



# Ballard County Schools Employee Handbook

2021-2022

Casey Allen, Superintendent

**Home of Bomber Pride!!**



*Ballard County Schools Mission Statement:*

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

# Table of Contents

1	Administrative staff by program
2	Employee forms <ul style="list-style-type: none"><li>A. Absence and attendance information</li><li>B. Employee Absence Form</li><li>C. Classified Time Sheet</li><li>D. Travel Reimbursement</li><li>E. Mileage Reimbursement</li></ul>
3	School Calendar
4	Staff Dress Code
5	Payroll <ul style="list-style-type: none"><li>A. Pay Dates</li><li>B. Payroll Changes</li><li>C. Summer Payroll Distribution Procedure</li></ul>
6	Salary Schedule <ul style="list-style-type: none"><li>A. Certified 185 day</li><li>B. Classified paid at Certified 185 Day</li><li>C. Classified</li></ul>
7	Benefits
8	Health insurance information
9	Meal charge policy
10	Professional development
11	Professional development/travel cancellation policy
12	Reimbursement
13	Workers' Compensation
14	Confidentiality
15	FERPA
16	District Policy and Procedure Link Information
17	Electronic Resource Acceptable Use Policy
18	Software Licensing Agreement
19	Civility Policy
20	Incident Report
21	District Vehicle Usage Policy
22	Bloodborne Pathogen Exposure Control Plan



**BALLARD COUNTY SCHOOLS**  
**ADMINISTRATIVE STAFF BY PROGRAM**  
**2021-2022**

<b>PROGRAM</b>	<b>ADMINISTRATOR</b>	<b>PHONE EXTENSION</b>
Superintendent	Casey Allen	2001
504 Coordinator	Terri Wehmeyer	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
	Alyssa Binkley	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	Amber Hayes	2530
Gifted/Talented	Lisa Adams	2253
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 Wehmeyer	2101
Professional Development	Kevin Estes	2004
Psychometrist	Lisa Adams	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 Wehmeyer	2101
Infinite Campus	Jennifer Robinson	2003
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



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

**2021-2022**

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

BALLARD COUNTY SCHOOLS  
EMPLOYMENT INFORMATION  
2021-2022

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](http://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. As noted on the absence form: The signed affidavit on the back of the absence form must be notarized. Notaries are located in each building. If an employee has returned to work and an absence form is not received in the central office by the end of the next pay period, that employee will not be paid for the absence.

**Secretaries:** Absence forms and principal absence reports are due to central office receptionist Carolyn Stowell 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.**



## Semi-Monthly Time Sheet and Leave Affidavit

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

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**

[illegible]

TOTAL HOURS FOR PAY PERIOD \_\_\_\_\_

**\*LUNCH TIME IS NOT COUNTED AS WORK TIME**

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

Supervisor's Signature approving the requested leave \_\_\_\_\_ Date \_\_\_\_\_



**Leave Request Form and Affidavit**

A personal affidavit is required for the use of personal leave and the use of sick leave for the purpose of mourning a member of the employee's immediate family.\* Either a personal affidavit 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 affidavit. Requirements for use of sick leave following child birth and adoption are stated in Policies 03.1233/03.2233.

**LEAVE AFFIDAVIT**  
**(KRS 161.152, KRS 161.154, KRS 161.155)**

Comes the affiant, \_\_\_\_\_, after being duly sworn, and states as follows:

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): \_\_\_\_\_

\_\_\_\_\_  
Affiant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Affiant's Name (Print or Type)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

Notary Public: \_\_\_\_\_, \_\_\_\_\_ County, Kentucky

My Commission Expires: \_\_\_\_\_

\*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:7/15/2019

# BALLARD COUNTY SCHOOLS

## 2021 - 2022 (effective 07/01/2021)

### 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

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

DAY OF TRAVEL IS 1ST 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

TOTAL MILES (LINE 7) X .44 CENTS PER MILE (EFFECTIVE 07/01/2021)

TOTAL TO BE REIMBURSED

PAY FROM MUNIS CODE:

SIGNATURE

DATE

APPROVED BY

DATE

LINE 7

LINE 8

LINE 9 =  
LINE 6 + 8



**BALLARD COUNTY SCHOOLS  
2021-2022 (effective 07/01/2021)  
MILEAGE REIMBURSEMENT**

**VENDOR#**

## ADDRESS

[illegible]

