

# Russell Independent Schools

## Substitute Handbook

M. Sean Horne, Superintendent of Schools

**Russell Primary School**



**Russell McDowell Intermediate**



**Russell Middle School**



**Russell High School**



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# Welcome to Russell Independent

We would like to take this opportunity to welcome you to Russell Independent Schools as a Substitute. The standards are high for employees in this district, for we are constantly involved in the pursuit of excellence in our educational programs. Adhering to the same high standards as a Regular Staff, Substitutes are an essential element of the instructional program, and are respected as such.

Please take the time to read this Substitute Handbook as it is intended to define your role, responsibilities, and provide valuable information to assist you in the performance of your duties. Our Handbook has been developed so that the Substitutes of our district can make significant and positive contributions to the commitment and tradition of excellence in the Russell Independent School District.

It is important to us that you have successful and satisfying experiences in our schools. We offer the following suggestions that may be of benefit in helping achieve this goal.

- Take the time to familiarize yourself with the schools.
- Don't hesitate to ask questions and please introduce yourself to the staff members.
- First impressions do count, so a neat and professional appearance will encourage student respect.
- Expect the best from students and staff. Relate to the students in a firm, fair, and positive manner allowing them to see that you care about their education if you are in a student advisory role. This pleasant but firm approach will help you quickly establish a rapport with your students and put you in control of the classroom or classroom environment.
- Follow the established classroom procedures and routines. Maintain daily attendance records, follow the designated lesson plans, and maintain discipline if you are a substitute teacher.
- If students try to "test" you, remain objective and treat each student as an individual. Please do not administer mass punishment. Remember, to be firm, fair, and consistent and if discipline is indicated, carry it out privately. Corporal punishment is not acceptable.
- Finally, please give us feedback. What can we do to help make your job easier and assist all substitutes in performing their jobs more effectively?

If you have any questions, please phone our board office at 606-836-9679. Again, we welcome you and look forward to working with you as a member of our Substitute Team.





## **Philosophy of Russell Independent Schools**

The primary focus of Russell Independent Schools is to provide the best quality education and opportunities for ALL students. We take pride in all of our programs and always strive to be the best that we can be. From enhanced scholastic opportunities to our diverse array of sports teams and student clubs, ALL students are encouraged to take risks and step outside of their comfort zone to stretch their academic, athletic, and personal identities. Russell Independent School District is revered for our achievements throughout the years, but we continue to look for new ways to improve and expand opportunities for students—we never stop striving for and maintaining excellence.

### **Mission Statement**

Our mission is to inspire and empower all students to reach their maximum potential: one student, one lesson, one day at a time.

### **Vision Statements**

Progressing into the future...

Our Students are our top priority.

Our School Family plays a crucial role in student development, achievement, and success.

Our Parents are supportive partners and are essential in the advancement of each student.

Our Community shares our desire to develop highly skilled and productive citizens.

Our Technology enables our students to reach beyond the classroom.

Our Culture inspires leadership and excellence.

Our Academics focus on rigorous standards and global success.

## Code of Ethics

KRS 161.028 Requires that the Educational Professional Standards Board develop a professional code of ethics. 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.

### **Section 1. Certified personnel in the Commonwealth:**

1. Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
2. Shall believe in the worth and dignity of each human being and in educational opportunities for all;
3. Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:

#### **To Students**

1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
2. Shall respect the constitutional rights of all students;
3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
4. Shall not use professional relationships or authority with students for personal advantage;
5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
6. Shall not knowingly make false or malicious statements about students or colleagues;
7. Shall refrain from subjecting students to embarrassment or disparagement; and
8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

#### **To Parents**

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and

7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

### **To the Education Profession**

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

**Section 2.** Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:585. (21 Ky.R. 2344; eff. 5-4-95. recodified 704 KAR 20:680, 7-2-2002.)

## **Employment Benefits**

### **Liability Insurance: Certified Substitutes**

All substitute teachers while employed by the Russell Board of Education are covered by a liability insurance policy. The Russell Board of Education pays the full cost of this insurance protection.

\*A SUBSTITUTE TEACHER MAY BE HELD LIABLE FOR ANY NEGLIGENCE RESULTING IN INJURY TO A PUPIL IN HIS/HER CARE IF IT CAN BE PROVED THAT THE TEACHER DID NOT PRUDENTLY PREPARE AND SUPERVISE THE PUPIL IN THE ACTIVITY IN WHICH THE PUPIL WAS INJURED. A SUBSTITUTE TEACHER IS EXPECTED TO EXERCISE THE SAME DEGREE OF PRUDENCE AND SUPERVISORY CARE THAT ANY REGULAR TEACHER WOULD BE EXPECTED TO PRACTICE.

### **Workmen's Compensation Insurance**

All employees of the Russell Independent Board of Education, whether full or part-time, are covered by Workmen's Compensation. This employee benefit provides protection in the event of job-related illness or injury arising in the course of employment.

Workmen's Compensation Insurance pays benefits and claims regardless of other insurance policies and benefits. The Russell Board of Education pays the full cost of the insurance protection.

### **Teacher Retirement; Credit for Substitute Service**

A person who has an active teacher's retirement account may purchase fractional service credit for substitute service if they substitute twenty or more days during a school year. In such instances, the employer should certify to the Teacher's Retirement Office at the close of the school year the member's name, social security number, number of days taught and salary paid. Upon receipt of the employer's certification, the Teacher's Retirement Office will advise the member relative to eligibility and cost. The member's personal payment must be received on or before December 31 immediately following the fiscal year in which the substitute service was rendered. No more than four years of service credit may be earned through substitute service. Retired teachers are not eligible to purchase additional credit. (Retired teachers may substitute up to 129 days per school year without having KTRS benefits affected.)

