

Ballard County Schools

2023—2024

Employee Handbook



Home of Bomber Pride!!

Ballard County Schools

2023 – 2024 Employee Handbook

Casey Allen, Superintendent
Ballard County Board of Education
11 Vocational School Road
Barlow, KY 42024
Phone 270-665-8400 Fax 270-665-9844
www.ballard.kyschools.us

As required by law, the Board of Education does not discriminate on the basis of race, color, national or ethnic origin, age, religion, sex (including sexual orientation or gender identity), genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions in its programs and activities and provided equal access to its facilities to the Boys Scouts and other designated youth groups.

Ballard County Schools Mission Statement:

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

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**BALLARD COUNTY SCHOOLS
ADMINISTRATIVE STAFF BY PROGRAM
2022-2023**

PROGRAM	ADMINISTRATOR	PHONE EXTENSION
Superintendent	Casey Allen	2001
504 Coordinator	Terri Gentry	2101
Accounts Payable	Carolyn Stowell	2006
Administrative Evaluation	Casey Allen	2001
Assessment	Kevin Estes	2004
Attendance – Employee	Carolyn Stowell	2006
Attendance - Student	Leslee Davis	2014
Ballard County Career and Tech CTR	Kevin Estes	2004
Ballard County Elementary	Chris Sheffer	2201
	Whitney Nichols	2202
	Ginger Higgins	2203
Ballard County Middle	Amber Parker	2301
	Ashley Bodell	2303
Ballard Memorial High	Tim Adams	2501
	Howard Morehead	2502
	Kara Curran	2503
Bidding	Darrell Sullivan	2002
Code of Behavioral Expectations	Leslee Davis	2014
Community Education	Julie Thomas	2011
Curriculum	Kevin Estes	2004
District Improvement Plan	Kevin Estes	2004
Director of Pupil Personnel	Leslee Davis	2014
EILA Leadership Hours	Kevin Estes	2004
Employee Permanent Files	Carolyn Stowell	2006
ESS	Kevin Estes	2539
Facilities	Darrell Sullivan	2002
Family Focus	Kelly Wray	2026
Teen Focus	Tina Armer	2028
Food Service	Sara Jane Hedges	2530
Gifted/Talented	Kevin Estes	2004
Grant Writing	Julie Thomas	2011
Instruction	Kevin Estes	2004
Insurance	Jennifer Head	2007
	Carolyn Stowell	2006
KTIP	Kevin Estes	2004
Maintenance	Darrell Sullivan	2002
Payroll	Jennifer Head	2007
Personnel	Carolyn Stowell	2006
Preschool	Terri Gentry	2101
Professional Development	Kevin Estes	2004
Psychometrist	Amanda Perry	2253
Public Relations	Julie Thomas	2011
Safe Schools	Leslee Davis	2014
SBDM	Kevin Estes	2014
School/District Report Card	Kevin Estes	2004
Special Education	Terri Gentry	2101
Infinite Campus	Valerie Helm	2003

BALLARD COUNTY SCHOOLS
ADMINISTRATIVE STAFF BY PROGRAM
2022-2023

PROGRAM	ADMINISTRATOR	PHONE EXTENSION
Student Insurance	Carolyn Stowell	2006
Teacher Certification	Carolyn Stowell	2006
Technology/Tech PD	Reta Renfrow	2002
Textbooks	Kevin Estes	2004
Title I	Kevin Estes	2004
Title IIA	Kevin Estes	2004
Title IV	Leslee Davis	2014
Title IX	Amber Parker	2302
Transportation	Darrell Sullivan	2002
Volunteer Background Check	Carolyn Stowell	2006
Web Page	Julie Thomas	2011
Workers' Compensation	Carolyn Stowell	2008
21st Century Director	Kevin Estes	2004

**Employee Rights and
Responsibilities are
posted in the
workroom in each
building.**

**Please contact Leslee Davis, ext. 2014 or Carolyn Stowell, ext. 2006 with
any questions and/or concerns.**

Ballard County Schools Employment Information

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

ABSENCE NOTES

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

Secretaries: Absence forms and principal absence reports are due to payroll (Jennifer Head) in the central office at the end of the pay period date, as noted on the payroll schedule.

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

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

NON-WORK DAYS: Non-work days are unpaid days. If you leave our employment in the middle of a contract year, your total days worked will be calculated to determine the total salary you have earned. If you are owed wages we will cut your final check on the next pay period. If you have been overpaid arrangements will have to be made to repay the amount owed or you will have to work the time to make it up.

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

CALENDARS FOR 240-DAY EMPLOYEES: Blank calendars are available from district Human Resources director Carolyn Stowell. These **must** be returned to **Carolyn Stowell** as soon as possible. All 240/220-day employees must fill out the calendars

with the days they are not working. The employees and their supervisors should sign these calendars. **Since all of our plans change during the year, employees must fill out an absence form for each non-working or non-contract day taken.** These absence forms should be signed by the employee and his/her supervisor and turned in to **Carolyn Stowell**.

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

Leave Request Form and Statement
Employee Absence Form

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

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

NAME _____

DATE OF ABSENCE _____

REASON FOR ABSENCE

I understand that if I have provided information that is not true, I may be subject to disciplinary action.

SIGNED _____

APPROVED BY _____

NAME OF SUB _____

DO NOT FILL OUT		
BOARD USE ONLY		
J	JURY DUTY	
P	PERSONAL (SEE NEXT PAGE FOR REQUIRED STATEMENT)	
S	ILLNESS SELF OR FAMILY (SEE NEXT PAGE FOR STATEMENT THAT MAY BE REQUIRED)	
NP	NO PAY	
NW	NON WORKING DAY	
WC	WORK COMP	
SA	SCHOOL ACTIVITY	

Leave Request Form and Statement

A personal statement is required for the use of personal leave, the use of emergency leave, and the use of sick leave for the purpose of mourning a member of the employee’s immediate family.* Either a personal statement or a certificate of a physician supporting the need for sick leave is required for the use of sick leave if the employee was absent due to his/her own personal illness or for the purpose of attending to an immediate family member* who was ill. If an employee who requests to use sick leave for his/her own personal illness or to attend to an immediate family member* who is ill does not submit a supporting physician’s certificate, s/he must submit a supporting personal statement. Requirements for use of sick leave following childbirth and adoption are stated in Policies 03.1233/03.2233.

LEAVE STATEMENT
(KRS 161.152, KRS 161.154, KRS 161.155)

I am submitting this request for the use of leave for the following purpose(s) (check applicable boxes); that the facts supporting the request for leave as indicated below are true and correct; and that to the best of my knowledge, information, and belief, I am qualified for the leave requested pursuant to applicable state statute and Board policy.

- Sick leave based on personal illness Date(s): _____
- Sick leave to attend to an immediate family member* who was ill Date(s): _____
- Sick leave to mourn the death of an immediate family member* Date(s): _____
- Personal leave in compliance with and subject to qualifications set forth in Policy 03.1231/03.2231. This leave is personal in nature. Date(s): _____

Employee’s Signature	Date
----------------------	------

Employee’s Name (Print or Type)

*Immediate family member shall mean the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

Review/Revised:6/19/2023

-CLASSIFIED PERSONNEL-

Semi-Monthly Time Sheet and Leave Statement

EMPLOYEE NAME _____ POSITION _____

PAY PERIOD: _____ TO: _____

PLEASE SUPPLY THE APPROPRIATE REASON FOR EACH DAY NOT WORKED USING THE FOLLOWING CODES:

P – Personal (see statement) S – Illness (see statement) H – Holiday J – Jury Duty NP – No Pay

WC – Work Comp NW – Non working days (ONLY 240 day employees use this code)

DO NOT LIST WEEKENDS OR DAYS NOT ON CALENDAR FOR 185 DAY EMPLOYEES

EX: 185 OR LESS DAY EMP. DO NOT LIST FALL BREAK, CHRISTMAS BREAK, SPRING BREAK

185 DAY EMPLOYEES LIST ONLY THE FOUR (4) HOLIDAYS LISTED IN CURRENT SCHOOL YEAR CALENDAR

DATE MM/DD/YR	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS* EX: 7.5 HRS <u>NOT 7 HRS 30 MIN</u>	NON WORK CODE

TOTAL HOURS FOR PAY PERIOD _____

*LUNCH TIME IS NOT COUNTED AS WORK TIME

This document will remain in the Central Office as a record of your work schedule. This form must be signed and turned in to your immediate supervisor by the ending date of the pay period.

