

# CLASSIFIED / CERTIFIED SUBSTITUTE HANDBOOK



2020-2021

## Bell County School System

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

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# Introduction

## Welcome

Thank you for filling the important role of substitute in Bell County Schools. We welcome you as an important instructional partner.

Substituting in any role is a challenging task. From frequent early morning calls, to spending your working day in new and different situations with very little time to prepare, your resourcefulness and organizational skills will be tested. Our community expects the best for the students, including a chance to work with caring and skilled adults and you have been chosen as one of those individuals.

The purpose of this handbook is to acquaint you with policies and procedures of the Bell County Schools that govern and affect your employment as a substitute and give you some basic information that will better allow you to serve the children in a skilled, professional manner.

This handbook is not intended to be, and should not be interpreted as, a contract or a source of any claim or expectation to employment as a substitute. It is not an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern.

Some policies may be associated with specific forms. It is the substitute employee's responsibility to refer to the actual policies and/or administrative procedures for further information.

Complete copies of those documents are available at the Central Office and in the Principal's office. Employees and students who fail to comply with Board policies may be subject to disciplinary action. Policies and procedures also are available online via the District's web site or through this Internet address:

<http://policy.ksba.org/b07>

Substitutes are expected to be familiar with policies related to his/her job responsibilities.

### **01.5**

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

In this handbook, **bolded numerical codes** refer to the Board policy or administrative procedure that addresses a particular item. Substitute employees with questions should contact the school Principal or designee.

## **District Mission**

The Parents, Employees and Community Partners of the Bell County School System strive to provide the individualized support necessary to ensure that each student reaches his or her full potential and is prepared, upon graduation, to successfully pursue their college or career ambitions.

## **Future Policy Changes**

Although every effort will be made to update the handbook on a timely basis, the District reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

## Central Office Personnel and School Administrators

Person/Primary Title	Telephone/E-mail	Fax
Superintendent and Director of Transportation Tom Gambrel	(606) 337-7051, Ext. 112 <a href="mailto:tom.gambrel@bell.kyschools.us">tom.gambrel@bell.kyschools.us</a>	(606) 337-1412
Food Service Coordinator Regina Collett	(606) 337-7051, Ext. 127 <a href="mailto:regina.collett@bell.kyschools.us">regina.collett@bell.kyschools.us</a>	(606) 337-1412
Director of Pupil Personnel Chris Warren	(606) 337-7051, Ext. 135 <a href="mailto:chris.warren@bell.kyschools.us">chris.warren@bell.kyschools.us</a>	(606) 337-1412
Chief Information Officer David Smith	(606) 337-7051, Ext. 116 <a href="mailto:david.smith@bell.kyschools.us">david.smith@bell.kyschools.us</a>	(606) 337-1412
Finance Director Steve Silcox	(606) 337-7051, Ext. 129 <a href="mailto:steve.silcox@bell.kyschools.us">steve.silcox@bell.kyschools.us</a>	(606) 337-1412
Director of Special Education, Federal Programs, Title IX and Pre-School Mitch Bailey	(606) 337-7051, Ext. 132 <a href="mailto:mitch.bailey@bell.kyschools.us">mitch.bailey@bell.kyschools.us</a>	(606) 337-1412
Director of Federal Programs Vacant	(606) 337-7051, Ext. 122	(606) 337-1412

**Section**

**1**

**General Information**

**2020-2021 School Calendar**

August 24 <sup>th</sup>	Opening Day – All Staff
August 25 <sup>th</sup>	First Day for Student
September 7 <sup>th</sup>	Labor Day – No School
November 3 <sup>rd</sup>	Election Day – No School
November 11 <sup>th</sup>	Veteran’s Day – No School
November 26 <sup>th</sup> – 27 <sup>th</sup>	Thanksgiving Break-No School
December 21 <sup>st</sup> –January 1 <sup>st</sup>	Christmas Break -No School
January 4 <sup>th</sup>	Students Return to School
January 18 <sup>th</sup>	MLK Day-No School
April 5 <sup>th</sup> - 9 <sup>th</sup>	Spring Break-No School
May 18 <sup>th</sup>	Last Day for Students*
May 19 <sup>th</sup>	Closing Day

\*Make-up days are planned in the school calendar for days of instruction missed due to inclement weather, school closings due to utility issues, etc. Make-up days are equal to the greatest number of days missed over the past five (5) years. Make-up days may be extended past the number of anticipated.