### **Credit Union**

As a part-time employee of our district, substitutes are eligible to become a member of the Greenup County Federal Credit Union, which offers loans and high dividends on savings. The Credit Union is a service organization owned and operated by and for the members. An individual can join by paying the \$5.00 membership fee. This constitutes the purpose of a share of the organization.

Services of the Credit Union include loans, insurance and discount information.

Payments and/or contributions are payroll deductible if the substitute has worked during a pay period or deposits may be made directly. The Greenup County Federal Credit Union is located at 410 Belfonte Street, Russell, KY 41169, telephone 836-9932. Hours are 9:30 a.m. - 5:00 p.m. Monday thru Friday, with lunch from 1:00-2:00.

### **Breakfast and Lunch**

School breakfast and lunches are available for cash purchase in each building.

## **Certified and Classified Substitute Salary Schedule**

Salary is based upon a substitute's level of educational training and years of teaching experience. Substitute teachers will be placed on the substitute teacher's salary schedule at the appropriate level of educational training and experience.

The appropriate placement on the Substitute Teachers' Salary Schedule will be made at the time of employment and each substitute shall be given a copy of the salary schedule at that time.

The pay schedule of when Russell Independent School pays employees is on the district web page under employee documents/forms and links/payroll schedule. For questions about salary, please contact 836-9679.

Classified substitutes will also be placed on the appropriate salary schedule as per our board adopted salary schedule. Please see our district web page for current salary schedules.

## **School Calendar 2018-2019**

August 13	Professional Development (Required for Teachers)
August 14	Opening Day for Teachers
August 15	First Day for Students
September 3	No School – Labor Day
October 11	First Grading Period Ends
October 12-15	No School – Fall Break
October 15	No School – Professional Development
November 21 – 23	No School – Thanksgiving Holidays
November 21	No School – Professional Development for Teachers
December 18	Second Grading Period Ends
Dec. 19 – 30 Jan. 1	No School – Christmas Holidays
January 2	Classes Resume
January 21	No School – Dr. Martin Luther King Jr. Day
February 15 – 18	No School – Winter Break
February 15	No School – Professional Development for Teachers
March 8	Third Grading Period Ends
April 1 – 5	No School – Spring Break
May 22	Last Day for Students
May 23	Closing Day for Teachers

## Absence Management Formerly Aesop

### Quick Start Guide for Computer

[www.aesoponline.com](http://www.aesoponline.com)

#### Signing In

- To log in to the absence management application, type [aesoponline.com](http://aesoponline.com) in your web browser's address bar.
- The sign in page will appear.
- Enter your ID (your area code and phone number) and PIN from the welcome letter you received from the district.
- Click Sign In.

#### Recovering Credentials

- If you cannot recall your credentials, use the recovery options or click the **“Having trouble signing in?”** link for more details.
- The first time you log into Aesop you will have to agree to the terms of use. Click the “I Agree” button at the bottom of the page and it will take you to the home page.

#### Searching for Available Jobs

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

- Click the DETAILS link to view more information on the assignments. For multiple day assignments, Absence Management will list the employee's name once and then all dates.
- Click ACCEPT JOB if you would like to accept the job or click REJECT the job. If you reject the assignment, you will not be able to view it again later. Click CANCEL if you are not making a decision at this time to accept or reject the job.
- You will receive a Confirmation Number when you have successfully accepted an assignment. (You should bring this confirmation number with you to the school when you start the job)
- You can view any notes left by the teacher or district in the NOTES section.
- At this point, you can also access any attachments left for you by the district or employee. Click on the attachment, in the File Download dialog box OPEN or SAVE.

#### Other Home Page Features

- Messages – Any messages from the district office will appear in the Messages section.
- Upcoming Assignments for the next 30 days

### Manage my Schedule

To view your assignment schedule, you can click on the View my Schedule tab on the action menu or you can chose a specific date on the Interactive Calendar. Absence Management displays two types of days on the calendar (Non-Work Day – days /hours you have indicated you are unable to work. Working – jobs for which you are scheduled to work)

View MY Schedule - you can view your assignments in three ways (Weekly, 3-month calendar view, or all absences scheduled for the current month)

### Remove Myself from an Assignment

First, view your schedule by clicking on the Interactive Calendar or the View MY Schedule tab on the home page. On the calendar, clicking on a numbered day will take you to that week's schedule; the current date will be shown in parentheses. You can remove yourself from an accepted job or a Non-Work day by clicking the trash can in the assignment you wish to cancel. (A warning message will appear "Are you sure you want to cancel this job?" Click OK to cancel

### Add Non-Work Day

- Click the ADD NON-WORK DAY link on your action menu to indicate days or portions of days that you are unavailable to work
- For a single non work day, select the date you will be unable to work. Enter a description if desired.
- Adjust the Start Time and End Time if you will be unavailable for only a portion of the day.
- You can use Repeat Even feature if you have a recurring unavailability status.
  1. Select the date for your first non-work day
  2. Fill in the Start and End times
  3. Select the date for your last non-work day
  4. Check the box for the day(s) of the week that you will not be available to work. Select "All Week to mark every day in this date range as a Non-Working Day"
  5. Click SAVE to save you information.

### Deleting a Non-Work Day

You are able to delete any Non-Work day that has not already started. To delete a single Non-Work day, find the Non-Work day on your interactive calendar and click on it. You will be brought to the weekly view for that week. Click on the single trash can icon for that day to delete that single day.

To delete an entire repeating Non-Work day, click on the trash can icon with arrow pointing away from it. This will delete the selected Non-Work day as well as all the other Non-Work days that were created at the same time.