**Ballard County Schools  
2021-2022 Calendar**

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



## 2021-22 Calendar at a Glance

Aug. 10	First day for students
Sep. 6	Labor Day holiday; no school
Oct. 4 – 8	Fall break; no school
Nov. 24	Professional development/Planning day; no school
Nov. 25	Thanksgiving holiday; no school
Nov. 26	No school
Dec. 20 – 31	Winter break; no school
Jan. 17	No school
Feb. 21	Professional development/Planning day; no school
March 18	Professional development/Planning day; no school
April 4 – 8	Spring break; no school
May 13	Last day for students

### 172 Instructional days

- 1 Opening day (Aug. 9)
- 4 Holidays (Sept. 6, Nov. 25, Dec. 24, Dec. 31)
- 4 PD days (TBD)
- 3 Staff planning days (TBD)
- 1 Closing day (May 16)

---

### 185 Total contractual days

#### Weather make-up days will be utilized as follows:

1. Will use banked time, no make-up for students
2. Will use banked time, no make-up for students
3. Will use NTI for virtual learning
4. Will use NTI for virtual learning
5. Will use NTI for virtual learning
6. Will use NTI for virtual learning
7. Will use NTI for virtual learning
8. Will use NTI for virtual learning
9. Will use NTI for virtual learning
10. Will use NTI for virtual learning
11. Will use NTI for virtual learning
12. 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 an 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 encompasses 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 Schools Faculty and Staff Dress Code**

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

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

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

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



**BALLARD COUNTY SCHOOLS  
PAYROLL SCHEDULE  
2021/2022**

<b>BEG DATE</b>	<b>END DATE</b>	<b>PAY DATE</b>
6/13/2021	6/30/2021	7/15/2021
7/1/2021	7/10/2021	7/30/2021
7/11/2021	7/24/2021	8/13/2021
7/25/2021	8/7/2021	8/30/2021
8/8/2021	8/21/2021	9/15/2021
8/22/2021	9/4/2021	9/30/2021
9/5/2021	9/18/2021	10/15/2021
9/19/2021	10/9/2021	10/29/2021
10/10/2021	10/23/2021	11/15/2021
10/24/2021	11/6/2021	11/30/2021
11/7/2021	11/20/2021	12/10/2021
11/21/2021	12/4/2021	12/17/2021
12/5/2021	12/25/2021	1/14/2022
12/26/2021	1/8/2022	1/28/2022
1/9/2022	1/22/2022	2/15/2022
1/23/2022	2/5/2022	2/28/2022
2/6/2022	2/19/2022	3/15/2022
2/20/2022	3/5/2022	3/30/2022
3/6/2022	3/19/2022	4/14/2022
3/20/2022	4/9/2022	4/29/2022
4/10/2022	4/23/2022	5/13/2022
4/24/2022	5/7/2022	5/27/2022
5/8/2022	5/28/2022	6/15/2022
5/29/2022	6/11/2022	6/30/2022

**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**

## **IMPORTANT PAYROLL INFORMATION**

### **FY21/22**

**For the FY21/22 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.**



**BALLARD COUNTY SCHOOLS**  
**2021 - 2022**  
**CERTIFIED SALARY SCHEDULE**  
**185 DAY CONTRACT**

YRS EXP	RANK I	RANK II	RANK III
0	45,759	41,481	37,296
1	46,016	41,733	37,543
2	46,259	41,977	37,860
3	46,511	42,233	38,045
4	49,684	45,464	41,571
5	49,924	45,730	41,819
6	50,174	45,979	42,071
7	50,426	46,230	42,321
8	50,677	46,480	42,563
9	50,925	46,729	42,821
10	55,377	51,133	46,876
11	55,621	51,374	47,129
12	55,875	51,625	47,380
13	56,121	51,876	47,632
14	56,376	52,126	47,878
15	56,874	52,531	48,253
16	57,124	52,928	48,577
17	57,374	53,173	48,831
18	57,623	53,430	49,079
19	57,875	53,679	49,328
20	58,272	54,074	49,879
21	58,528	54,334	50,132
22	58,816	54,615	50,410
23+	59,096	54,903	50,697