I understand that if I have provided information that is not true, I may be subject to disciplinary action.

Employee's Signature Date

Supervisor's Signature approving the requested leave Date

Leave Request Form and Statement

A personal statement is required for the use of personal leave, the use of emergency leave, and the use of sick leave for the purpose of mourning a member of the employee’s immediate family.* Either a personal statement or a certificate of a physician supporting the need for sick leave is required for the use of sick leave if the employee was absent due to his/her own personal illness or for the purpose of attending to an immediate family member* who was ill. If an employee who requests to use sick leave for his/her own personal illness or to attend to an immediate family member* who is ill does not submit a supporting physician’s certificate, s/he must submit a supporting personal statement. Requirements for use of sick leave following childbirth and adoption are stated in Policies 03.1233/03.2233.

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Employee’s Signature Date

Employee’s Name (Print or Type)

*Immediate family member shall mean the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

Review/Revised:6/19/2023

BALLARD COUNTY SCHOOLS

2023-24 (effective 7/1/23)

TRAVEL REIMBURSEMENT

NAME _____ **VENDOR#** _____

ADDRESS _____

PURPOSE AND LOCATION

DATE OF OVERNIGHT STAY	DAY OF TRAVEL _/_/___	2ND NIGHT STAY _/_/___	3RD NIGHT STAY _/_/___	4TH NIGHT STAY _/_/___	5TH NIGHT STAY _/_/___	RETURN DAY _/_/___	TOTAL
Breakfast							0
Lunch							0
Dinner							0
TOTAL MEALS*							0
ROOM COST							0
REGISTRATION FEE							0
PARKING							0
MISC.							0
SUBTOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

LINE 1
LINE 2
LINE 3
LINE 4
LINE 5
LINE 6 =
(LINE 1-5)

RECEIPTS ARE REQUIRED FOR ALL REIMBURSEMENTS. DAILY FOOD ALLOWANCE INCLUDES TIP AMOUNT.

DAY OF TRAVEL IS FIRST NIGHT'S STAY.

***REASONABLE EXPENSE FOR MEALS ON DAYS OF TRAVEL IS CONSIDERED TO BE \$20.00.**

***REASONABLE EXPENSE ON DAYS OF MEETING AND TRAVEL IS CONSIDERED TO BE \$35.00.**

MILEAGE _____ **0**

LINE 7

TOTAL MILES (LINE 7) X 46 CENTS PER MILE (EFFECTIVE 7-1-23) \$ -

LINE 8

TOTAL TO BE REIMBURSED **\$0.00**

LINE 9 =
LINE 6 + 8

PAY FROM MUNIS CODE: _____

SIGNATURE _____

DATE _____

APPROVED BY _____

DATE _____

BALLARD COUNTY SCHOOLS 2023-24 (effective 7-1-23) MILEAGE REIMBURSEMENT

NAME	VENDOR#
ADDRESS	

DATE	TO	FROM	PURPOSE OF TRIP	TOTAL MILES

TOTAL MILES	0
TOTAL MILES AT 46 CENTS PER MILE \$	-

PAY FROM MUNIS CODE:	
SIGNATURE:	DATE:
APPROVED BY:	DATE:

Ballard County Schools
2023-2024 Calendar —board approved 12/12/22

(July)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
<hr/>				
(August)				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
Aug. 4 – Opening day for staff Aug. 5—Bomber Bash Aug. 8-9—PD/planning day Aug. 10—First day for students 16 Instructional / 19 Contractual Days				
<hr/>				
(September)				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
Sept. 4 – Labor Day holiday, no school 20 Instructional / 21 Contractual Days				
<hr/>				
(October)				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
Oct. 2-6 – Fall break; no school 17 Instructional / 17 Contractual Days				
<hr/>				
(November)				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
Nov. 22 – Professional development/Planning day; no school Nov. 23 – Thanksgiving holiday; no school Nov. 24 – Professional development/planning day; no school 19 Instructional / 21 Contractual Days				
<hr/>				
(December)				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
Dec. 15 – End of second quarter/first semester Dec. 18 –29 – Winter break; no school Dec. 25 – Christmas holiday 11 Instructional / 12 Contractual Days				
<hr/>				
(January)				
	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
Jan. 1—New Year’s holiday; no school Jan. 15—no school 21 Instructional / 23 Contractual Days				
<hr/>				
(February)				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	
Feb. 19 – Professional development/Planning day; no school 20 Instructional / 21 Contractual Days				
<hr/>				
(March)				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
March 15 – Professional development/Planning day; no school March 29—No school 19 Instructional / 20 Contractual Days				
<hr/>				
(April)				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
April 1-5 – Spring break; no school April 8—PD/planning day; no school 16 Instructional / 17 Contractual Days				
<hr/>				
(May)				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
May 17 – LAST DAY FOR STUDENTS May 20 – Closing day for staff 13 Instructional / 14 Contractual				
<hr/>				
(June)				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
172 Instructional / 185 Contractual				

2023-24 Calendar at a Glance

Aug. 4—Opening day for staff
Aug. 8-9—PD/planning days
Aug. 10—First day for students
Sept. 4—Labor Day holiday; no school
Oct. 2-6—Fall Break; no school
Nov. 22—PD/planning day; no school
Nov. 23—Thanksgiving holiday; no school
Nov. 24—PD/planning day; no school
Dec. 18-29—Winter break; no school
Jan. 1—New Year’s holiday--no school
Jan. 15—no school
Feb. 19—PD/planning day; no school
Mar. 15—PD/planning day; no school
Mar. 29—No school
Apr. 1-5—Spring break; no school
Apr. 8—PD/planning day; no school
May 15—Last day for students

172 instructional days

- +1 opening day—Aug. 4
- +4 holidays—Sept. 4, Nov. 23, Dec. 25, and Jan. 1
- +4 PD days—TBD
- +3 Staff planning days—TBD
- +1 closing day—May 20

185 total contractual days

Weather make-up days will be utilized as follows:

1. We will use banked time; no make-up for students.
2. We will use banked time; no make-up for students.
3. We will use NTI for virtual learning.
4. We will use NTI for virtual learning.
5. We will use NTI for virtual learning.
6. We will use NTI for virtual learning.
7. We will use NTI for virtual learning.
8. We will use NTI for virtual learning.
9. We will use NTI for virtual learning.
10. We will use NTI for virtual learning.
11. We will use NTI for virtual learning.
12. We will use NTI for virtual learning.

Weather days after 12 will be addressed by the district.

****IMPORTANT** Nontraditional instruction (NTI) days allow Ballard County Schools to continue providing quality instruction through the use of technology. During NTI days, students are expected to follow and NTI schedule and participate in all scheduled activities.**

Minimum School Term per KRS 158.070: the minimum school term shall be one hundred eighty-five (185) days, including at least 1,062 instructional hours in no less than 170 student attendance days. A board of education may extend its term beyond the minimum term. “Student attendance day” means any day that students are scheduled to be at school to receive instruction, and encompass the designated start and dismissal time; “Student instructional year” means at least one thousand sixty-two (1,062) hours of instructional time for students delivered on not less than one hundred seventy (170) student attendance days.

