

2014 Training Day



Reaching Excellence Daily

LIVINGSTON COUNTY SCHOOLS

FERPA and STUDENT RECORD KEEPING

- o Confidentiality
- o Records accessible to parents and students at age 18
- o Directory Information is designated yearly (Code of Conduct)
- o Must annually give parents notice of the opportunity to prevent release of some or all directory information about their child

Duty to Report

- o Required by law
 - o Certain student misconduct
 - o Such as possession of a controlled substance
 - o Felony offenses
 - o Suspected child abuse
 - o Make report promptly to local agency and to supervisor
 - o For more information refer to Local Board Policy and LC Employee Handbook

Ethics- EPSB

- o The Professional Code of Ethics for Kentucky Certified School Personnel, codified in 16 KAR 1:020, establishes the ethical standards for Kentucky certified school personnel and establishes that violation of the code may be grounds for revocation or suspension of Kentucky teacher/administrator certification.
- o **Please review the Code of Ethics found in the Livingston County Employee Handbook**

Title IX; Harassment, Discrimination

- o Harassment/Discrimination is unlawful behavior based on the race, color, national origin, age, religion, sex, genetic information or disability of an employee involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, or prejudice.

Title IX; Harassment, Discrimination

- o Harassment/Discrimination is covered in board policy and can be found in the Employee Handbook.
- o Employees who believe they or any other employee, student, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practical, report it to your immediate supervisor.
- o Your District Title IX Coordinator is Amy Ramage. You may contact the Board of Education Office at any time for more information.

Bullying

- Bullying refers to any intentional act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school sponsored activity, which acts are repeated against the same student over time.
- Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District.
- Review the District Code of Contact with your students.

Policy and Procedures

- o Our policy manual is found on our website
- o A summary of policy/procedure updates that were adopted for 2014-2015 will be e-mailed to staff.
- o The 2014-2015 LC Employee Handbook will be on our website. Your principal/supervisor will be collecting sign-off sheets stating that you have reviewed and agree to abide by the handbook.