### Tell Absence Management When to Call

Select Tell Absence Management when to call on the home page to ask Aesop not to call during certain hours of the day or an entire day. These restrictions will repeat every week until you

change or remove the restriction.

- Select Specify call times and enter the start and end times for when you would like to receive calls. Then select the day(s) of the week for this time range.
- Apply changes to save or click Cancel to return to the home page. The setting you created will repeat until changed. Your new call time will appear on the schedule. If you wish to delete this time click on the trash can next to the time.
- To create another time, select Specify call times again and repeat the process
- Select Specify No Call Days to choose days when you do not want Aesop to call you.
- Select I Prefer not to be called by Absence Management, if you wish never to be called

### Change PIN

You can change your PIN at any time. The PIN is used both on the Web site and the phone system.

### Receiving Notifications

- You may receive notifications by phone, web and/or e-mail for the following:
- \*A single-day absence is canceled or modified
- You are completely removed from a job
- \*Any or All days of a multiple day absence are canceled
- You are assigned to a job
- \*The times of any day in an absence is modified.

### Preferred Schools\*

You can choose the schools (s) where you are willing or unwilling to work. Please click Preferred Schools on the action menu of your home page in Absence Management.

- First, determine how you want Absence Management to use this list. In the header, you can choose to tell Absence Management that you're creating a list of schools where you DO want to go or a list of schools where you DO NOT want to go. Choose your Header wisely.
- BY DEFAULT, YOUR LIST WILL BE MARKED "DO NOT SHOW ME.... THIS ENABLES YOU TO BE AVAIALBE TO WORK AT EVERY SCHOOL IN THE DISTRICT.
- If you would like to create a list of schools you do or do not want to work at, click ADD SCHOOLS link.
- Check the box under the selected column next to the schools you wish to select.
- Uncheck the days you do not wish this to apply to
- Click Apply Changes to save.
- Click View Current Schools to view your list of preferred schools.

### Users Guides and Training Videos

Help tab has training and reference materials and basic videos.

[www.aesoponline.com](http://www.aesoponline.com)

Phone System Instructions for Substitutes  
1.800.942.3767

Learn how to:

Search for jobs by phone

Respond when the system offers you a job

Personalize the phone system

When Absence Management calls you

When the system calls you, it will call about one job at a time, even if you are eligible for other jobs. You can always call in to hear a list of all available jobs.

When you receive a call, you can:

- Listen to available jobs—**Press 1**
- Prevent absence management from calling again today—**Press 2**
- Prevent absence management from ever calling again—**Press 9**

If you are interested in the available job, **Press 1**.

You will be asked to enter your PIN number (followed by the # key).

Absence management will list the job details and you have opportunity to accept or reject the job.

**\*\*Be sure to say a loud and clear “Hello” after answering the call. This will ensure that the system knows you picked up the call.**

When you call Absence Management

- Dial 1-800-942-3767
- Enter your ID number followed by the pound key(#)
- Enter your PIN number followed by the pound key (#)
- Pressing the star key(\*) will always take you back one menu level anywhere in the phone system

To Hear a List of Available Assignments Press 1

Aesop will play you a list of up to five available jobs.

- To accept the assignment, Press 1
- To hear assignment again, Press 2
- To reject this assignment and not hear it again, Press 3
- To listen to the next assignment, Press 4
- To replay a bypassed assignment, Press 5
- To return to the Main Menu, Press 6
- When you have successfully accepted an assignment Absence Management will play back the confirmation number.

To Review or Cancel your Upcoming Assignments, Press 2

- To review your assignments for the next 7 days, Press 3

- To return to the previous menu, Press \*
- Absence Management will now read off all the details of the assignment.
- To hear this again, Press 2
- To cancel this assignment, Press 3
- To listen to the next assignment, Press 4
- To return to the Main Menu, Press 6

To Review or Cancel a Specific Assignment, Press 3

- Absence Management will ask you to enter the confirmation number
- To cancel this assignment, Press 3
  - To listen to the next assignment, Press 4
  - To return to the Main Menu, Press 6
  - Please note that some options may not be available to you.

To Review or Change your Personal Information, Press 4

- To review or Change your name recording, Press 1
- To change your Pin Number, Press 2
- To change your phone number, Press 3

Special Things to Note: When Absence Management calls you:

- The phone number that appears on Called ID is : 1-800-942-3767
- Typically, Absence Management will not leave a message on your home answering machine.
- Please say “HELLO” in order for Absence Management to begin the phone call.
- If you are sick and wish not to work, Press 2 – To Prevent Further Calls Today.
- If two or more substitutes have the same phone number it is to your advantage that both voice record your names. Absence Management will then play the voice recording at the beginning of the phone call and you can enter the correct Pin number.

## **THE DUTIES AND RESPONSIBILITIES OF THE SUBSTITUTE TEACHER**

### **Policies and Regulations**

Substitute teachers are expected to become familiar with Board Policy. The Board Policy Manual for the Russell Independent School District is located at Central Office. All Board Policies and Procedures are available on the Board of Education Page of the District Website. Board policy dealing with personnel is contained in Chapter 3 and policy relating to students is contained in Chapter 9. Please be aware that ignorance of policy is no excuse.

## **Professional Ethics**

Substitute teachers must maintain a professional attitude toward their work and avoid spreading rumors or gossip. Individual criticism of other teachers or other schools destroy public confidence in the school system and the community.

Substitute teachers should plan to spend the entire time working with and for the pupils. No personal work of any kind should be done during this time. The substitute teacher is expected to carry out the program as outlined by the regular teacher.

## **Arriving at the School and Organizing the Day's Activities**

The substitute teacher should be familiar with arrival time and dismissal schedules for the elementary, middle and high schools.