**Substitute List**

Approved substitute employees will be placed on a call list. When possible, substitutes are called to work in fields for which they are most qualified.

When a certified or classified substitute is needed, the building administration will make the contact. With the exception to Preschool and Special Needs classified staff, these substitutes will be contacted by Dr. Mitch Bailey, the Director of Exceptional Children and Preschool Coordinator.

### **Length of Assignment**

Substitutes are called to serve for a certain time frame and, when possible, the same substitute may be used when a teacher is to be absent on consecutive days.

A substitute is expected to follow the same hours of duty and fulfill the same assignments as the regular teacher. **03.4**

### **School Day**

<b>Students</b>	<b>Substitute Teachers</b>
Elementary & Intermediate 7:55 a.m. -3:05 p.m.	Elementary & Intermediate 7:45 a.m. -3:20 p.m.
High 7:50 a.m. – 2:50 p.m.	High 7:40 a.m. – 3:05 p.m.

Substitutes are not allowed to leave their job assignments during duty hours without the express permission of the Principal/designee.

When possible, substitutes shall be on duty no later than ten (10) minutes prior to the opening of school and shall remain in the building at least fifteen (15) minutes after the official closing time unless excused by the Principal. **03.1332/03.2332**

Principal subs should be on duty 30 minutes prior to regular school hours and remain on duty 45 minutes after the official closing time unless otherwise approved by superintendent.

Substitutes working on an extended assignment shall attend all faculty meetings unless prevented by personal illness or specifically excused by the Superintendent or the Principal. **03.1335**

### **Emergency Closings**

In case of inclement weather or other emergencies that cause school to be called off or delayed, information will be broadcast on designated radio and TV stations. Substitutes are responsible for checking for these announcements. **Substitutes are responsible for checking these announcements.** **06.21/08.33**

### **Harassment/Discrimination**

The Bell County Board of Education intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against employees, students, or visitors to the school or District, or any act prohibited by Board policy that disrupts the work place or the educational process and/or keeps employees from doing their jobs.

## GENERAL INFORMATION

Harassment/Discrimination of employees is unlawful behavior based on the race, color, national origin, age, religion, sex, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions 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.

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 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.

Any employee who believes that he or she, or any other employee, student, or visitor to the school or District, is being or has been subjected to harassment or discrimination shall bring the matter to the attention of his/her Principal or immediate supervisor as required by Board policy. The Principal or immediate supervisor shall provide a form for the employee to complete. If an employee is not assigned to a particular school a report may be made directly to the Superintendent. The District will investigate any such concerns promptly and confidentially.

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures.

Employees who engage in harassment/discrimination of another employee or a student on the basis of any of the areas mentioned above shall be subject to disciplinary action including, but not limited to, termination of employment. **03.162/03.262**

The following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973:

<u>Dr. Mitch Bailey</u>	<u>211 Virginia Avenue, Pineville</u>	<u>(606) 337-7051</u>
<i>Title IX Coordinator</i>	<i>Address</i>	<i>Telephone</i>
<u>Dr. Mitch Bailey</u>	<u>211 Virginia Avenue, Pineville</u>	<u>(606) 337-7051</u>
<i>Section 504 Coordinator</i>	<i>Address</i>	<i>Telephone</i>

01.1



## GENERAL INFORMATION

Employees wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, [program.intake@usda.gov](mailto:program.intake@usda.gov).

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

07.1

### Bullying

"Bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process. **09.422**

### Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual.

Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence.

#### *Access to be Limited*

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

Both federal law and Board policy prohibit employees from making unauthorized disclosure of, using, or disseminating personal information regarding minors over the Internet. **08.2323**

### Information Security Breach

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.