**Ballard County Preschool School
2023-2024 Student Calendar**

*****Reminder – PRESCHOOL IS NOT IN SESSION ON FRIDAY!!!**

(July)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
(August)				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
Aug. 4 – Opening day for staff Aug. 5—Bomber Bash Aug. 8-9, 10—PD/planning day Aug. 14—First day for students 12 Instructional / 19 Contractual Days				
(September)				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
Sept. 4 – Labor Day holiday, no school 15 Instructional / 21 Contractual Days				
(October)				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
Oct. 2–6 – Fall break; no school 14 Instructional / 17 Contractual Days				
(November)				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
Nov. 22 – Professional development/Planning day; no school Nov. 23 – Thanksgiving holiday; no school Nov. 24 – Professional development/planning day; no school 16 Instructional / 21 Contractual Days				
(December)				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
Dec. 15 – End of second quarter/first semester Dec. 18 –29 – Winter break; no school Dec. 25 – Christmas holiday 8 Instructional / 12 Contractual Days				
(January)				
	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
Jan. 1—New Year’s holiday; no school Jan. 15—no school 17 Instructional / 23 Contractual Days				
(February)				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	
Feb. 19 – Professional development/Planning day; no school 16 Instructional / 21 Contractual Days				
(March)				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
March 15 – Professional development/Planning day; no school March 21, 22 – Preschool Screenings/No School March 29—No school 15 Instructional / 20 Contractual Days				
(April)				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
April 1–5 – Spring break; no school April 8—PD/planning day; no school 13 Instructional / 17 Contractual Days				
(May)				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
May 16 – LAST DAY FOR STUDENTS May 20 – Closing day for staff 10 Instructional / 14 Contractual				
(June)				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
136 Instructional / 185 Contractual				

2023-24 Calendar at a Glance

Aug. 4—Opening day for staff

Aug. 8-9—PD/planning days

Aug. 10, 11—Home Visits

Aug. 14 – First day for Students

Sept. 4—Labor Day holiday; no school

Oct. 2-6—Fall Break; no school

Nov. 22—PD/planning day; no school

Nov. 23—Thanksgiving holiday; no school

Nov. 24—PD/planning day; no school

Dec. 18-29—Winter break; no school

Jan. 1—New Year’s holiday--no school

Jan. 15—no school

Feb. 19—PD/planning day; no school

Mar. 15—PD/planning day; no school

Mar. 21,22 – Preschool Screening; no school

Mar. 29—No school

Apr. 1-5—Spring break; no school

Apr. 8—PD/planning day; no school

May 16—Last day for students

Weather make-up days will be utilized as follows:

1. We will use banked time; no make-up for students.
2. We will use banked time; no make-up for students.
3. We will use NTI for virtual learning.
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6. We will use NTI for virtual learning.
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9. We will use NTI for virtual learning.
10. We will use NTI for virtual learning.
11. We will use NTI for virtual learning.
12. We will use NTI for virtual learning.

Weather days after 12 will be addressed by the district.

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Ballard County Schools Faculty and Staff Dress Code

Inappropriate/Unacceptable Attire:

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

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

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

IMPORTANT PAYROLL INFORMATION

FY23/24

For the FY23/24 school year all time taken off from work will have to be taken in half hour increments. This is for all employees. This includes all types of time taken: sick, personal or non-work. It is your responsibility to make sure your time sheet and absence sheets are turned in to your administrator in a timely manner. If you have Professional Development make sure you turn that time in during the pay period that it was attended. It is very important that all missed time be documented in a timely manner.

PAYROLL PROCEDURE

Now that we are all direct deposit your advice will be sent to your building during the school year. During the summer months they will be mailed.

PAY SCHEDULE

Semimonthly pay schedule on 15th and 30th. If these dates fall on holidays or weekends, we move the day up. Pay for contracted employees is prorated over the duration of the contract. We divide your annual salary for the days remaining in your contract by the remaining checks so your check will be the same amount each pay period. Hourly people- We take your hourly rate of pay * hours per day * total number of contract days to get your annual salary.

SUMMER CHECKS

Employees who are not working contracted days during the summer receive their first check of the school year on Aug 30. They receive 5 checks in June (15th, 30th, and 3 last days in June before the 30th). This finishes out pay for the fiscal year and carries insurance through the summer. Employees who do work contracted days during the summer receive 2 checks each month including July and August and do not receive additional pay in June.

DAYS OFF: SICK, PERSONAL, NON-WORK

Per board policies, each full time employee receives 10 sick days and 3 personal days. At the end of each year, unused personal days turn into sick and sick days accumulate. If a summer worker, you receive non-work days (at least 20 depending on contract days) which are not paid. These do not accrue. Transfers from KY school districts carry their sick days with them. Midyear hires will have a prorated amount of days based on their remaining contract.

**BALLARD COUNTY SCHOOLS
PAYROLL SCHEDULE
2023/2024**

BEG DATE	END DATE	PAY DATE
6/11/2023	6/30/2023	7/14/2023
7/1/2023	7/8/2023	7/28/2023
7/9/2023	7/22/2023	8/15/2023
7/23/2023	8/5/2023	8/30/2023
8/6/2023	8/19/2023	9/15/2023
8/20/2023	9/2/2023	9/29/2023
9/3/2023	9/16/2023	10/13/2023
9/17/2023	10/7/2023	10/30/2023
10/8/2023	10/21/2023	11/15/2023
10/22/2023	11/4/2023	11/30/2023
11/5/2023	11/18/2023	12/8/2023
11/19/2023	12/2/2023	12/15/2023
12/3/2023	12/23/2023	1/12/2024
12/24/2023	1/6/2024	1/30/2024
1/7/2024	1/20/2024	2/15/2024
1/21/2024	2/3/2024	2/29/2024
2/4/2024	2/17/2024	3/15/2024
2/18/2024	3/2/2024	3/29/2024
3/3/2024	3/16/2024	4/15/2024
3/17/2024	4/6/2024	4/30/2024
4/7/2024	4/20/2024	5/15/2024
4/21/2024	5/4/2024	5/30/2024
5/5/2024	5/25/2024	6/14/2024
5/26/2024	6/8/2024	6/28/2024

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

Contracted employees receive prorated pay based on their contract days and number of pays remaining. They are paid for days worked in the fiscal year

**BALLARD COUNTY SCHOOLS
2023-24
CERTIFIED SALARY SCHEDULE
185 DAY CONTRACT**

YRS EXP	RANK I	RANK II	RANK III
0	47,956	43,473	39,087
1	48,225	43,737	39,346
2	48,481	43,993	39,678
3	48,744	44,261	39,872
4	52,070	47,648	43,568
5	52,322	47,926	43,827
6	52,583	48,187	44,091
7	52,848	48,450	44,354
8	53,111	48,712	44,607
9	53,370	48,973	44,877
10	58,037	53,588	49,127
11	58,292	53,841	49,392
12	58,558	54,104	49,656
13	58,816	54,367	49,920
14	59,083	54,630	50,177
15	60,184	55,588	50,571
16	60,449	56,009	50,910
17	60,713	56,268	51,176
18	60,977	56,539	51,436
19	61,243	56,804	51,697
20	61,664	57,221	52,275
21	61,935	57,496	52,540
22	62,240	57,793	52,831
23+	62,536	58,098	53,132

RANK IV
34,579

RANK V
32,311

APPROVED: _____

BOARD ORDER#: _____

**BALLARD COUNTY SCHOOLS
2023 - 2024
CERTIFIED SALARY SCHEDULE
CLASSIFIED EMPLOYEE**

YRS EXP	RANK I	RANK II	RANK III
0	47,370	42,886	38,499
1	47,639	43,151	38,759
2	47,893	43,407	39,090
3	48,156	43,675	39,284
4	51,482	47,061	42,980
5	51,735	47,340	43,240
6	51,997	47,600	43,504
7	52,262	47,864	43,767
8	52,523	48,124	44,020
9	52,785	48,386	44,291
10	57,451	53,001	48,542
11	57,704	53,256	48,804
12	57,969	53,515	49,067
13	58,230	53,780	49,330
14	58,496	54,041	49,590
15	59,591	54,994	49,984
16	59,856	55,414	50,322
17	60,120	55,674	50,589
18	60,385	55,947	50,849
19	60,650	56,209	51,110
20	61,073	56,629	51,689
21	61,344	56,904	51,952
22	61,648	57,201	52,244
23+	61,942	57,504	52,545

RANK IV
33,992

RANK V
31,724

BOARD ORDER#:

2023-2024 Classified Salary Schedule

YRS EXP	FRYS	SECS	HMEC	TRAN	TRAC	DESK	CUST	MAIN	BUSD	BMON	AP	STI
	FRYSC DIR 7 HRS 240 DAYS	7 HRS 185/220/ 240 DAYS	HEAD MECH 8 HOURS 240 DAYS	TRANS/FAC DIRECTOR 8 HOURS 240 DAYS	TRANSP COORD 8 HOURS 240 DAYS	DESKTOP TECH 8 HOURS 240 DAYS	CUSTODIAN 7.5 HRS 240 DAYS	MAINT/ GROUNDS 8 HOURS 240 DAYS	BUS DRVR / MAINT 4 HRS/8 HRS 182/240 DAYS	BUS MON 1.5 HRS RT 143/182 DAYS	A/P-PERSONNEL 7 HOURS 240 DAYS	IC 7 HOURS 230 DAYS
0	22.70	15.01	25.37	33.57	21.52	19.93	12.92	13.73	16.17	10.81	25.13	24.18
1	23.13	15.08	25.50	33.74	21.63	20.02	12.98	13.80	16.32	10.86	25.25	24.30
2	23.56	15.16	25.63	33.92	21.74	20.12	13.05	13.86	16.47	10.92	25.37	24.42
3	23.99	15.23	25.76	34.09	21.85	20.22	13.11	13.93	16.62	10.97	25.49	24.53
4	24.42	15.31	25.88	34.27	21.96	20.31	13.18	13.99	16.77	11.02	25.61	24.65
5	24.84	15.38	26.01	34.44	22.07	20.41	13.24	14.05	16.92	11.08	25.72	24.77
6	25.27	15.46	26.14	34.62	22.18	20.51	13.30	14.12	17.07	11.13	25.84	24.89
7	25.70	15.53	26.27	34.79	22.29	20.60	13.37	14.18	17.22	11.18	25.96	25.01
8	26.13	15.61	26.40	34.96	22.40	20.70	13.43	14.25	17.37	11.24	26.08	25.12
9	26.56	15.68	26.53	35.14	22.51	20.79	13.50	14.31	17.52	11.29	26.19	25.24
10	26.99	15.76	26.66	35.31	22.62	20.89	13.56	14.38	17.67	11.34	26.31	25.36
11	27.42	15.83	26.78	35.49	22.73	20.99	13.63	14.44	17.82	11.40	26.43	25.48
12	27.85	15.91	26.91	35.66	22.84	21.08	13.69	14.50	17.97	11.45	26.55	25.59
13	28.27	15.98	27.04	35.84	22.95	21.18	13.75	14.57	18.12	11.50	26.67	25.71
14	28.70	16.06	27.17	36.01	23.06	21.28	13.82	14.63	18.27	11.56	26.78	25.83
15	29.13	16.13	27.30	36.19	23.17	21.37	13.88	14.70	18.42	11.61	26.90	25.95
16	29.56	16.21	27.43	36.36	23.28	21.47	13.95	14.76	18.57	11.67	27.02	26.07
17	29.99	16.28	27.56	36.53	23.39	21.57	14.01	14.83	18.72	11.72	27.14	26.18
18	30.42	16.36	27.68	36.71	23.50	21.66	14.08	14.89	18.87	11.77	27.26	26.30
19	30.85	16.43	27.81	36.88	23.61	21.76	14.14	14.95	19.02	11.83	27.37	26.42
20	31.27	16.51	27.94	37.06	23.72	21.86	14.20	15.02	19.17	11.88	27.49	26.54
21	31.70	16.58	28.07	37.23	23.83	21.95	14.27	15.08	19.32	11.93	27.61	26.66
22	32.13	16.66	28.20	37.41	23.94	22.05	14.33	15.15	19.47	11.99	27.73	26.77
23	32.56	16.73	28.33	37.58	24.05	22.14	14.40	15.21	19.62	12.04	27.85	26.89
24	32.99	16.81	28.46	37.76	24.16	22.24	14.46	15.28	19.77	12.09	27.96	27.01
25	33.42	16.88	28.58	37.93	24.27	22.34	14.53	15.34	19.92	12.15	28.08	27.13
26	33.85	16.96	28.71	38.10	24.38	22.43	14.59	15.40	20.07	12.20	28.20	27.24
27+	34.27	17.03	28.84	38.28	24.49	22.53	14.65	15.47	20.22	12.25	28.32	27.36

2023-2024 Classified Salary Schedule

YRS EXP	FMGR FS MGR 185 DAYS	CWKR CAFÉ WORKER 181 DAYS	IA5 AIDE RANK 5 7.5 HRS	IA4 AIDE RANK 4 7.5 HRS	IA3 AIDE RANK 3 7.5 HRS	IA2 AIDE RANK 2 7.5 HRS	IA1 AIDE RANK 1 7.5 HRS	4NUR NURSE 185 DAYS 7 HRS	2NUR NURSE 185 DAYS 7 HRS
0	16.20	12.92	12.43	13.59	14.56	14.95	15.54	22.18	20.14
1	16.28	12.98	12.49	13.66	14.62	15.02	15.61	22.28	20.24
2	16.36	13.05	12.56	13.72	14.69	15.08	15.67	22.39	20.33
3	16.44	13.11	12.62	13.79	14.75	15.15	15.74	22.50	20.43
4	16.51	13.18	12.69	13.85	14.82	15.21	15.80	22.61	20.53
5	16.59	13.24	12.75	13.92	14.88	15.28	15.87	22.71	20.62
6	16.67	13.30	12.81	13.98	14.94	15.34	15.93	22.82	20.72
7	16.75	13.37	12.88	14.04	15.01	15.40	15.99	22.93	20.82
8	16.82	13.43	12.94	14.11	15.07	15.47	16.06	23.03	20.91
9	16.90	13.50	13.01	14.17	15.14	15.53	16.12	23.14	21.01
10	16.97	13.56	13.07	14.24	15.20	15.60	16.19	23.25	21.11
11	17.06	13.63	13.14	14.30	15.27	15.66	16.25	23.36	21.20
12	17.13	13.69	13.20	14.37	15.33	15.73	16.32	23.46	21.30
13	17.21	13.75	13.26	14.43	15.39	15.79	16.38	23.57	21.39
14	17.28	13.82	13.33	14.49	15.46	15.85	16.44	23.68	21.49
15	17.37	13.88	13.39	14.56	15.52	15.92	16.51	23.78	21.59
16	17.44	13.95	13.46	14.62	15.59	15.98	16.57	23.89	21.68
17	17.52	14.01	13.52	14.69	15.65	16.05	16.64	24.00	21.78
18	17.59	14.08	13.59	14.75	15.72	16.11	16.70	24.11	21.88
19	17.67	14.14	13.65	14.82	15.78	16.18	16.77	24.21	21.97
20	17.75	14.20	13.71	14.88	15.84	16.24	16.83	24.32	22.07
21	17.83	14.27	13.78	14.94	15.91	16.30	16.89	24.43	22.17
22	17.90	14.33	13.84	15.01	15.97	16.37	16.96	24.53	22.26
23	17.98	14.40	13.91	15.07	16.04	16.43	17.02	24.64	22.36
24	18.06	14.46	13.97	15.14	16.10	16.50	17.09	24.75	22.46
25	18.14	14.53	14.04	15.20	16.17	16.56	17.15	24.86	22.55
26	18.21	14.59	14.10	15.27	16.23	16.63	17.22	24.96	22.65
27+	18.29	14.65	14.16	15.33	16.29	16.69	17.28	25.07	22.74

DIR ASK/SNG (DYC)	13.93
SNG STAFF (DYCR)	12.40
ASK STAFF	12.40

SUBSTITUES	
CAFÉ	8.39
MONITOR	8.39
BUS DRIVER	16.05
DAYCARE	9.76
CUSTODIAN	9.97
HOURLY WORK	8.39
AIDE(SUBA)	9.76

SUB TEACHER DAILY	
RANK I(SUB1)	102.40
RANK II(SUB2)	99.49
RANK III(SUB3)	96.60
RANK IV(SUB4)	85.14
RANK V(SUB5)	82.15

MAINT FOREMAN
HOURLY RATE PLUS 10%

BMHS HEAD CUST.
HOURLY RATE PLUS 10%

EMPLOYEE BENEFITS

BOARD PAID

\$10,000 Life Insurance

Workers' Compensation

Unemployment Insurance

Matching state retirement 23.34%
(Employee pays 5%, 6% if hired
after 7/1/08)

10 sick days per year

3 personal days per year

Matching Medicare 1.45%

Matching FICA 6.20 %

30% of sick days at retirement

Vision and Dental Insurance

STATE PAID

\$20,000 Life Insurance

Matching Teacher Retirement

Health Insurance (portion depending on
which plan you choose)

\$175 per month health reimbursement
account if insurance is waived

HEALTH INSURANCE

Open enrollment for health insurance this year is scheduled for October 9th-27th. If you do not need to make any changes to your health policy then there is nothing you will need to do. There are no changes in copays, deductibles, coinsurance, or maximum out of pocket. There is also no increase in employee premiums.