### **Russell Middle and Russell High School**

#### **Teacher Schedule**

RMS arrival time 7:40 a.m.  
RHS arrival time 7:40 a.m.  
Dismissal time 3:10 p.m.

#### **Student Schedule**

RMS tardy bell 7:55 a.m.  
RHS first bell 7:40 a.m., tardy bell 7:55  
Dismissal bell (RMS & RHS) 2:55 p.m.

### **Russell Primary & Russell-McDowell Intermediate Schools**

#### **Teacher Schedule**

Primary arrival time 8:00 a.m.  
McDowell arrival time 8:00 a.m.  
Dismissal time 3:40 p.m.

#### **Student Schedule**

Primary doors open 7:30 a.m.; tardy bell 8:25 a.m.  
McDowell doors open 7:30 a.m. tardy bell 8:25 a.m.  
Primary & McDowell dismissal bell 3:25 p.m.

The substitute teacher should report to the school office immediately on arriving at the assigned school. The substitute will be given necessary information about daily operations of that particular school.

In the classroom the substitute should easily find the teacher student lists, seating charts, schedules, and teacher's edition to pupil text, lesson plans, and worksheets with answer keys etc.

In some classrooms the audiovisual equipment is standard equipment and the substitute teacher must see that it is properly used and cared for during the day. If audiovisual equipment is needed for a class, in most instances, it must be checked out from the library and returned the same day.

### **Lesson Plans**

The regular teacher is responsible for preparing concise lesson plans. It would be helpful to include some additional activities or materials that could be used in case the substitute is unable to follow the regular lesson plans.

**Safety:** The safety of pupils requires careful attention.

1. Familiarize yourself with the building evacuation plans and lockdown procedures in case of fire, severe weather or other emergencies. Plans are posted in the rooms and can also be picked up at the front offices.
2. Know the procedure in case first aid is needed.
3. Supervise pupils closely at all times.
4. Report to the office any accident or injury.
5. Follow the school policy for administering medication.

**Keeping Records:** Money and Miscellaneous Articles--

1. Careful records should be kept of any fees or payments.
2. The regular teacher should be informed in writing of articles taken from pupils for safe keeping or other reasons.

### **Conducting Classes**

The substitute teacher is responsible for teaching, to the best of his/her ability, under the supervision of the principal and in accordance with provisions of the rules and regulations of the Board of Education. This involves following the plans which have been left by the regular teacher.

If there is an aide in the classroom, he/she is a valuable helper but the substitute is the teacher.

### **Classroom Management and Pupil Conduct**

As per 704 KAR 7:160 the use of Physical Restraint and Seclusion in Public Schools, Section 6 (1), and Russell Independent Schools employ Positive Behavior Supports. It is the responsibilities of all substitutes to be trained in PBIS. **Access to the on-line training can be located on the district web page.**

1. Please learn your students' names.
2. Classroom expectations should already be in place and accessible to you. If not, establish classroom procedures for the time that you are in the classroom. Classroom management and procedures are key to students' academic success.
3. If student behavior rises to a level of an office referral, please contact the office immediately.
4. As the substitute, you should be with your class at all times. Never leave students alone.
5. Do your best to complete the work assigned by the classroom teacher.
6. Build respect and rapport with your classroom.
7. Do not confine your position to the front of the room. Occasionally walk up and down the aisles to observe students at work at their desks.
8. If time permits, teachers would appreciate your checking any papers collected for that day. Please leave these papers on the teacher's desk.

### **Ending the Day**

1. The regular teacher appreciates knowing about the progress the pupils have made during his/her absence. The substitute teacher should complete the follow up in AESOP.

2. Substitute teachers should find out from the school secretary if they are to return the following day.
3. The substitute should not leave the building until the time that regular teachers may leave.

### **Important Reminders**

1. The substitute should never leave the building during a planning period.
2. It is important that the substitute be punctual, especially after the first day.
3. At no time should students be sent to the teacher's lounge.
4. Students should always be required to address substitutes as Mr., Mrs., Miss, or Ms. Use of first names only is not acceptable.
5. Student records are confidential and confidentiality is expected to be maintained at all times.
6. Permanent records are only available to regularly employed staff.

## **Duties of the Classified Substitute**

### **Policies and Regulations**

Classified Substitutes are expected to become familiar with Board Policy. The Board Policy Manual for the Russell Independent School District is located at Central Office. All Board Policies and Procedures are available on the Board of Education Page of the District Website. Board policy dealing with personnel is contained in Chapter 3 and policy relating to students is contained in Chapter 9. Please be aware that ignorance of policy is no excuse.

### **Professional Ethics**

Classified Substitutes must maintain a professional attitude toward their work and avoid spreading rumors or gossip. Individual criticism of other employees or other schools destroys public confidence in the school system and the community.

Substitutes should plan to spend the entire time working to accomplish the duties assigned. No personal work of any kind should be done during this time. Classified substitutes are expected to carry out the job duties as outlined by the school.

Instructional Aide: To assist the teacher in achieving teaching objectives by working with individual teachers or small groups to help students achieve and to help provide a safe and efficient environment.

Special Education Instructional Aide: To assist the teacher in achieving teaching objectives by working with individual teachers or small groups to help students achieve and to help provide a safe and efficient environment. The position may require assisting students in self-help areas necessary for good student health and hygiene, including providing assistance to student with toileting needs.

Pre-school Aide: To assist the teacher in achieving teaching objectives by working with individual teachers or small groups to help students achieve and to help provide a safe and efficient environment. The position may require assisting students in self-help areas necessary for good student health and hygiene, including providing assistance to student with toileting needs.

Cook: To server the student's attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness.

Computer Lab Attendant: To enable students and staff to better their knowledge through modern technology.