## **GENERAL INFORMATION**

Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**

### **Lesson Plans**

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

If no lesson plan has been left, the substitute shall confer with the Principal or a fellow teacher as to how to proceed. If the assignment is to span more than one (1) day, the substitute should request from the Principal the basic format s/he is required to follow in developing a plan for the second and subsequent days.

### **Classroom Management**

Although the following general classroom management guidelines are not intended to be all-encompassing, substitutes are expected to follow them unless otherwise directed by the school administrator:

- Be prepared to make adjustments for any unusual changes in school schedules such as fire drills, altered class schedules or activities for the day. Each room in the school has emergency procedures posted or otherwise made available in case of fire, earthquake, tornado, lockdown or other potentially dangerous situations. Look for this information and review it prior to the beginning of the school day.
- It is the responsibility of the substitute teacher to check with the Principal/designee to determine if any of the day's assigned students have accommodations under an Individual Education Plan (IEP) or 504 plan and implement plan provided.
- Implement drill/evacuation plans.
- Display your name where it can easily be seen by all students.
- Let the class know that you will try to follow the normal classroom routine, but also let them know that everyone does things somewhat differently.
- Keep a positive attitude. Be positive in your remarks to students. When you are circulating around the room (a proven and effective management technique) comment to students on task.
- Try to be sensitive to differences.

## GENERAL INFORMATION

- Any unusual requests from parents or students should be handled by the Principal/designee.
- Correct the day's work when possible. Organize any student papers and label them clearly.
- Write a complete, succinct review of the day's activities. Be sure to indicate portions of the lesson plan that may not have been completed. Mention individual students who may have been particularly helpful; list any problems that may have arisen.
- Leave the classroom in good order.

Substitute employees shall not do the following:

- Make/take personal phone calls during class time;
- Use the internet for personal use; or
- Engage in personal tasks such as reading, knitting, etc.

### Use of Physical Restraint and Seclusion

Use of physical restraint and seclusion shall be in accordance with Board policy and procedure. **09.2212**

### Child Abuse

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make a report to a local law enforcement agency, or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney. After making the report, the employee shall notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for investigation. In addition to notifying the Principal, the employee shall complete a Confidential Child Abuse report (Procedure 09.227 AP.2) to be given to the Superintendent. **09.227**

An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11**

## **Evaluation of Substitutes**

The Principal or regular teacher will complete a substitute evaluation form as required by District procedure. **03.4 AP.21**

### **What if . . .**

Unexpected activities can be experienced during a school day and substitute teachers need to be prepared to handle all situations. Following is information about the District's procedures for several drills, lockdowns, and other emergencies. It is the responsibility of the substitute to identify the specific directions that apply to the room/area in which s/he is teaching.

#### **FIRE**

Faculty/staff shall:

1. Post in each room and discuss with each class rules for fire evacuation, including student responsibilities. These will include directions on the exits, alternative exits, and the outdoor evacuation area(s).
2. Close all classroom windows and doors before leaving.
3. Turn off all lights and gas jets in the room.
4. Maintain order during the evacuation and arrange assistance for students with disabilities.
5. Take roll book and check roll when the class is in its evacuation area. No person is to remain in the building during a fire drill.
6. Report to the Principal any student who is missing. **05.41 AP.1**

#### **BOMB THREAT**

The faculty and staff shall:

1. Post in each room and discuss with each class rules for bomb threat evacuation, including student responsibilities. These will include directions on the designated exits, alternative exits, assigned evacuation area(s), and designated safety precautions such as a ban on cell phone or radio use during a bomb threat drill or evacuation.
2. If a written bomb threat is received, the employee receiving it should preserve it for investigation by the police for possible fingerprints by handling it as little as possible while placing it in a protective envelope.