RANK IV
32,994

RANK V
30,830

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

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

**BALLARD COUNTY SCHOOLS  
2021 - 2022  
CERTIFIED SALARY SCHEDULE  
CLASSIFIED EMPLOYEE**

YRS EXP	RANK I	RANK II	RANK III
0	45,199	40,921	36,735
1	45,456	41,174	36,983
2	45,698	41,417	37,299
3	45,949	41,673	37,484
4	49,123	44,905	41,011
5	49,364	45,171	41,258
6	49,614	45,418	41,510
7	49,867	45,670	41,762
8	50,116	45,919	42,003
9	50,366	46,169	42,261
10	54,819	50,572	46,317
11	55,060	50,816	46,568
12	55,313	51,063	46,819
13	55,561	51,316	47,069
14	55,815	51,565	47,318
15	56,314	51,969	47,694
16	56,564	52,367	48,016
17	56,814	52,612	48,271
18	57,064	52,870	48,519
19	57,314	53,118	48,768
20	57,714	53,514	49,321
21	57,970	53,774	49,571
22	58,258	54,055	49,850
23+	58,536	54,341	50,137

RANK IV
32,434

RANK V
30,271

---

BOARD ORDER#:

---



# 2021-2022 Classified Salary Schedule

	FRYS	SECS	HMEC	TRAN	TECH	DESK	CUST	MAIN	BUSD	BMON	AP	STI
	FRYSC DIR	7 HRS	HEAD	DIRECTOR	TECH	DESKTOP	CUSTODIAN	MAINT/	BUS DRVR/	BUS MON	A/P-PERSONNEL	STI
	7 HRS	185/220/	MECH	8 HOURS	7 HOURS	8 HOURS	7.5 HRS	GROUND	ASST MECH	1.5 HRS RT	7 HOURS	IC
YRS	240 DAYS	240 DAYS	240 DAYS	240 DAYS	240 DAYS	240 DAYS	240 DAYS	240 DAYS	4 HRS/8 HRS	135/182	240 DAYS	7 HOURS
EXP	240 DAYS	240 DAYS	240 DAYS	240 DAYS	240 DAYS	240 DAYS	240 DAYS	240 DAYS	135/182/240	135/182	240 DAYS	220 DAYS
0	21.44	13.97	24.03	32.03	28.56	18.75	11.94	12.73	13.70	9.89	23.80	22.88
1	21.86	14.04	24.16	32.20	28.70	18.84	12.01	12.80	13.85	9.95	23.92	22.99
2	22.27	14.12	24.28	32.36	28.85	18.93	12.07	12.86	13.99	10.00	24.03	23.11
3	22.69	14.19	24.41	32.53	28.99	19.03	12.13	12.92	14.14	10.05	24.15	23.22
4	23.11	14.26	24.53	32.70	29.14	19.12	12.19	12.98	14.28	10.10	24.26	23.33
5	23.52	14.34	24.66	32.86	29.28	19.21	12.25	13.05	14.43	10.15	24.37	23.45
6	23.94	14.41	24.78	33.03	29.43	19.31	12.32	13.11	14.57	10.21	24.49	23.56
7	24.35	14.48	24.90	33.20	29.58	19.40	12.38	13.17	14.72	10.26	24.60	23.68
8	24.77	14.55	25.03	33.36	29.72	19.50	12.44	13.23	14.87	10.31	24.72	23.79
9	25.19	14.63	25.15	33.53	29.87	19.59	12.50	13.30	15.01	10.36	24.83	23.91
10	25.60	14.70	25.28	33.70	30.01	19.68	12.57	13.36	15.16	10.41	24.95	24.02
11	26.02	14.77	25.40	33.86	30.16	19.78	12.63	13.42	15.30	10.47	25.06	24.13
12	26.43	14.85	25.53	34.03	30.30	19.87	12.69	13.48	15.45	10.52	25.18	24.25
13	26.85	14.92	25.65	34.19	30.45	19.96	12.75	13.54	15.59	10.57	25.29	24.36
14	27.27	14.99	25.78	34.36	30.60	20.06	12.82	13.61	15.74	10.62	25.40	24.48
15	27.68	15.06	25.90	34.53	30.74	20.15	12.88	13.67	15.89	10.67	25.52	24.59
16	28.10	15.14	26.03	34.69	30.89	20.24	12.94	13.73	16.03	10.73	25.63	24.71
17	28.51	15.21	26.15	34.86	31.03	20.34	13.00	13.79	16.18	10.78	25.75	24.82
18	28.93	15.28	26.28	35.03	31.18	20.43	13.07	13.86	16.32	10.83	25.86	24.94
19	29.35	15.35	26.40	35.19	31.32	20.53	13.13	13.92	16.47	10.88	25.98	25.05
20	29.76	15.43	26.53	35.36	31.47	20.62	13.19	13.98	16.61	10.93	26.09	25.16
21	30.18	15.50	26.65	35.53	31.61	20.71	13.25	14.04	16.76	10.99	26.21	25.28
22	30.60	15.57	26.78	35.69	31.76	20.81	13.32	14.11	16.90	11.04	26.32	25.39
23	31.01	15.65	26.90	35.86	31.91	20.90	13.38	14.17	17.05	11.09	26.43	25.51
24	31.43	15.72	27.03	36.03	32.05	20.99	13.44	14.23	17.20	11.14	26.55	25.62
25	31.84	15.79	27.15	36.19	32.20	21.09	13.50	14.29	17.34	11.19	26.66	25.74
26	32.26	15.86	27.28	36.36	32.34	21.18	13.57	14.36	17.49	11.25	26.78	25.85
27+	32.68	15.94	27.40	36.52	32.49	21.27	13.63	14.42	17.63	11.30	26.89	25.97