LMS Aide: Assist the library media activities in a school environment; process and shelve library materials and assist students and staff in the access of library materials in a school library media center.

School Secretary: To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of the children can be realized.

Custodian: To provide students with a safe, clean, efficient, comfortable, and attractive environment to play learn, and develop.

## Confidentiality

As you work with staff and students, information of a confidential matter may be shared with you. The problems, abilities, relationships, and confidences of students, parents, and staff should never be discussed with anyone who does not have a professional right to know. Staff and substitutes are required to keep confidential matters within the school. Staff and students need to know they can trust you. Do not discuss a child's school progress or difficulties with his/her parents. This is the teacher's responsibility. Should a child confide in you about family matters or personal problems, keep this confidential—unless you feel it is vital for the school to have this information in order to help the student. Then, discuss the issue in private with the principal or teacher.

There is not to be **any** contact with any student (excluding family) via texting, email, Facebook, etc. This type of conduct is not acceptable. Long term substitutes under the direction of the regular teacher may use Remind, etc. to communicate classroom assignments.

My signature indicates that I will adhere to confidentiality and further that I have received and reviewed the Substitute Handbook.

*CONFIDENTIALITY: I understand that any information concerning any teachers or students is to remain confidential and not be discussed outside of the school. If there is a problem, I will discuss it with the principal. My signature indicates that I will adhere to confidentiality and have received confidentiality training.*

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Print Name

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Signature and Date

# Board Policies

## PERSONNEL 03.4

### Substitute Teachers

#### QUALIFICATIONS

All substitute teachers shall meet criminal records check and medical examination requirements as specified in policies 03.11 and 03.111. In addition, substitutes serving in a position on a long-term/extended basis must meet all certification requirements established by the Education Professional Standards Board.

#### SUBSTITUTE LIST

The Superintendent or designee shall maintain a list of qualified substitute teachers. Refusal of assignment as a substitute shall be documented, along with any reason provided.

#### RETIRED TEACHERS

Retired teachers may be reemployed per year as a part-time, temporary or substitute teacher in keeping with requirements of the Kentucky Teacher's Retirement System.

#### LENGTH OF DUTY

Substitute teachers shall observe the same hours of duty as the regular teacher. The substitute will continue to report for duty until relieved by the Superintendent or designee.

Substitute teachers shall follow daily lesson plans as outlined by the regular teacher and leave a written record of the work completed during their length of duty.

Substitute teachers shall not work more than one-hundred-fifty (150) days per twelve (12) month period.

#### SUBSTITUTE SALARY AND PAYMENT SCHEDULE

Substitutes shall be paid on a per diem basis according to the salary schedule approved by the Board. The salary schedule may reflect adjustments for long-term/continuous assignment substitutes.

Payment shall be made on the next scheduled pay date for substitutes.

#### EMPLOYMENT NOTIFICATION

Each year, substitute teachers on the District's substitute list shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

Nonrenewal of substitute teachers on limited contracts shall be made in compliance with the requirements of [KRS 161.750](#).

**RESPONSIBILITIES**

The District will provide a substitute manual that references all duties related to substitute teaching.

**REFERENCES:**

[KRS 17.160](#); [KRS 17.165](#); [KRS 156.106](#); [KRS 161.605](#); [KRS 161.611](#); [OAG 69-296](#)  
[016 KAR 002:030](#); [016 KAR 002:120](#); [102 KAR 001:030](#); [702 KAR 001:035](#); [702 KAR](#)  
[003:075](#)

P. L. 111-148 (Affordable Care Act)

**RELATED POLICIES:**

03.11; 03.111; 03.121

Adopted/Amended: 01/27/2014

Order #: 65679

## COMMUNITY RELATIONS 10.21

### 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:

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.

#### **EMPLOYEE OPTIONS (CONTINUED)**

Employees may 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: 09/27/1999

Order #: 5737

## **PERSONNEL 03.162**

### **- CERTIFIED PERSONNEL -**

#### **Harassment/Discrimination**

##### **DEFINITION**

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex, genetic information or disability that is sufficiently severe, pervasive, or objectively offensive that is adversely affects an employee or creates a hostile or abusive environment.

Discrimination based upon race, color, national origin, age, religion, sex or disability can consist of harassment which creates a hostile environment. Examples of harassment/hostile environment include offensive conduct such as racial or ethnic slurs, racial or gender based “jokes”, derogatory comments or other verbal or physical conduct based upon an individual’s race, color, descent, national or ethnic origin, age, religion, sex or disability. Prohibited discrimination also includes any distinction, exclusion, restriction or preference based on race, color, descent, national or ethnic origin, age, religion, sex or disability which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise on an equal footing of educational opportunities, human rights and fundamental freedom.

The provisions in this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process.

##### **PROHIBITION**

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school, as well as students, administrators, faculty and other employees who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

The Superintendent shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

##### **DISCIPLINARY ACTION**

Employees who engage in harassment/discrimination of a student or another employee in contravention of this policy shall be subject to disciplinary action, including but not limited to suspension without pay and termination of employment.