## GENERAL INFORMATION

3. Maintain order during the evacuation and arrange for the assistance of students with disabilities. Leave doors and windows open.
4. Scan the area noting any items that appear to be out of place, and report same to Principal/designee. Do not touch or move any unusual items, but notify the head of the search team.
5. Take roll book and check roll when the class is in its evacuation area. Other than adults authorized to check the premises, no person is to remain in the building during a bomb threat or bomb threat drill.
6. Report to the Principal any student who is missing. **05.43 AP.1**

### TORNADO

The faculty and staff shall:

1. Utilize designated safe areas during a severe weather drill or warning.
2. Instruct students in the procedures to be used during a severe weather drill, watch, or warning.
3. Require students to use one of the following positions, as appropriate:
  - a. Rest on knees, lean forward, cover face by crossing arms above face.
  - b. Sit on floor, cross legs, cover face with folded arms.
  - c. If space does not permit use of the first or second suggested position, stand and cover face with crossed arms. Wraps or coats, when readily available, should be used as a covering.
4. Remain in the assigned safety area with students until the all-clear signal or recall signal is given.
5. Report to the Principal any student who is missing. **05.42 AP.1**

## Section

# 2

## Employee Conduct

### Political Activities

Employees shall not promote, organize, or engage in political activities while performing their duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

In addition, KRS 161.164 prohibits employees from taking part in the management of any political campaign for school board.

The Superintendent hereby informs all employees of the following information as required by Kentucky Revised Statute (KRS) 161.164:

Therefore, no District employee shall promote, organize, or engage in political activities while performing his/her duties or during the workday. Promoting or engaging in political activities shall include, but not be limited to, the following:

- Encouraging students to adopt or support a particular political position, party, or candidate; or
- Using school property or materials to advance the support of a particular political position, party, or candidate. **03.1324/03.2324**

### Drug-Free/Alcohol-Free Schools

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

## EMPLOYEE CONDUCT

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.

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

Any employee convicted of any criminal drug statute involving use of alcohol, illicit drugs, prescription drugs, or over-the-counter drugs shall, within five (5) working days after receiving notice of a conviction, provide notification of the conviction to the Superintendent. Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances. **03.13251/03.23251**

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

All applicants being considered for employment positions identified by the Board as being "safety-sensitive" shall be required to submit to a urinalysis test for the detection of illegal use of drugs, as part of the required post-offer, pre-employment physical. Safety-sensitive positions requiring post-offer, pre-employment drug testing includes substitute teachers. **03.13251/03.23251**

### NOTICE TO ALL EMPLOYEES

YOU ARE HEREBY NOTIFIED that it is a violation of Policies 03.13251 and 03.23251 of this school District for any employee to unlawfully manufacture, distribute, dispense, be under the influence of, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

"Workplace" is defined as the site for the performance of work done for the district. That includes any place where work on a school district program, project or activity is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

## EMPLOYEE CONDUCT

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment with this District that you will comply with the above policies of the school District and will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace no later than five (5) days after such conviction.

An employee who violates the terms of the school District's drug-free workplace policies may be nonrenewed or his/her employment may be suspended or terminated. **03.13251 AP.1**

### Dress & Appearance

As professionals in our schools, we realize and value the public's perception of our roles as mentors and role models for students. We, therefore, set in policy the following outline of "reasonable expectations" for all professional staff in the District. The following dress code shall apply to all teachers, counselors, instructional assistants and secretaries throughout the District. The dress code shall apply to all instructional days, extended days, opening day, and other professional days (closing day excluded). Principals shall enforce the dress codes in their schools.

#### Men

##### Acceptable:

Dress shirts with/without tie  
Polo shirts with collar  
All shirts must be tucked in  
Dress slacks or khakis with belt  
Ties  
Sweaters/turtlenecks  
Sport coats

##### Unacceptable:

Visible tattoos/body piercings  
Tank tops  
Shorts  
Visible undergarments  
Jogging suits  
Jeans of any kind or color  
Sleeveless tops  
Themed or logo tee shirts

#### Women

##### Acceptable:

Dresses and skirts of a professional minimum knee length and fit  
Dress slacks  
Capri's  
Suits  
Sweaters  
Tops that cover midriff when bending over  
Jumpers  
Crop slacks below the calf  
Appropriate seasonal attire  
Leggings worn with a sweater/top that reaches mid-thigh

