

FACULTY HANDBOOK

2021-2022



MODEL LABORATORY

SCHOOLS

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2021 – 2022

Faculty Handbook

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Eastern Kentucky University, and by extension, Model Laboratory School, is an Equal Opportunity (EEO)/Affirmative Action (AA) institution that values diversity in its faculty, staff, and student body and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, national origin, disability, veteran status, and/or genetic information in the admission to, or participation in, any educational program or activity (e.g. athletics, academics, and housing) which it conducts, or in any employment policy or practice, in conformity with law.

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Introduction

Welcome

Welcome to Model Laboratory School.

The purpose of the faculty handbook is to acquaint you with general University and School policies that govern and affect your employment and to outline the benefits available to you as an employee of the University.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. 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 University/School policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Copies of specific documents are available in the Superintendent's Office. Policies and procedures also are available online via the University's website <https://policies.eku.edu/policies> and/or the School's web site, or the online school manual through this Internet address: <https://pss.ksba.org/OnlineManual/Chapter.aspx?distid=240>. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with University and School policies may be subject to disciplinary action.

In this handbook, **bolded policy codes** indicate related School policies. If an employee has questions, s/he should contact his/her immediate supervisor or Donna McGuire in the Superintendent's Office.

Model Laboratory School was established over 100 years ago on the campus of Eastern Kentucky University (EKU). Model's purpose is to educate students from Kindergarten through 12th grade while providing field experiences for EKU students and demonstrating evidence-based strategies to become a model of educational excellence for the Commonwealth. Enrollment is about 720 students for all grade levels who are served by 86 faculty and staff professionals. As the only laboratory school remaining in the state of Kentucky, Model Lab offers a unique opportunity for interaction among college faculty, K-12 grade faculty, and students of all ages. Model Laboratory School collaborates with EKU's College of Education and is part of EKU's Division of Engagement and Regional Stewardship.

Mission

In a shared commitment with Eastern Kentucky University, Model Laboratory Schools will serve as the learning laboratory for K-12 education in the Commonwealth of Kentucky by providing an exemplar for research, best practices, and innovation in elementary and secondary education and teacher professional learning.

Vision

In collaboration with other Eastern Kentucky University programs, Model Laboratory Schools will establish pathways that provide a K-20 student-centered learning environment producing next generation college graduates and career professionals prepared to lead a global society. In addition, Model will serve as a professional learning and continuing education hub to provide opportunities for Kentucky's educators to become master teachers.

Functions of Laboratory School

Research – Provide a setting for a variety of investigations that can be conducted by teachers, professors, graduate students, and others.

Experimentation – Provide a laboratory of human resources to engage in the development, evaluation and refinement of educational innovations.

Clinical Teaching Experiences – Provide for observation and participation in a setting of quality educational practice.

Curriculum Development – Provide a setting to create, pilot and evaluate new curriculum materials and teaching strategies.

Staff Development – Provide a site conducive to educational staff development for the diversity of personnel found in schools.

Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, the Model Laboratory School 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 School reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

Central Office and School Personnel

Administration

John R. Williamson, Superintendent and Dean of K-12 Programs
Kim Puckett, Assistant Superintendent, Student Services
Laura Dedic, Director of Finance & Operations
Christopher Budano, Ph. D., Interim Secondary School Principal (7-12) / Associate Dean K-12 Programs
David Naylor, Elementary School Principal (K-6)

Support Staff

Beth Campbell, Director of Admissions and Alumni Relations, K-12
Erick Collings, Director of Communications
Donna McGuire, Executive Assistant to the Superintendent
Lauren Tyra, Graphic Designer
Beverly Dyehouse, Student Information & Records Specialist
Melanie Kelley, Financial Specialist & Transportation Coordinator
De Reed, Office Associate
Jenna Fitzgerald, Receptionist

Counseling Center

Kelly Caldwell, Director of Pupil Personnel/Counselor (9-12)
Cheyanne Bustle, Counselor (K-6)
Rebecca Petrey, Counselor, Grades (7-12)
Stephanie Clark, Administrative Coordinator
Jill Fulks, Academic Advisor

Program Specialists

Jennifer Blakeman, Director of Special Education
Tim Hoover, Director of Technology
Morgan Campbell, Extended Learning Coordinator
Jilliane McCardle, Ed. D., Gifted and ESL Education
John Perrin, Director K-12 Projects & Initiatives
Melanie Smith, Assistant Athletic Director
Scotty Sutton, Athletic Director

Building Safety and Security

Wesley Terry, ECU Police and School Resource Officer

Title IX

Kim Puckett, Student to Student
John Dixon, ECU, Employee/Adult

504 Coordinator

Rebecca Petrey

Section

1

General Terms of Employment

Notice of Non-Discrimination

As required by Title IX, Model Laboratory Schools do not discriminate on the basis of sex regarding admission to the Schools or in the educational programs or activities operated by the Schools. Inquiries regarding Title IX Sexual Harassment may be referred to the Title IX Coordinator (TIXC), the Assistant Secretary for Civil Rights, or both.