## REPORTING & GUIDELINES

Employees who believe they or any other student, employee or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Reports of harassment/discrimination may also be made directly to the Superintendent or the District Harassment/Discrimination Coordinator. Contact information for those responsible for receiving reports of Harassment/Discrimination is as follows:

1. Principal: Russell High School – Anna Chaffin, (606) 836-9658, [anna.chaffin@russellind.kyschools.us](mailto:anna.chaffin@russellind.kyschools.us)
2. Principal: Russell Middle School – Shawn Moore, (606) 836-8235, [shawn.moore@russellind.kyschools.us](mailto:shawn.moore@russellind.kyschools.us)
3. Principal: Russell Primary School – Phillip Cassity, (606) 836-0007, [phillip.cassity@russellind.kyschools.us](mailto:phillip.cassity@russellind.kyschools.us)
4. Principal: Russell-McDowell Intermediate School – Pamela Wright, (606) 836-8186, [pam.wright@russellind.kyschools.us](mailto:pam.wright@russellind.kyschools.us)
5. Harassment/Discrimination Coordinator: Joyce Moore, (606) 836-9679, [joyce.moore@russellind.kyschools.us](mailto:joyce.moore@russellind.kyschools.us)
6. Superintendent: Russell Independent School District – Sean Horne, (606) 836-9679, [sean.horne@russellind.kyschools.us](mailto:sean.horne@russellind.kyschools.us)

Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal, Superintendent or Harassment/Discrimination Coordinator, the District shall not be deemed to have received a complaint of harassment/discrimination. The term “REPORT” as used in this policy includes reports of harassment/discrimination which are made either orally or in writing.

All reports made to the Principal or Harassment/Discrimination Coordinator shall be communicated by them to the Superintendent, or where applicable to the Board Chairperson, in writing within one (1) working day of receipt. Employees who observe prohibited behaviors or with whom students share a complaint shall notify the Superintendent, Principal or the Harassment/Discrimination Coordinator.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim’s Principal, who shall immediately forward the information to the Superintendent. Employees who observe acts of harassment should intervene to stop it unless circumstances make such intervention dangerous.

## **REPORTING & GUIDELINES (CONTINUED)**

The Superintendent or the Chairperson of the Board, as the case may be, shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) working days of receipt of the report, regardless of the manner in which the complaint is communicated to a District administrator. The investigation shall be performed by the Harassment/Discrimination Coordinator or formally trained investigator acting under his or her direct supervision.
  1. To ensure an adequate, reliable and impartial investigation of reported incidents of harassment/discrimination, each investigation shall include as a minimum, the following procedural steps:
    1. The investigator shall first, after being assigned the investigation make a determination as to whether he or she has a conflict of interest or due to some fact, relationship or predisposition cannot fairly and adequately conduct an impartial investigation of the allegation.
    2. If the investigator concludes that he or she cannot or should not proceed with the investigation, the matter shall be re-assigned to another investigator.
    3. The investigator shall make contact with and interview or document all attempts to interview the complainant(s), if known or identifiable.
    4. Interview the alleged victims(s) or document all attempts to interview the alleged victims(s).
    5. Interview or document attempts to interview the alleged perpetrator(s).
    6. Interview all known witnesses and other identified as potential witnesses or document attempts to do so.
    7. Gather all available documents, photographs, writings and materials, including materials electronically stored, if available, and all other evidence which may be considered by the investigator to be relevant to the allegations under investigation.
    8. Each interview shall be memorialized by investigator notes of each conversation and may be electronically recorded after prior permission has been obtained from the witness. The witness may also provide a written statement if he or she so desires.

## **REPORTING & GUIDELINES (CONTINUED)**

At the conclusion of the investigation, the investigator shall, based upon the totality of the evidence obtained including the circumstances surrounding the incident, documentary evidence obtained, if any, and the statements obtained from and the credibility of each of the witnesses, arrive at findings and conclusions as to whether the allegations are true and as to whether in the opinion of the investigator a hostile environment exists. The standard upon which the

investigator's opinion is to be based shall be that findings and conclusions are within a "reasonable probability" or stated another way, as to whether or not the findings and conclusions are "more likely than not".

The investigation shall be completed within ten (10) working days. The investigation of allegations involving the Superintendent shall be conducted by a formally trained investigator or attorney not employed by the School District. Investigations shall include the right to the complainant to present witnesses, documents and other evidence in support of the complaint. A written report of all findings of the investigation shall be completed within fifteen (15) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.

The Superintendent/designee may take interim measures to protect complainants during the investigation.

2. A process to identify and implement, within five (5) working days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination, including disciplinary action where appropriate. If corrective action is not required, an explanation shall be included in the report.
1. 3. A process to be developed and implemented to communicate requirements of this policy to all staff, which may include, but not be limited to, the following:
  2. •written notice provided in publications such as handbooks, staff memoranda, and/or pamphlets;
  3. •postings in the same location as are documents that must be posted according to state/federal law; and/or
  4. • Such other measures as determined by the Superintendent/designee.
  5. Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Employees will be directed to sign an acknowledgment form verifying receipt of information concerning this policy as part of the Board-approved employee handbook.

#### **REPORTING & GUIDELINES (CONTINUED)**

4. Annual training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination;
5. The District's Harassment/Discrimination Coordinator shall document all reports of incidents of harassment/discrimination; and
6. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

## **NOTIFICATIONS**

Within twenty-four (24) hours of receiving an allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.)

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.<sup>1</sup>

## **PROHIBITED CONDUCT**

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing an employee to believe that he or she must submit to unwelcome sexual conduct in order to maintain employment or that a personnel decision will be based on whether or not the employee submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve individuals with disabilities in antisocial, dangerous or criminal activity where they, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

## **CONFIDENTIALITY**

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of all parties involved.

## **WRITTEN REPORT**

The investigatory procedures documented in the investigative report shall include the following:

1. The name, race and national origin of the alleged victim and, if different, the name and race of the person reporting the allegation;

2. The nature of the allegation, a description of the incident and the date and time if known of the alleged incident;
3. The names and races of all person alleged to have committed the alleged harassment/discrimination if known;
4. The names and races of all known witnesses to the alleged incident;
5. Any written statements of the reporter, the victim (if different than the reporter), the accused perpetrators and any known witnesses;
6. The outcome of the investigation; and
7. The response of school personnel and if applicable, District-level officials, including the date any incident was reported to the police.