##### Unacceptable:

Spaghetti strap or strapless tops unless worn under a jacket  
Visible cleavage  
Exposed midriff  
Mini Skirts  
Sweat suits or jogging suits  
Visible undergarments  
Tank tops  
Jeans, leggings or jeggings  
Themed or logo tee shirts  
Tight fitting clothing, spandex, lycra, etc.  
Exposed shoulders  
Visible tattoos/body piercings



## **EMPLOYEE CONDUCT**

### **EXCEPTIONS**

At the Principal's discretion the dress code may be waived on special days or for certain events. These days may include home ballgames, casual Fridays, etc. On these days non-administrative staff may wear jeans and school spirit tops.

Teachers and staff (such as physical education, agriculture, preschool and kindergarten) who may require specific attire are permitted to dress according to restrictions of their job duties during that specific time period with the approval of the Principal.

Maintenance personnel and janitors may wear jeans as part of their daily attire.  
**03.1326/03.2326**

### **Retention of Recordings**

Employees shall comply with the statutory requirement that school officials are to retain any digital, video, or audio recording as required by law. **01.61**

### **Use of School Property**

Employees are responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. Employees shall immediately report to their immediate supervisor any property that is damaged, lost, stolen, or vandalized.

No employee shall perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities.

Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are District property. **03.1321/03.2321**

### **Use of Personal Cell Phones/Telecommunication Devices**

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor. Such devices include, but are not limited to, personal cell phones and tablets.

For exceptions, see Board Policy **03.13214**.

### **Health, Safety and Security**

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

## EMPLOYEE CONDUCT

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

For information on the District's plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout, Personal Protective Equipment (PPE), and Asbestos Management, contact your immediate supervisor or see the District's *Policy Manual* and related procedures.

Employees should use their school/worksite two-way communication system to notify the Principal, supervisor or other administrator of an existing emergency. **03.14/05.4**

### **Tobacco Products**

The use of any tobacco product is prohibited in any building owned or operated by the Board. Adult employees may smoke in outside areas designated and supervised by the Superintendent or Principal. This includes the use of products/devices resembling tobacco products, including but not limited to electronic cigarettes. **03.1327**

## **Code of Ethics**

The District requires that certified staff, including substitute teachers, adhere to the following Code of Ethics (SOURCE: 16 KAR 1:020):

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:
  - (a) To students:
    1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
    2. Shall respect the constitutional rights of all students;
    3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
    4. Shall not use professional relationships or authority with students for personal advantage;
    5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
    6. Shall not knowingly make false or malicious statements about students or colleagues;
    7. Shall refrain from subjecting students to embarrassment or disparagement; and
    8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

## EMPLOYEE CONDUCT

(b) To parents:

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(c) To the education profession:

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

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:585.

# Appendix

## Substitute Information Update Form

TO: Human Resources  
Substitute List Managers

NAME OF SUBSTITUTE: \_\_\_\_\_

- I hereby request to be removed from the list of approved substitutes.
- I wish to remain on the list of approved substitutes for the upcoming schools year.
- Classified:
- Certified:

**PREFERENCES:**

- All schools

These schools only:

- Bell Central     Right Fork     Frakes     Yellow Creek
- Lone Jack     Page     Recovery/Day Tx
- Bell County High School
- All grades     These grades only: \_\_\_\_\_
- All subjects     These subjects only: \_\_\_\_\_

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Please complete:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_      Emergency Contact#: \_\_\_\_\_

Email Address: \_\_\_\_\_

New certification (further documentation will be required): \_\_\_\_\_

\_\_\_\_\_  
*Signature*

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

**Return this signed form to the Central Office to be added to your personnel file.**

## Substitute Checklist

(Check only that which is applicable.)

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### ARRIVAL

- Report to Principal/school office.
- Ask about IEP/504 plans and extra duties assigned to the employee.
- Obtain keys, daily schedule, lesson plans and teacher's grade book.
- Ask how to report tardy or absent students and how to refer a student to the office.
- Check the teacher's mailbox.
- Locate teachers' restrooms and work room/lounge.
- Introduce yourself to teachers adjacent to your classroom.