If you waive your insurance coverage or have a Flexible Spending Account (FSA) you are required to complete an application online. FSA has the following changes for PY2024.

- Increase the annual election maximum to \$3050 for PY2024
- Increase the carryover maximum to \$610 from PY2024 to PY2025
- The carryover maximum is already in place as \$570 for PY2023 to PY2024

Meals and Meal Charges

FREE AND REDUCED-PRICE MEALS

The Superintendent/designee shall annually submit, for Board approval, a fee schedule governing the price of all meals and, in keeping with state and federal requirements, implement a process to protect the confidentiality of information concerning students as required by law.

Only District employees and contractors designated by the Superintendent/designee and representatives of agencies directly connected with the administration or enforcement of the District's School Nutrition Program shall have access to individual student eligibility information without parental consent. A list of designated District employees and contractors by position shall be maintained at the school and in the Central Office.

MEAL CHARGES

All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices.

The written meal charge policy shall be distributed to all school level staff including school nutrition employees involved in policy enforcement.

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

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

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

When a student accumulates more than the allowable meal charges, the Superintendent/ designee shall initiate the established collection process to include notification of parents and appropriate follow-up. If parents have not contacted the Cafeteria Manager or submitted the amount indicated within ten (10) working days from the date of the final notice, the debt will be considered delinquent and may be directed to the Board Attorney.

Food Service funds may be used to collect delinquent meal charges.

Adults: Shall not be allowed to charge meals or a la carte items

Meals and Meal Charges

REFERENCES:

[KRS 160.290](#)

[702 KAR 006:010](#); [702 KAR 006:050](#)

7 C.F.R. §245.6; 7 C.F.R. 210.18(q)

20 U.S.C. 1232g; 34 C.F.R. 99.1 – 99.67

42 U.S.C. §1751 et seq.

42 U.S.C. Section 1771 et seq.

P. L. 111-296

RELATED POLICY:

09.14

Adopted/Amended: 7/17/2017

Order #: 7303

BALLARD COUNTY PROFESSIONAL DEVELOPMENT 2023-2024

For Instructional Staff and Assistants
Program Contact: Kevin Estes

Teachers will attend four days (24 hours) of professional development training that are designated by the school's improvement plan to fulfill the requirement of 2023-2024. Training must be focused on **curriculum content, methods of instruction, and/or assessment appropriate for each content area**. Principals will monitor attendance and completion of the four day requirement.

Days built into the district calendar for PD/planning are August 8-9, November 24, February 19, and March 15. **Principals will notify staff of plans/changes.**

REMINDER: Professional development credit cannot be given for sessions that occur on a school day when a salary or stipend is paid by the training source. Professional Development credit for school year 2023-2024 will be given for sessions held between July 1, 2023 and June 30, 2024.

ASSESSMENT CALENDAR 2023-2024

Program Contact: Kevin Estes

Kentucky Department of Education will post information of the following required assessments on line under **Assessment and Accountability / District Support**.

SPRING TESTING: Last 14 Instructional Days of District Calendar

The Kentucky Performance Rating for Educational Progress (K-PREP) is a combined Criterion Reference Test (CRT) and Norm Reference Test (NRT) with questions based on Common Core Standards.

Eleventh Grade College Admissions Test Schedule: High school assessments are in a state of transition. High school assessments dates have not been scheduled by the Kentucky Department of Education, but the assessment will occur in the spring of 2024.

End of Course Exams: High school assessments are in a state of transition. High school assessments dates have not been scheduled by the Kentucky Department of Education.

Professional Development/Conference/Travel Cancellation Policy

Certified employees registered for any Professional development activity or Conference who cannot attend will immediately notify their building administrator, as well as Kevin Estes, before the cancellation deadline. Any cancellations to hotel reservations must be made through Julie Thomas or Carolyn Stowell. This will enable the District to receive a full refund of registration fees. Failure to comply will transfer any costs and penalties in association with the event to the participant.

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

If the district provides a vehicle, mileage reimbursements will not be awarded if participant chooses to drive a personal vehicle.

REIMBURSEMENT

TRAVEL

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

Hotel reservations paid by Professional Development or the Board must be made by Julie Thomas. Please contact Julie Thomas to complete a Hotel Reservation request form. You will need a PO number and the name of the administrator's credit card before a room can be booked. Once reservations are complete, any changes or cancelations must be made by Julie Thomas or Carolyn Stowell. If the hotel does not have direct billing, we will put the charges on a board credit card and email/fax a credit card authorization form and tax exempt certificate at the time the reservation is made. All personal charges (movie rental, phone, food etc.) are your responsibility. At check-out, please remember to get a hotel receipt and make sure before leaving there are no state tax charges (we are state tax exempt).

A Ballard County Schools Travel Reimbursement form must be filled out with all itemized receipts (food and hotel) attached. These can be found on the Staff page of the district website. No reimbursement will be made without the itemized receipt. Please turn in the reimbursement form within three days of travel. You will be reimbursed the day after the Board meeting following your trip (the regular Board meeting is the third Monday of each month). All food receipts must be itemized and you are allowed up to \$20.00 on the day of travel and up to \$35.00 dollars following an overnight stay.

We recommend that you use a board vehicle if one is available. (Please see the "District Vehicle Usage Policy" page in this handbook for instructions.) If you use a board vehicle, and need fuel on your trip, please keep the receipt and attach to your expense report.

If you choose to drive your own vehicle and a board vehicle is available, we will not reimburse you for mileage or fuel. If no board vehicle is available and a personal vehicle must be used, mileage is paid at the quarterly state reimbursement rate. Mileage should be determined per Google Maps, from the board office to your destination and back to the board office. You will not be reimbursed for gas when mileage is paid.

OTHER

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

BUS DRIVERS

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

How to Report Worker's Compensation Injuries:

- Notify **your** supervisor **immediately!** Notification **must** occur within 24 hours!
- **Your supervisor** will notify Carolyn Stowell (ext. 2006) **immediately.**
- **Your supervisor** will direct you to see Carolyn **immediately.** You will cooperate fully in providing the details surrounding the injury and discuss any contributing factors to the injury to assist in prevention of a re-occurrence.
- You will cooperate fully in completing forms: Workers' Compensation Notice of Injury Form.
- You will select a physician from the Managed Care Physician Network. You will present the Membership Card when you go for medical treatment. You will take the Managed Care three-part Treatment Plan Form to your treating physician and return a copy to Carolyn following your medical appointment.
- **You** are required to report all work-related injuries to your supervisor **prior** to leaving the work premises. Failure to do so may result in a delay in processing your claim.

What if it's an emergency?

An emergency is defined as a condition requiring immediate diagnosis or treatment. If not diagnosed or treated immediately, an emergency could lead to serious physical or mental disability or death. Also, an emergency might be a situation where medical services are immediately needed to alleviate severe pain.

If **your** injury requires emergency medical care, go to the **nearest emergency care facility immediately***. **You** must notify your **supervisor** within 24 hours of your initial emergency medical treatment. If additional medical care is needed, **you** may select a gatekeeper provider from the managed care network provider listing which can be obtained from Carolyn Stowell.

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

BALLARD COUNTY SCHOOL DISTRICT

Confidentiality

2023-2024

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

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

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

"Directory Information" is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to news media, athletic organizations, scholarship or college entrance committees, or official organizations whose need for data is connected with student help activities. "Directory Information" includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. The parent, guardian, or eligible student currently enrolled may request all or part of the directory information be withheld. The request must be in writing to the principal of your child's school, within 30 calendar days after this notification has been distributed. The written request must specifically state what information may not be classified as directory information.

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

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

Any parent or guardian of a student, or any eligible student, may challenge the content or accuracy of any material or entries in the student's educational records on the grounds that it is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. Requests to amend the records are submitted to the principal of your child's school.

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

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

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

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

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

Leslee Davis
Director of Pupil Personnel
Ballard County Schools
11 Vocational School Rd
Barlow KY 42024-9529
(270) 665-8400 ext. 2014

FERPA

School Law Update - Compliance with FERPA When Releasing Directory Information

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

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

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

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

A record should be maintained including the following:

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

Ballard County School District Policy and Procedure Manual

The current copy of all Ballard County School District policies and procedures may be accessed online at: <http://policy.ksba.org/b01/>.