Eastern Kentucky University, and by extension, Model Laboratory School, is an Equal Opportunity (EEO)/Affirmative Action (AA) institution that values diversity in its faculty, staff, and student body and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, national origin, disability, veteran status, and/or genetic information in the admission to, or participation in, any educational program or activity (e.g. athletics, academics, and housing) which it conducts, or in any employment policy or practice, in conformity with law. **01.1**

If you have questions concerning School compliance with state and federal equal opportunity employment laws, contact Joslyn Glover, Chief Equity Officer or John Dixon, Title IX Coordinator at the Office of Institutional Equity, (859) 622-8020.

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

John Dixon, Title IX Coordinator (TIXC)
Department: Office of Equity and Inclusion
Office: Jones 120
Mailing Address: Coates CPO 24A, ECU, 521 Lancaster Ave. Richmond, KY 40475
Email: john.dixon@eky.edu
Phone: 859-622-8221

John Dixon, ADA/Section 504 Compliance Officer
Department: Office of Equity and Inclusion
Office: Jones 120
Mailing Address: Coates CPO 24A, ECU, 521 Lancaster Ave. Richmond, KY 40475
Email: john.dixon@eky.edu
Phone: 859-622-8221

GENERAL TERMS OF EMPLOYMENT

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the TIXC, or by any other means that results in the TIXC receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the TIXC. **09.428111**

Title IX Sexual Harassment Grievance Procedures are located on the School's Website.

Non-Discrimination and Harassment

Refer to the Eastern Kentucky University Policies and Regulations webpage for complete details on the non-discrimination and harassment policy at the following link:

<https://policies.eku.edu/policies>

03.162

Hiring

All teachers shall meet applicable certification or licensure requirements as defined by state and federal regulations. A list of all School job openings shall be posted on the University's website.

For further information on hiring, refer to policies **03.11**

Criminal Background Check and Testing

Applicants, employees, and student teachers must undergo records checks and testing as required by law.

New hires and student teachers assigned must have both a state and a federal criminal history background check and a letter (CA/N check) from the Cabinet for Health and Family Services documenting the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet.

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**

Link to DPP-156 Central Registry Check and more information on the required CA/N check:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

03.11

Extracurricular Activities

Using a process approved by the Superintendent and required by the University, the designated supervisor (e.g., Athletic Director, Principal) shall recruit, interview, and recommend for hire athletic coaches and club/activity sponsors. The Superintendent will approve the recommendation. **03.11**

Tenure

All tenure-track faculty are eligible to apply for tenure. Faculty who are not recommended for tenure by their sixth (6th) year are not eligible to reapply and will not be reappointed. Model faculty are not eligible for a terminal year.

Tenure, when awarded by the University's Board of Regents, is only recognized at Model Lab School and not part of any other department, college, or school within the University.

For tenure-track faculty, in the tenure year only, the Superintendent shall make recommendations to the Provost. The Provost will follow the procedures set forth in Policy 4.6.4. Tenure is ultimately granted or denied by the University's Board of Regents. Tenure is official only after being granted by the Board of Regents. **03.115**

Job Responsibilities

Every employee is assigned an immediate supervisor. All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. **03.132**

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as University property. In addition, employees shall cooperate fully with all investigations conducted by the University and the School as authorized by policy or law.

- Teachers are expected to be responsive and available for parent conferences, scheduled as soon as possible and/or as needed. Communication through email should be answered outside instructional time and within forty-eight (48) business hours.
- Faculty members must demonstrate progress in teaching scholarship and service in areas related to education and departmental goals.
- Faculty must follow all University policies, procedures and Institutional Review Board (IRB) guidelines for research projects. Students assigned research projects will be provided with University IRB requirements.

GENERAL TERMS OF EMPLOYMENT

- Faculty members are expected to participate in the School’s graduation exercise. Appropriate academic regalia shall be worn by faculty members.
- Faculty members are expected to participate on School and University committees. Membership in appropriate professional organizations is encouraged.

03.133

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, the Cabinet for Health and Family Services or its designated representative, the Commonwealth’s Attorney or the County Attorney. **09.227**

Reporting telephone numbers:

Social Services – Child Abuse Hotline	877-597-2331
National Human Trafficking Hotline	888-373-7888
Local Police, ECU Police	859-622-1111
Kentucky State Police, Post 7	859-623-2404
County Attorney	859-624-4777

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.