# 2021-2022 Classified Salary Schedule

	FMGR YRS FS MGR EXP 185 DAYS	CWKR CAFÉ WORKER 140/181 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	15.13	11.94	11.47	12.60	13.53	13.92	14.49	20.93	18.95
1	15.21	12.01	11.53	12.66	13.60	13.98	14.55	21.03	19.05
2	15.28	12.07	11.59	12.72	13.66	14.04	14.62	21.14	19.14
3	15.36	12.13	11.65	12.79	13.72	14.11	14.68	21.24	19.24
4	15.43	12.19	11.72	12.85	13.78	14.17	14.74	21.35	19.33
5	15.51	12.25	11.78	12.91	13.85	14.23	14.80	21.45	19.42
6	15.58	12.32	11.84	12.97	13.91	14.29	14.87	21.56	19.52
7	15.66	12.38	11.90	13.03	13.97	14.36	14.93	21.66	19.61
8	15.73	12.44	11.97	13.10	14.03	14.42	14.99	21.76	19.70
9	15.81	12.50	12.03	13.16	14.10	14.48	15.05	21.87	19.80
10	15.88	12.57	12.09	13.22	14.16	14.54	15.12	21.97	19.89
11	15.96	12.63	12.15	13.28	14.22	14.61	15.18	22.08	19.98
12	16.03	12.69	12.22	13.35	14.28	14.67	15.24	22.18	20.08
13	16.11	12.75	12.28	13.41	14.35	14.73	15.30	22.28	20.17
14	16.18	12.82	12.34	13.47	14.41	14.79	15.37	22.39	20.27
15	16.26	12.88	12.40	13.53	14.47	14.86	15.43	22.49	20.36
16	16.33	12.94	12.47	13.60	14.53	14.92	15.49	22.60	20.45
17	16.41	13.00	12.53	13.66	14.60	14.98	15.55	22.70	20.55
18	16.48	13.07	12.59	13.72	14.66	15.04	15.61	22.80	20.64
19	16.56	13.13	12.65	13.78	14.72	15.11	15.68	22.91	20.73
20	16.63	13.19	12.72	13.85	14.78	15.17	15.74	23.01	20.83
21	16.71	13.25	12.78	13.91	14.85	15.23	15.80	23.12	20.92
22	16.78	13.32	12.84	13.97	14.91	15.29	15.86	23.22	21.01
23	16.86	13.38	12.90	14.03	14.97	15.35	15.93	23.32	21.11
24	16.93	13.44	12.97	14.10	15.03	15.42	15.99	23.43	21.20
25	17.01	13.50	13.03	14.16	15.09	15.48	16.05	23.53	21.29
26	17.08	13.57	13.09	14.22	15.16	15.54	16.11	23.64	21.39
27+	17.16	13.63	13.15	14.28	15.22	15.60	16.18	23.74	21.48

DIR ASK/SNG	12.92
SNG STAFF	11.44
ASK STAFF	11.44

SUBSTITUTES	
CAFÉ	7.54
MONITOR	7.54
BUS DRIVER	13.58
DAYCARE	8.87
CUSTODIAN	9.08
HOURLY WORK	7.54
AIDE(SUBA)	8.87

SUB TEACHER DAILY	
RANK I(SUB1)	97.70
RANK II(SUB2)	94.93
RANK III(SUB3)	92.17
RANK IV(SUB4)	81.24
RANK V(SUB5)	78.39

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 26.95%  
(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 Mandatory and will be in October.