A hard copy is available and on file at the Board of Education office located at 11 Vocational School Road, Barlow, KY 42024. All employees should be familiar with our policies and procedures.

Electronic Resource Acceptable Use Policy and Procedures

RIGHTS AND RESPONSIBILITIES

Ballard County schools provide computer resources in an effort to help support its primary objective, which is to enhance teaching and learning. As responsible members of the Ballard County community, all students are expected to follow and adhere to the guidelines established below based on common sense, common decency, rules established in the schools of Ballard County and by the Board, and laws of the county, state and nation. Strict adherence to the following guidelines will help ensure a positive and productive environment for all students.

All students using school computers in Ballard County will:

- Respect others' rights to freedom from harassment and intimidation.
- Respect and adhere to laws concerning copyright and other intellectual property rights.
- Follow security restrictions for all systems and information.
- Use and share computer resources courteously and efficiently.
- Recognize limitations to the privacy of electronic documents.

DIGITAL CITIZENSHIP

Ballard County schools have the responsibility to ensure that students are instructed in digital citizenship.

Students will be provided instruction on digital citizenship in the following manner:

- Elementary students will use the curriculum "Digital Literacy and Citizenship," provided by Common Sense Media, in their computer rotations.
- Middle school students will begin using the curriculum provided by iDrive to obtain their digital drivers' licenses.
- All high school students must complete all modules and exams provided by iDrive and obtain their digital drivers' licenses.

USAGE GUIDELINES

The student is held responsible for his/her actions. Unacceptable uses of the network will result in disciplinary actions set forth by the individual schools' administrations. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts.
- Using the network for financial or commercial gain.
- Degrading or disrupting equipment, software or system performance.
- Vandalizing the data of another user.
- Wastefully using finite resources, such as downloading software and files not related to educational purposes.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.

Electronic Resource Acceptable Use Policy and Procedures

USAGE GUIDELINES (CONTINUED)

- Using an account owned by another user.
- Posting personal communications without the original author's consent.
- Downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
- Creating or editing personal web pages using the school network.
- Unauthorized e-mail or chatting.
- Gaining access to, viewing or otherwise visiting pornographic websites.

INTERNET POLICY

Ballard County students will be connected to the Internet, providing access to local, national and international sources of information. In return for this access, students have the responsibility to respect the rights of every other user in our community and the Internet. Students are expected to act in a responsible, ethical and legal manner, in accordance with the Ballard County Schools' Acceptable Use Policy and the laws of the community and the United States.

ELECTRONIC MAIL POLICY

- Do not send or attach pornographic, obscene or sexually explicit messages or pictures.
- Do not use or transmit obscene, abusive or sexually explicit language.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your name or any personal information to anyone.
- Do not establish relationships with strangers on the network, unless a parent or teacher has coordinated communication.
- Do not harass, insult or attack others.
- Do not access, copy or transmit another's messages without permission.

Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Use of any electronic mail system other than that approved and implemented by the Kentucky Department of Education is prohibited.

ADDITIONAL DISTRICT NETWORK RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallways. Communications on the network often are public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility.

Electronic Resource Acceptable Use Policy and Procedures**ADDITIONAL DISTRICT NETWORK RULES (CONTINUED)**

Individual users of the District computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with District standards and will honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on District servers, school servers and/or workstations always will be private.

Within reason, freedom of speech and access to information will be honored. During school, classroom teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in Ballard County Board Policy 08.2323 and other procedures on curriculum and instruction (copies of which are available in school offices), students will NOT:

- Attempt to damage/alter/remove hardware/software/network files/computer systems or networks;
- Attempt to access another's folders, work or files;
- Attempt to gain unauthorized access to technology resources or waste technology resources;
- Copy/distribute software owned/licensed to any facility of the Ballard County Board;
- Attempt to transmit or receive materials in violation of federal or state laws or regulations pertaining to threatening or obscene language or materials, including sexually explicit materials, or copyrighted materials;
- Attempt to use Ballard County Public Schools' network for personal or commercial activities, product promotion, political lobbying or illegal activities;
- Attempt to use unauthorized games, interactive messaging or internet-based email accounts;
- Attempt to use unauthorized software products or Internet resources, which affect computer/network performance.

VIOLATIONS MAY RESULT IN A LOSS OF ACCESS AS WELL AS OTHER DISCIPLINARY AND/OR LEGAL ACTION

Electronic Resource Acceptable Use Policy and Procedures

LOSS OF NETWORK SERVICES

The District technology coordinator may suspend or close an account at any time as required. The District technology coordinator must notify the user in writing within two (2) weeks following the action of the reason for suspension or termination of an account. The administration, faculty, and staff of Ballard County Schools also may request the system administrator or District technology coordinator to deny, revoke, or suspend specific user accounts. Revocation of unsupervised network and Internet access will be for a period of up to one calendar year. Users (students, staff or community members) whose accounts are denied, suspended or revoked do have the following rights:

1. To request (in writing) from the District technology coordinator a written statement justifying the actions.
2. To submit a written appeal to the Superintendent.
3. Pending the decision of the committee, a user can make a final appeal to the Board. The decision of the Board is final.
4. Reliability - The Board will not be responsible for any damages not limited to loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by its own negligence or user errors or omissions.
5. Security on all systems is a high priority, especially when the system involves many users. If any user can identify a security problem on the network, he/she must notify a system administrator or send e-mail to mike.howle@ballard.kyschools.us or the school network administrator. Do not demonstrate the problem to other users.
6. Vandalism shall result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data, operating systems or applications of another user, Ballard County School network, or any file server or other network that is connected to the KETS Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

RELATED POLICIES AND PROCEDURES:

08.2322

09.14

Review/Revised:3/21/2016

Ballard County Public Schools

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

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

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

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

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

Civility

BOARD INTENT

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

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

PREPARATION OF EMPLOYEES

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

BEHAVIOR STANDARDS

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

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

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

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

EMPLOYEE OPTIONS

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

Civility

EMPLOYEE OPTIONS (CONTINUED)

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

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

REFERENCES:

[KRS 161.190](#), [KRS 503.110](#), [KRS 518.090](#)

RELATED POLICIES:

03.1325, 03.2325, 09.425, 10.2, 10.5

Adopted/Amended: 9/13/1999
Order #: 3624

Incident Report

(Inappropriate Behavior toward Employees by Visitors)

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

DATE OF INCIDENT _____

EMPLOYEE'S NAME _____

POSITION/TITLE _____

WHERE DID INCIDENT OCCUR? (Check)

- School site School grounds School-sponsored event Central Office Private residence
- Public site (specify) _____
- Other (specify) _____

DESCRIBE/IDENTIFY INDIVIDUAL: _____

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

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

Specifics: _____

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

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

Specifics: _____

Employee's Signature _____
Date

Immediate Supervisor's Signature _____
Date

DATE REPORT SUBMITTED TO SUPERINTENDENT/DESIGNEE: _____

District Vehicle Usage Policy

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

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

- Van 1 (V1) (2008 Ford E150)
- Van 3 (V3) (2020 Ford Transit)
- Van 4 (V4) (2022 Ford Transit)
- Bomber 2 (B2) (2008 Chevrolet Impala)
- Bomber 3 (B3) (2018 Ford Fusion)
- Bomber 4 (B4) (2018 Ford Fusion)

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

To request a district vehicle or bus, please use the link below. District vehicles are assigned on a first-requested, first-served basis. Do not wait until the last minute to request a vehicle and expect availability.

<https://appgarden10.app-garden.com/TravelTrackKY004.nsf>

(Copy and paste to your browser if the hyperlink fails.)

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

It is the responsibility of the person requesting a district vehicle to allow ample time to check the fuel level in that vehicle. All district vehicles must remain at the designated location (6th grade wing parking lot) until the requested and approved pickup time. Vehicles are not allowed to leave the Central Office to be refueled and parked at a different location within the district. These vehicles **and their keys** must be available for emergency transportation when they are idle. Central Office and/or Transportation staff are not responsible for fueling district vehicles.

The back of the 6th grade wing parking lot has been designated for all district vehicles to be parked. There are extra parking spaces where you may leave your personal vehicle while using a board vehicle. **DO NOT** return the district vehicle to the Central Office/CTC parking area.