All personnel shall attend annual confidentiality training provided by the School.

Access to be Limited

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

Both federal law and School policy prohibit employees from making unauthorized disclosure, use or dissemination of 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.

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

Salaries

All teachers must hold a properly authorized Kentucky teaching certificate and will be paid based on rank (as determined by Education Professional Standards Board {EPSB}), experience, role, date of hire and FTE. Determination of and changes to employees' rank and experience are determined in compliance with Policy **03.121**.

The Superintendent shall develop salary schedules for all positions by May 1 annually. These schedules shall be made available upon request.

Part-time faculty are those who are employed as a teacher for less than .60 FTE.

Compensation for additional days of employment is prorated on the employee's base pay. See Policy **03.121** for a list of Salary Enhancements.

Hours of Duty

Faculty members are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor. If it is necessary to leave the building during the school day employees must inform the Principal/Supervisor.

Faculty members are provided with a duty-free lunch period each day during the regularly scheduled student lunch period unless they have been assigned lunch duty in lieu of an instructional period. Faculty members should take lunch period "on grounds".

On regular student attendance days teachers should arrive fifteen (15) minutes prior to the start of the school day and remain on campus fifteen (15) minutes after the last scheduled class.

Faculty members shall be available for students/open classroom for at least thirty (30) minutes one (1) day per week after school for make-up work, tutoring, and career planning. On occasion faculty members are required to attend school, faculty or department meetings beyond their thirty (30) minutes after the school day. **03.1332**

Planning Time

The Principal shall cause class schedules to be developed that will provide planning time for full-time teachers.

Due to emergencies such as lack of substitutes or other unusual situations, full-time teachers may be required to supervise classes or activities during their planning period.

The planning period shall be used for appropriate duties, such as: instructional preparation; conferring with parents, students, supervisors and administrators; studying and maintaining records; embedded professional development; and other duties as specified by the Principal. It may not be used for personal business or teacher organization activities.

Teachers may be assigned lunch duty in lieu of an instructional period. **03.126**

Supervision Responsibilities

While at school or during school--sponsored activities, students must always be under the supervision of a qualified adult. All School employees are required to assist in providing appropriate supervision and correction of students.

All students must have an assigned class for all periods, with an assigned teacher, and no student may have open periods in the schedule. No student shall be assigned as an instructional aide.

No faculty member, staff employee, or volunteer shall ask a student to leave the ECU campus to attend to errands, personal or school-related, during the school day. **09.221**

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following School policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the School. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

The School Code of Conduct shall specify to whom reports of alleged instances of bullying or hazing shall be made. **09.422/09.42811**

Emergency Situations

Teachers are expected to be familiar with all emergency policies and related procedures and instruct their students so that everyone is prepared for drills and for actual emergencies. Each teacher should prepare an emergency folder with class rosters (with home addresses and phone numbers), copy of school emergency procedures and maps, and pertinent emergency medical information. This folder should be taken by the faculty member during any emergency drill or actual emergency. It should be readily available for substitutes. **05.4/05.42/08.212**

GENERAL TERMS OF EMPLOYMENT

The Principal will train faculty and staff on emergency policies and procedures at the start of each school year.

In the event of any student injury, it is imperative that the teacher report it to the main office and complete an Accident Report Form. It is extremely important that such forms be completed promptly and accurately in duplicate. File one form in the office with the Principal and retain the other for your personal file.

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**

Section

2

Benefits and Leave

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, the University shall reimburse school personnel for school-related travel at University-approved rates for mileage and meals when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent. Travel expenses for guests of employees shall not be reimbursed.

Out-of-state travel requests must be submitted as far in advance as possible. When travel funds are limited, and priority will be given to staff actively participating/presenting or have leadership roles in the organization, and trips required by the University/School.**03.125**

Continuing Education

Faculty members are eligible for a tuition waiver for themselves and family members in accordance with University Policy 8.2.6P.

Model faculty/exempt employees are encouraged to maximize the number of courses they take in the summer and limit the number of courses taken during the school year. Doing so will reduce stress and distractions during the school year. With approval of the Superintendent, Model faculty may receive a waiver allowing enrollment beyond six (6) hours to be used in the summer terms provided doing so does not exceed the maximum permitted credit hours per calendar year.**03.1251**

Holidays

Twelve-month employees shall refer to the Eastern Kentucky University Employee Benefit Guide for complete details and stipulations on holidays.

Teachers are employed for 187 days of which four (4) will be paid holidays as designated in the official school calendar.

All full-time employees are entitled to a floating holiday each year. Use of the floating holiday must be approved in advance by the supervisor. Floating holidays may not be taken the day before or after a holiday or during the state assessment period. **03.122**

Employee work calendars will be provided.