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



## **Meals and Meal Charges**

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

The Superintendent/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 2021-2022**

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 2021-2022. 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 3-6, November 24, February 21, and March 18. **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 2021-2022 will be given for sessions held between July 1, 2021 and June 30, 2022.

## **ASSESSMENT CALENDAR 2021-2022**

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 2022.

**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 your 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 travel, 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 an online Hotel Reservation request form. Hotel reservations will be direct-billed for you. Once the reservations are complete any and all changes 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 fax all of the information 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. 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.

You are required to use a board vehicle if one is available and if you choose to drive your own we will not reimburse for mileage unless there is nothing available the day of your trip. Mileage is paid at the quarterly state reimbursement rate when a personal vehicle has to be used. 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 Workers' 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**

**2021-2022**

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.



**Access to Electronic Media**

(Acceptable Use Policy)

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

**SAFETY PROCEDURES AND GUIDELINES**

The Superintendent shall oversee the development and implementation of appropriate procedures to provide guidance for student, employee, and community member access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access or personal devices that are permitted to access the District's network, shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its initial Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

**Access to Electronic Media**

(Acceptable Use Policy)

**PERMISSION/AGREEMENT FORM**

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources.

All users, including students, faculty and staff, and community members, must sign an agreement form. The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student, staff, or community member. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

**EMPLOYEE USE**

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

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

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

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

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

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

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent's designee.
3. Guidelines may specify whether access to the site must be given to school/District technology staff.
4. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.



**Access to Electronic Media**

(Acceptable Use Policy)

**EMPLOYEE USE (CONTINUED)**

5. Once the site has been created, the sponsoring staff member is responsible for the following:
  - a. Monitoring and managing the site to promote safe and acceptable use; and
  - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

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

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

**COMMUNITY USE**

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

**DISREGARD OF RULES**

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

**RESPONSIBILITY FOR DAMAGES**

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

**Access to Electronic Media**

(Acceptable Use Policy)

**RESPONDING TO CONCERNS**

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

**AUDIT OF USE**

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors.
2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

**RETENTION OF RECORDS FOR E-RATE PARTICIPANTS**

Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.

**REFERENCES:**

KRS 156.675; KRS 365.732; KRS 365.734  
16 KAR 1:020 KAR 001:020 (Code of Ethics) (Code of Ethics); 701 KAR 005:120  
47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520  
Kentucky Education Technology System (KETS)  
47 C.F.R. 54.516  
15-ORD-190

**RELATED POLICIES:**

03.13214/03.23214; 03.1325/03.2325; 03.17/03.27  
08.1353; 08.2322  
09.14; 09.421; 09.422; 09.425; 09.426; 09.4261  
10.5

Adopted/Amended: 7/13/2015  
Order #: 7023



## Ballard County Public Schools

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

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

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

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

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

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

Signature \_\_\_\_\_

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

**Civility****BOARD INTENT**

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

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

**PREPARATION OF EMPLOYEES**

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

**BEHAVIOR STANDARDS**

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

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

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

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

**EMPLOYEE OPTIONS**

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



**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: \_\_\_\_\_

Review/Revised:3/21/2016



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

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

[\\ed015000f1\Reservation Forms\District Vehicle Request Form.xsn](#) (copy and paste to your browser if the hyperlink fails)

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

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

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

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

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

Vehicle keys must be placed in the green drop box mounted on the wall by the double doors at the South entrance of the new Central Office/Career & Technical Center (where students enter building) when the vehicle is returned. If a vehicle is returned after hours, on weekends, or any other time that Central Office staff may not be able to



assist with securing keys, please make arrangements with the next person requesting the same vehicle. **It is not the responsibility of Central Office staff to manage "key swaps" after hours. Do not leave the keys in the vehicle.**

**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. **Any staff / group who fails to cancel a reservation at least 24 hours prior to the requested pickup time will be assessed a \$20.00 fee.**

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

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

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

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

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

A 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 will be allowed to operate a district vehicle with students on board.** The Central Office will submit the request and pay all applicable fees for DHR checks.

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

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



# BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

August 9, 2021

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.

## **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 or 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.<sup>4</sup> The district

"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 success or 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.



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