District vehicles must be refueled on campus before returning them. If a vehicle is returned after dark, please make arrangements for fueling if there are any safety or security concerns. The vehicle(s) must be locked when unattended.

Vehicle keys returned after regular hours must be placed in the green drop box mounted on the wall by the double doors at the South entrance of the new Central Office/Career & Technical Center (where students enter the building). If a vehicle is returned after hours, on weekends, or any other time that Central Office staff may not be able to assist with securing keys, please make arrangements with the next person requesting the same vehicle. **It is not the responsibility of Central Office staff to manage “key swaps” after hours. Do not leave the keys in the vehicle.**

Vans 1 and 3 have a strict limit of 7 passengers. There may be no more than 8 total occupants, including the driver. Please allow extra room for additional equipment. Please reference the following KDE position statement:

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

The Central Office must be notified of any vehicle cancellations at least 24 hours prior to the requested vehicle pickup time.

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

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

School organizations, boosters, or any other group shall be charged \$0.75 / mile for transporting students in a district vehicle for:

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

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

If you are traveling, you MUST provide a PO provided by your school before approval.

A Driver History Records check shall be conducted once per year for all persons who will be transporting students in a district vehicle. A DHR report must be on file in the Central Office for any person desiring to transport students before that person is allowed to operate a district vehicle with students on board.

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

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

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

August 9, 2023

Bloodborne pathogens refer most commonly, in the school setting, to:

- *Hepatitis B
- *HIV

The most common modes of transmission in the school setting include:

Direct contact of student's blood with employee's broken skin or mucous membrane.

Through:

1. First Aid
2. Sharps injuries (such as cuts from broken glass)

The intent of OSHA standards is to minimize occupational exposure to these and any other applicable hazards that can occur in the school setting.

In general, universal precautions are to be observed to prevent contact with blood or potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids are considered potentially infectious materials. In essence:

1. Treat all blood and body fluids as being potentially infectious.
2. Use an appropriate barrier between any cuts or body spills, preferably gloves.
3. Wash hands thoroughly with soap and water before and after patient care; and between patients or sites on the same patient.
4. Contaminated needles and other contaminated sharp instruments are not to be bent, broken, sharpened, or recapped.
5. Contaminated reusable sharp instruments such as broken glass, wire retainers, needles, etc. are to be placed in appropriate containers.
6. These containers are: puncture resistant; labeled and/or color-coded; leakproof on the sides and bottom, closeable, and easily accessible to employees.

Universal Precautions in Schools

Universal precautions (UP) are intended to prevent transmission of infections, as well as decrease the risk of exposure for school personnel and students. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. UP pertain to blood and other potentially infectious materials (OPIM) containing blood. These precautions do not apply to other body fluids and wastes (OBFW) such as saliva, sputum, feces, tears, nasal secretions, vomitus, and urine unless blood is visible in the material. However, these OBFW can be sources of other infections and should be handled as if they are infectious. The most important steps in preventing exposure to and transmission of any infection is anticipating potential contact with infectious material in routine as well as emergency situations and the use of appropriate barrier techniques; using U.P., and proper work practices. Based on the type of possible contact, school personnel and students should be prepared to use the appropriate precautions prior to the contact. Diligent and proper hand washing, the use of barriers, appropriate

disposal of waste products and needles, and proper decontamination of spills are essential techniques of infection control. All individuals should respond to situations practicing UP. Using common sense in the application of these measures will enhance protection of school personnel and students.

Hand Washing

Proper hand washing is crucial to preventing the spread of infection. Textured jewelry on the hands or wrists should be removed prior to washing and kept off until completion of the procedure and hands are rewashed. Use of running water, lathering with soap for 15-30 seconds, and using friction to clean all hand surfaces is key. Rinse well with running water and dry hands with paper towels.

- Hands should be washed before physical contact (when feasible) with individuals and after contact is completed.
- Hands should be washed after contact with any used equipment.
- If hands (or other skin) come into contact with blood or body fluids, wash immediately before touching anything else.
- Hands should be washed whether gloves are worn or not and after gloves are removed.
- Antiseptic towelettes or antiseptic solution and paper towels should be used when running water is not available.

Barriers

Barriers anticipated to be used at school include disposable gloves, absorbent materials, and resuscitation devices. Their use is intended to reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents from individual to individual. Gloves should be worn when in contact with blood, OPIM, or OBFW. Gloves should be removed without touching the outside and disposed of after each use.

Disposal of Waste

Blood, OPIM, OBFW, used gloves, barriers, and absorbent materials should be placed in a plastic bag and disposed of in the usual procedure. When the blood or OPIM is liquid, semi-liquid, caked with blood, is not absorbed in materials, and is capable of releasing the substance if compressed, special disposal such as regulated waste is required. A Band-Aid, towel, sanitary napkin or other absorbed waste that does not have the potential of releasing the waste if compressed would not be considered regulated waste. It is anticipated schools would only have regulated waste in the case of a severe incident. Needles, syringes, and other sharp disposable objects should be placed in special puncture-proof containers and disposed of as regulated waste or disinfected. Bodily wastes such as urine, vomitus, or feces should be disposed of in the sanitary sewer system.

Clean-up

Spills of blood and OPIM should be cleaned up immediately.

- Wear gloves.
- Clean up spill with paper towels or other absorbent material.
- Use a solution of one part household bleach to one hundred parts of water (1:100), or other EPA approved disinfectant.
- Wash the area well.
- Dispose of gloves, soiled towels, and other waste in a plastic bag.
- Clean and disinfect reusable supplies and equipment.

Laundry

Laundry with blood or OPIM is handled as little as possible with a minimum of agitation. It is bagged at the location. If it has the potential of releasing the substance when compacted, regulated waste guidelines should be followed. School personnel who have contact with this laundry should wear protective barriers.

Exposure

An exposure incident to blood or OPIM through contact with broken skin, mucous membrane, or by needle or sharp stick requires immediate washing, reporting, and follow-up.

- Always wash the exposed area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) or exposure of broken skin occurs, irrigate or wash the area thoroughly.
- If a cut or needle stick injury occurs, wash the area thoroughly with soap and water.

The exposure is reported immediately, the parent or guardian is notified, and the person exposed contacts a licensed healthcare professional for further healthcare.

PERSONAL PROTECTIVE EQUIPMENT

Provision

1. When there is occupational exposure, the district provides, at no cost to the employee, appropriate personal protective equipment such as gloves. Additional personal protective equipment may be necessary, including but not limited to, gowns, or reconstruction devices. "Appropriate" means the equipment doesn't permit blood or other potentially infectious materials to pass under normal conditions of use. The employer shall ensure that the employee uses appropriate personal protective equipment unless the employer shows that the equipment when, under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of health care of public safety services or would have posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

Accessibility

2. The district ensures that appropriate personal protective equipment in the appropriate size is readily accessible at the work site or is issued to employees. Proper PPE is available in first aid kits to "away" athletic events.
3. Cleaning, Laundering, and Disposal. The district will clean, launder, or dispose of personal protective equipment at no cost to the employee.
4. Repair and Replacement. The district will repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.
5. If a garment is penetrated by blood or other potentially infectious materials, the garment is removed immediately or as soon as possible.
6. All personal protective equipment is removed prior to leaving the work area.
7. Gloves are worn when it can be reasonable anticipated that the employee may have contact with blood or other potentially infectious materials.
 - (a) Disposable gloves are replaced as needed and are not washed or decontaminated for re-use.
 - (b) Utility gloves may be decontaminated for re-use if the integrity of the glove is not comprised. However, they must be discarded if they are cracked or exhibit signs of deterioration.

Housekeeping

1. General. The district ensures that the worksite is maintained in a clean and sanitary condition. The district implements an appropriate written schedule for cleaning and methods of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil (contamination) present, and tasks or procedures being performed in the area.
2. All equipment and environmental and working surfaces are cleaned and decontaminated after contact with blood or other potentially infectious materials.
 - (a) Contaminated surfaces are decontaminated with an appropriate disinfectant, such as a 1-10 to 1-100 bleach solution, as soon as feasible.
 - (b) Protective coverings used to cover surfaces are removed and replaced as soon as possible.
 - (c) All bins, pails, and similar reusable receptacles which have a reasonable likelihood for becoming contaminated with blood or other infectious materials are inspected and decontaminated on a regularly scheduled basis and decontaminated immediately or as soon as possible.
 - (d) Broken glassware is cleaned up using mechanical means such as a brush and
 - (e) Reusable sharps contaminated with blood are not stored in a manner that requires employees to reach by hand into the containers.