Upon completion of the investigation, the investigator(s) shall submit a preliminary written report, including the names and addresses of those interviewed and a summary of the information obtained, to the Superintendent who shall prepare a final written report containing the facts obtained as a result of the investigation and his/her conclusions, within a reasonable probability as to whether harassment/discrimination has occurred and a hostile environment resulted therefrom. If harassment/discrimination has been found to have occurred, the final written report shall provide in detail the methods to be utilized in correcting the situation and preventing its reoccurrence, including but not limited to, disciplinary action where appropriate.

In the event that the Superintendent's alleged conduct was the subject of the investigation, the Board shall consider the preliminary written report in executive session and prepare and adopt by majority vote a final written report containing the facts obtained as a result of the investigation and its conclusions as to whether harassment/discrimination occurred and whether a hostile environment resulted therefrom, within a reasonable probability, as well as specific remedies designed to correct the situation and prevent its reoccurrence, including but not limited to, disciplinary action where appropriate. The findings and conclusions of Board, as well as the remedies contained in the final report, shall be final. The written report, upon completion, shall be furnished to the interested parties, including the complainant, by personal delivery or by registered or certified mail, return receipt requested.

## **Harassment/Discrimination**

### **APPEAL**

Upon the completion of the investigation and submission of the written report to the parties involved, any party may appeal in writing all or any part of the findings, conclusions and remedies, if any, including any discipline proposed by the Superintendent to the Board of Education within ten (10) working days of receipt of the report. If no appeal has been filed within ten (10) working days following receipt of the Superintendent's written report, the Superintendent's findings, conclusions and proposed remedies shall become final. Upon appeal, the Board of Education may affirm the Superintendent's findings, conclusions, and proposed remedies in whole, or in part or may make its own findings and conclusions and fashion its own

remedies as it deems necessary or appropriate under the circumstances. Consideration of the appeal by the Board of Education shall be based on the record made during the investigation and the standard of review shall be de novo. The findings, conclusions, and remedies, including any discipline imposed by the Board of Education shall be final.

#### **OBLIGATION TO REPORT AND COOPERATE**

Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy or to take corrective action shall be cause for disciplinary action, up to and including possible termination of employment.

#### **RETALIATION PROHIBITED**

No one shall retaliate against an employee or student because s/he files a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy. Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

#### **FALSE COMPLAINTS**

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

#### **OTHER CLAIMS**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 03.113, 03.1325, 09.422 and/or 09.426.

#### **TRAINING PROGRAM**

The Superintendent shall develop a comprehensive training program for District personnel responsible for implementing and enforcing federal anti-discrimination and anti-harassment laws and related policies and procedures and for all school-level District security personnel.

#### **REFERENCES:**

<sup>1</sup>[KRS 158.156](#)

42 USC 2000e, Civil Rights Act of 1964, Title VII; KRS Chapter 344

29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC) Regulations Implementing Title VII

20 U.S.C. 1681, Education Amendments of 1972, Title IX

34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Regulations Implementing Title IX

Genetic Information Nondiscrimination Act of 2008

#### **RELATED POLICIES:**

03.113, 03.1325, 03.16, 03.262, 09.2211, 09.227, 09.422, 09.426, 09.42811

Adopted/Amended: 7/27/2015

Order #: 66097

## PERSONNEL 03.1325

### - CERTIFIED PERSONNEL -

#### **Disrupting the Educational Process**

Any employee who participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events and activities, shall be considered to have committed an act of insubordination, improper conduct, or unprofessional conduct, and may be subject to disciplinary action, including termination of contract.

For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct that threatens the health, safety, or welfare of others;
2. Conduct that may damage public or private property, including the property of students or staff;
3. Illegal activity;
4. Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
5. Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

#### **OTHER CLAIMS**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 03.162, which addresses harassment/discrimination allegations.

#### **REFERENCES:**

[KRS 160.290](#)

#### **RELATED POLICIES:**

03.113, 03.162, 03.17, 09.422, 10.21

Adopted/Amended: 08/27/2001

Order #: 6031

**PERSONNEL      03.1327**

**- CERTIFIED PERSONNEL -**

**Use of Tobacco**

**USE OF TOBACCO PROHIBITED**

The use of any tobacco product and/or vapor product as defined in [KRS 438.305](#) is prohibited in any building and on any property owned, operated or leased by the Board. This will apply to indoor and outdoor facilities, inside Board owned vehicles, stadium/athletic fields and during school-sponsored trips and activities. Activities occurring before, during and after school hours, on weekends and during vacation periods are included in this prohibition. Employees who violate these prohibitions shall be subject to disciplinary action.

**REFERENCES:**

[KRS 160.290](#)

[KRS 160.340](#)

[KRS 438.050](#)

[OAG 81-295](#)

[OAG 91-137](#)

P. L. 107-110 (No Child Left Behind Act of 2001))

**RELATED POLICY:**

09.4232

Adopted/Amended: 4/27/2015

Order #:            66029

## **PERSONNEL 03.13251**

### **- CERTIFIED PERSONNEL -**

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

##### **DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES**

District employees shall not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to purchase or obtain, sell or transfer any of the following in the workplace or in the performance of duties;

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

##### **DEFINITIONS**

Controlled substance shall mean any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by the Kentucky Cabinet for Health and Human Services under regulations pursuant to [KRS 218A.020](#).

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in [KRS 217.900](#) or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

##### **AUTHORIZED DRUGS**

Employees who personally use or who are designated to administer to a student a drug authorized by and administered in accordance with a prescription from a health professional shall not be considered in violation of this policy.

