN'S DAY (PD)	FRIDAY, NOVEMBER 11
THANKSGIVING BREAK (PD)	WEDNESDAY, NOVEMBER 23
THANKSGIVING BREAK (H)	THURSDAY, NOVEMBER 24
THANKSGIVING BREAK (X)	FRIDAY, NOVEMBER 25
CHRISTMAS (H)	FRIDAY, DECEMBER 23
NEW YEAR (H)	FRIDAY, DECEMBER 30

\*\*\*CHRISTMAS VACATION BEGINS THURSDAY, DECEMBER 22—LAST DAY FOR STUDENTS IS WEDNESDAY, DECEMBER 21—STUDENTS WILL RETURN TO CLASS MONDAY, JANUARY 2

MARTIN LUTHER KING DAY (X)	MONDAY, JANUARY 16
LAST DAY FOR STUDENTS	TUESDAY, MAY 1
CLOSING DAY	WEDNESDAY, MAY 2

<u>MONTH</u>	<u>BEGINS-ENDS</u>	<u>DISTRIBUTION OF DAYS</u>	<u>TOTAL</u>
1	August 2-August 29	19 days membership 1 opening day	20
2	August 30-September 26	18 membership 1 Holiday 1 PD	20
3	September 27-October 26	19 membership 1 PD	20
4	October 27-November 24	18 membership 2 PD 1 Holiday	20
5	November 28-December 30	18 membership 2 Holiday	20
6	January 2-January 30	20 membership	20
7	January 31-February 27	20 membership	20
8	February 28-March 26	20 membership	20
9	March 27-April 23	20 membership	20
10	April 24-May 2	6 membership 1 closing	7
			187