Regulated Waste

Contaminated Sharps Discarding and Containment

1. Contaminated sharps are discarded immediately in containers that are:

- (a) Closeable;
- (b) Puncture resistant;
- (c) Leakproof on sides and bottom; and
- (d) Labeled or color-coded.

2. During use, containers for contaminated sharps are:

- (a) Easily accessible to personnel and located as close as is feasible to the immediate area;
- (b) Maintained upright throughout use, and
- (c) Replaced routinely and not allowed to overfill.

3. When moving containers of contaminated sharps, the containers are:

- (a) Closed immediately prior to removal to prevent spillage during handling; and
- (b) Placed in a secondary container if leakage is possible. The second container is closable, constructed to contain all contents and prevent leakage during handling, and appropriately labeled or color-coded.

HEPATITIS B VACCINATION POST-EXPOSURE EVALUATION AND FOLLOW-UP

General

1. The district provides the Hepatitis B vaccine and vaccination series for all employees who are designated in the occupational exposure list, and post-exposure evaluation and follow-up for all employees designated in the occupational list who have an exposure incident.
2. The district ensures that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series, post-exposure evaluation, follow-up, and prophylaxis are:
 - (a) Made available at no cost to the employee;
 - (b) Made available to the employee at a reasonable time and place;
 - (c) Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional; and
 - (d) Provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place.
3. The district ensures that all laboratory tests are conducted by an accredited laboratory at no cost to the employee.

Hepatitis B Vaccination

1. Hepatitis B vaccination is available after the employee has received the required training and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.
2. The district will not make participation in a prescreening program a prerequisite for receiving Hepatitis B vaccination.
3. If the employee initially declines Hepatitis B vaccination but at a later date while still covered under the plan decides to accept the vaccination, the district provides for the Hepatitis B vaccination at that time.
4. The district assures that employees who decline to accept Hepatitis B vaccination offered by the district sign the following statement:

"I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself.

However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me."

*This declination statement will be on Board letterhead stationery with employee signature and date.

5. If a routine booster dose(s) of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) will be made available

Post-exposure Evaluation and Follow-up

Following a report of an exposure incident, the district will make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;
2. Identification and documentation of the source individual, unless the district can establish that identification is infeasible or prohibited by state or local law:
 - (a) The source individual's blood is tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the district will establish that legally required consent cannot be obtained.
 - (b) When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
 - (c) Results of the source individual's testing will be made available to the exposed employee, and the employee will be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
3. Collection and testing of blood for HBV and HIV serological status:
 - (a) The exposed employee's blood will be collected as soon as feasible and tested after consent is obtained.
 - (b) If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample will be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing will be done as soon as feasible.
4. Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Services;
5. Counseling; and
6. Evaluation of reported illnesses.

Information Provided to the Healthcare Professional

1. The district ensures that the healthcare professional responsible for the employee's Hepatitis B vaccination is provided a copy of this regulation.
2. The district ensures that the healthcare professional evaluating an employee after an exposure incident is provided the following information:
 - (a) A copy of the regulation;
 - (b) A description of the exposed employee's duties as they relate to the exposure incident;
 - (c) Documentation of the route(s) of exposure and circumstances under which exposure occurred;
 - (d) Results of the source individual's blood testing, if available; and
 - (e) All medical records relevant to the appropriate treatment of the employee including vaccination status which are the district's responsibility to maintain.

Healthcare Professional's Written Opinion

The district will obtain and provide the employee with a copy of the evaluation healthcare professional's written opinion within 15 days of the completion of the evaluation.

1. The healthcare professional's written opinion for Hepatitis B vaccination is limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.
2. The healthcare professional's written opinion for post-exposure evaluation and follow-up is limited to the following information:
 - (a) That the employee has been informed of the results of the evaluation; and
 - (b) That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
3. All other findings or diagnoses remain confidential and will not be included in the written report.

Material appropriate in content and vocabulary to educational levels, literacy and language of employees shall be used.

COMMUNICATION OF HAZARDS TO EMPLOYEES

Label and signs

1. Labels.

- (a) Warning labels are affixed to containers of regulated waste containing blood or other potentially infectious materials.
- (b) Labels have the following legend:
- (c) Labels are fluorescent orange or orange-red or predominantly so, with lettering or symbols in a contrasting color.
- (d) Labels are affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.
- (e) Red bags or red containers may be substituted for labels.

Information and Training

The district requires employees with occupational exposure to participate in a training program which is provided at no cost to the employee and during working hours.

Training is provided as follows:

- (a) At the time of initial assignment to tasks where occupational exposure may take place; and
- (b) At least annually thereafter

Annual training for all employees is provided within one year of their previous training.

The district provides additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.

Materials are appropriate in content and vocabulary to educational level, literacy, and language of employees.

The training program contains at a minimum the following elements:

- (a) An accessible copy of the standard regulatory text and an explanation of its contents;
- (b) A general explanation of the epidemiology and symptoms of bloodborne diseases;
- (c) An explanation of the modes of transmission of bloodborne pathogens;
- (d) An explanation of the exposure control plan and the means by which the employee can obtain a copy of the written plan;

- (e) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
 - (f) An explanation of the use and limitations of methods that prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;
 - (g) Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment;
 - (h) An explanation of the basis for selection of personal protective equipment;
 - (i) Information on the Hepatitis B vaccine, including information on its efficacy, safety, method or administration, the benefits of being vaccinated, and that the vaccine and vaccination is offered free of charge;
 - (j) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
 - (k) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up;
 - (l) Information on the post-exposure evaluation and follow-up for the employee following an exposure incident;
 - (m) An explanation of the signs and labels and/or color-coding required; and
 - (n) An opportunity for interactive questions and answers with the person conducting the training session.
7. The person conducting the training is knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the school.

RECORDKEEPING

Medical Records

The district maintains an accurate record for each employee with occupational exposure.

2. The record includes:

- (a) The name and social security number of the employee;
- (b) A copy of the employee's Hepatitis B vaccination status including the dates of all the Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination as required;
- (c) A copy of all results of examinations, medical testing, and follow-up procedures as required
- (d) The district's copy of the healthcare professional's written opinion as required; and
- (e) A copy of the information provided to the healthcare professional as required.

3. Confidentiality. The district ensures that employee required medical records are:
 - (a) Kept confidential; and
 - (b) Are not disclosed or reported without the employee's express written consent to any person within or outside the work place except as required.
4. The district maintains the required records for at least the duration of employment plus thirty years.

Training Records

1. Training records include the following information:
 - (a) The dates of the training sessions;
 - (b) The contents or a summary of the training sessions;
 - (c) The names and qualifications of person(s) conducting the training; and
 - (d) The names and job titles of all persons attending the training sessions.
2. Training records are maintained for three years from the date on which the training occurred.
3. Employee medical records required by this paragraph are provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee, and to the regulatory agency.

Transfer of Records

1. The district transfers employee records regarding the standard to comply with the requirements.
2. If the district ceases to do business and there is no successor employer to receive and retain the records for the prescribed period, the district will notify the regulatory agency at least three months prior to their disposal and transmit them, if required by the regulatory agency to do so, within that three month period.

GUIDE FOR REDUCING EXPOSURE TO ASBESTOS

AUGUST 1, 2023

****All Ballard County Schools are Asbestos Free****

I. PURPOSE

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

II. PROTECTING YOURSELF FROM ASBESTOS

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

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

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

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

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

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

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

III. A LIST OF IMPORTANT POINTS TO REMEMBER:

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

IV. SPECIFIC INFORMATION

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

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

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

August 4, 2023

As an employee of the Ballard County School System I attest that I have received an electronic copy of Workers Compensation Notification, Confidentiality Policy, FERPA Compliance, and Electronic Resource Acceptable Use Policy. I understand it is my responsibility to read and understand these policies as given to me in the 23-24 Employee Handbook. The electronic copy of the Employee Handbook is located on Employee Navigator. My digital signature on Employee Navigator certifies that it is my responsibility to read and comply with these policies.