##### **WORKPLACE DEFINED**

Workplace shall mean the site for the performance of work done for the District including any place where work on a District program, project or activity is performed, including, but not limited to, a school building or other school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. "Workplace" shall also include school-sponsored or school-approved activities, events or functions which are held off school property and in which students are under District jurisdiction including, but not limited to, field trips and athletic events.

##### **SUSPENSION/TERMINATION/NON-RENEWAL**

Any employee who violates the terms of this policy may be suspended, non-renewed or terminated. In addition, violations may result in notification of appropriate legal officials.

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

#### **ALTERNATIVE**

As an alternative, the Superintendent may choose that an employee who violates the terms of the District's drug-free/alcohol-free workplace policies shall satisfactorily participate in a Board-approved drug/alcohol abuse assistance or rehabilitation program. If the employee fails to satisfactorily participate in such a program, the employee may be suspended, non-renewed or terminated.

#### **REPORTING**

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

#### **NOTIFICATION BY EMPLOYEE**

Any employee convicted of a workplace violation of criminal drug statutes shall, within five (5) working days, provide notification of the conviction to the Superintendent.

#### **POST-DISCIPLINE DRUG TESTING**

Following determination by an administrative or judicial proceeding that s/he engaged in misconduct involving the illegal use of controlled substances, a teacher who has been reprimanded or disciplined for misconduct involving illegal use of controlled substances shall submit to random or periodic drug testing in accordance with applicable Kentucky Administrative Regulation for a period not to exceed twelve (12) months from the date of such reprimand or disciplinary action.

#### **PREVENTION PROGRAM**

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all employees which shall include notice of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/employee assistance programs; and
5. Penalties that may be imposed upon employees for violations of this policy.

## Drug-Free/Alcohol-Free Schools

### **DRUG TESTING PROGRAM**

The Board has established a random drug testing program for the following groups:

1. Employees who volunteer to be tested on a random basis;
2. Student athletes and cheerleaders;
3. Students who drive to schools; and
4. Other students who volunteer to be tested on a random basis.

Guidelines to implement this program shall be provided to all schools and kept on file in the Central Office.

### **REFERENCES:**

[KRS 160.290](#); [KRS 160.380](#); [KRS 161.120](#); [KRS 161.175](#)  
[KRS 161.790](#); [KRS 217.900](#); [KRS 218A.1430](#); [KRS 218A.1447](#)  
[016 KAR 001:030](#); [701 KAR 005:130](#); 34 C.F.R Part 85

P. L. 101-226 (Improving America's Schools Act of 1994 (Title IV): Safe and Drug-Free Schools and Communities)

### **RELATED POLICIES:**

03.1325; 08.1345; 09.2241

Adopted/Amended: 7/23/2012  
Order #: 65270

## STUDENTS 09.2211

### Employee Reports of Criminal Activity

To promote the safety and well-being of students, the District requires employees to make reports required by state law in a timely manner. Supervisors and administrators shall inform employees of the following required reporting duties:

#### KRS 158.154

When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the Principal.

#### KRS 158.155

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise, if:

- 1 The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
  - a. A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
    - i Carrying, possession, or use of a deadly weapon; or
    - ii Use, possession, or sale of controlled substances; or
  - b. Any felony offense under the laws of this Commonwealth; and
- 2 The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

#### KRS 158.156

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.

**Employee Reports of Criminal Activity**

**KRS 620.030**

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

**REFERENCES:**

[KRS 158.154](#)

[KRS 158.155](#)

[KRS 158.156](#)

[KRS 525.070](#), KRS 525:080

[KRS 527.070](#), [KRS 527.080](#)

[KRS 620.030](#)

**RELATED POLICIES:**

03.13251/03.23251

05.48

09.227

09.422

09.423

09.425

09.426

09.438

Adopted/Amended: 06/23/2008

Order #: 64556-M

## CURRICULUM AND INSTRUCTION 08.2323

### **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 develop and implement appropriate procedures to provide guidance for 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.

#### **USE OF PERSONAL ELECTRONIC DEVICES**

Students and employees may use personal electronic devices subject to all provisions set out in policy and related procedures. In addition, a signed AUP form must be on file at the school or District level before a personal electronic device may access the District network.

#### **STAFF/STUDENT OWNED MOBILE COMPUTING DEVICES**

Students and/or employees who bring to school privately owned laptops or other mobile technology devices, including but not limited to iPod touch, iPad, Smart phone, tablets, etc., are responsible for the equipment. Further, use of such devices shall adhere to all guidelines in the District AUP and accompanying procedure(s).

The District appreciates and welcomes the fact that staff and students are willing to bring personally owned computer equipment into the schools to be used for assignments and educational purposes. This policy applies to any use on District or school property.

#### **AGREEMENT CONTRACT**

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

The required agreement contract, which shall specify acceptable uses, rules of on-line 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.

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.

All portable technology equipment must accompany the user to the user's work site during the user's regular work hours. Equipment shall not be left at home or at any other location during work hours except by written authorization of the Superintendent or designee.

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.

## **EMPLOYEE USE (CONTINUED)**

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.
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.

## **DISREGARD OF RULES**

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology may be subject to loss or restriction of the privilege of using equipment, software, information access systems or other computing and telecommunications technologies; or will be subject to the school's disciplinary procedures.

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.

## **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](#)  
[701 KAR 005:120](#)  
[16 KAR 1:020](#) [KAR 001:020 \(Code of Ethics\)](#) (Code of Ethics)  
47 U.S.C. 254/Children's Internet Protection Act; 45 C.F.R. 54.520  
Kentucky Education Technology System (KETS)  
47 C.F.R. 54.516

## **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: 7/27/2015  
Order #: 6609