### BEFORE CLASS

- Write your name on the board.
- Scan lesson plans and locate materials to be used.
- Locate and review building evacuation directions.
- Check for posted fire drill, bomb threat, lock-down, tornado and other safety related instructions.
- Review class rules as posted or listed in the teacher's lesson plans.
- When the bell rings, stand in the doorway and greet students as they enter.
- Use the seating chart, if provided, to take attendance.

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### THE REST OF YOUR DAY

- Greet students at the door and involve them in a learning activity right away.
- Review the schedule and routine with the class.
- Carry out the lesson plans and assigned duties to the best of your abilities.
- Improvise if needed by extending practice, elaborating on activities, or supplementing lesson plans.
- Use planning time to grade work and prepare for the remainder of the day or the next, if you will be returning.
- Check the teacher's mailbox during the day.
- Be fair, flexible and consistent in dealing with students.
- Be positive and respectful in your interactions with students and staff.

### DEPARTURE

- Instruct students to straighten and clean their work areas.
- Remind students of homework.
- Complete any forms the teacher/Principal directed you to prepare.
- Leave the teacher a note of what was or was not accomplished; attach any documents received that day.
- Organize and label work turned in by students.
- Close windows, turn off equipment and lights, and leave the room in good order before you lock the door, if directed to do so.
- Turn in keys, grade book, and any money collected to the office, listing who turned in the money and for what purpose.
- Confirm if you will be needed again the next day.

# Electronic Access/User Agreement Form

User's Name _____	_____	_____	_____
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
User's Address _____	_____	_____	_____
	<i>City</i>	<i>State</i>	<i>Zip Code</i>
User's Age _____	Date of Birth _____	Sex _____	Phone Number _____
			School _____
If applicable, User's Grade _____		Homeroom/Classroom _____	

Please check if you are a  student  certified employee  classified employee  member of the community.

As a user of the \_\_\_\_\_ District's computer network, I hereby agree to

*District Name*

comply with the District's Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

User's Name (Please print) \_\_\_\_\_

\_\_\_\_\_  
*User's Signature*

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

**Prior to the student's being granted independent access privileges, the following section must be completed for students under 18 years of age:**

As the parent or legal guardian of the student (under 18) signing above, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

## CONSENT FOR USE

By signing this form, you hereby accept and agree that your child's rights to use the electronic resource provided by the District, and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

Name of Parent/Guardian (Please print) \_\_\_\_\_

\_\_\_\_\_  
*Signature of Parent/Guardian*

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

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

**NOTE: Federal law requires the District to monitor online activities of minors.**

# Asbestos Notification

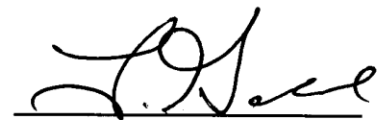
## Bell County Schools

### AHERA Annual Notice

TO: Parents, Guardians, Teachers and School Employees  
FROM: Tom Gambrel, LEA Designee  
SUBJECT: Asbestos Management Plan for Bell County Schools  
2020-2021 Academic School Year  
Date: 6/12/2020

This notice informs you that Bell County Schools complies with the Asbestos Hazard Emergency Response Act (AHERA- EPA 40 CFR Part 763). AHERA requires school systems to inspect their buildings for asbestos containing building materials and to have a written asbestos management plan.

An Asbestos Management Plan for the school district is available for review at the Central Office during normal business hours. Please contact me if you would like to view this Plan. A copy of the Plan is also available at each school.



Mr. Tom Gambrel  
Contact #: 606-337-7051



## Acknowledgement Form

2020-2021 School Year

I, \_\_\_\_\_, have received a copy of the Substitute Classified/ Certified Employee Name Substitute Handbook issued by the District understand and agree that I am to review this handbook in detail, consult District and school policies and procedures, and direct any questions concerning the contents of this material with my Principal/supervisor if I have any questions.

I understand and agree:

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

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

\_\_\_\_\_  
*Employee Name (please print)*

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

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

Return this signed form to the Central Office.