Sick Leave

Refer to Eastern Kentucky University Employee Benefit Guide for complete details on the sick leave policy.

Faculty members are to inform their immediate supervisor/designee of an absence and complete the electronic submission form in EKU Direct. **03.1232**

To enter absences using the electronic submission form:

- Login to EKU Direct
- Select Leave Report under Employee Section
- Select the appropriate Pay Period
- Locate Sick Pay under Earning and select Enter Hours under appropriate day
- Enter number of hours absent (enter 7.5 if absent for the entire day)
- Click Save
- Click Submit for Approval

If needed, secure a substitute through the secretary by 6:30 a.m. and fill out the appropriate sick leave form upon returning to work.

Professional Consulting Leave

Faculty members may be given approval, including up to five (5) days of leave per academic year for days within the school calendar, to provide educational consultation services for state or national organizations that would enhance their professional practice and bring recognition to Model and/or the University. In addition to the five (5) days, administrators, upon approval of the Superintendent, may also use vacation or alternative work hour time for consultation. **03.1235**

Personnel Management

<p>Section</p> <p>3</p>

Employee Discipline

Termination and nonrenewal of contracts are the responsibility of the Superintendent. **03.17**

Suspension

The Superintendent may suspend a teacher without pay pending final action to terminate appointment or continuing appointment (e.g., tenure), if, in his or her judgment, the character of the charge warrants the action. If the contract termination is overturned by the final order, the suspended teacher shall be paid his or her full salary for any period of suspension

As an alternative to termination of a tenured teacher, the Superintendent after consulting University Counsel and Human Resources, and providing written notification to the teacher of the charge, may impose other sanctions, including suspension without pay, public reprimand, or private reprimand. The teacher may appeal the action of the superintendent if these sanctions are imposed in the same manner as established in Policy 03.17. Upon completion of a suspension period, the teacher may be reinstated. **03.173**

Evaluations

All non-tenured faculty members are evaluated annually. Tenured faculty members receive formative feedback annually and summative evaluation every third year thereafter. The faculty member's supervisor or Principal, or the Superintendent may increase the frequency of formative evaluations.

Visiting, part-time and consultative faculty will be evaluated annually by a direct supervisor.

The Superintendent/designee shall provide overview of the evaluation process to all participants by September 1 annually. **03.18**

Professional Development

The school shall plan professional development. Unless on leave, employees shall attend staff meetings and earn twenty-four (24) hours annually in activities that enhance professional practice.

Professional development occurring off-site (including out-of-state) requires the approval of the school PD Coordinator and the Principal/supervisor at least two (2) weeks in advance of the absence.

In addition, out-of-state travel requires University's approval. Forms can be found on the University's Form website: <https://forms.eku.edu/>.

Employees may be credited with flexible, professional development upon completion and submission of a certificate, an attached professional development form and agenda to the PD Coordinator.

Faculty must develop a professional development plan aligned to the school's strategic plan and individual needs.

Documentation of completed professional development, including a written evaluation, shall be required, and must be earned and submitted to the school's PD Coordinator. Beginning July 1, 2021, professional development may be submitted from the end of the previous school year through the closing day of the current school year.

Unless an employee is granted leave, failure to complete and document the twenty-four (24) hours of required professional development during the academic year will result in a reduction in salary and may be reflected in the employee's evaluation. **03.19**

All employees with job duties requiring direct contact with students in grades six (6) through twelve (12) shall annually complete a minimum one (1) hour of high-quality suicide prevention training, including the recognition of signs and symptoms of possible mental illness. Such training shall be in-person, by live streaming, or via video recording. **09.22**

Procedure **03.19 AP.23** may be used to track completion of local and state employee training requirements that apply across the District and maintain a record for the information of the Superintendent and Board.

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**

Section

4

Employee Conduct

Absenteeism/Tardiness/Substitutes

Employees are expected to notify their immediate supervisor when they must be tardy or absent. For absences other than due to illness, the faculty member should meet with the Principal. Secure substitute teachers with the designated office assistant when you know you will be absent ahead of time. Any arrangements made with persons to substitute should be approved through the Principal's office.

Political Activity of Faculty

Refer to the Eastern Kentucky University Policies and Regulations webpage for complete details on the political activity of faculty policy at the link below:

<https://policies.eku.edu/policies>

03.1324

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, may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

- conduct that threatens the health, safety or welfare of others;
- conduct that may damage public or private property (including the property of students or staff);
- illegal activity;
- 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

- conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities. **03.1325**

Use of profanity and/or abusive language in the classroom is not acceptable for faculty or students.

Drug Free Workplace

Refer to the Eastern Kentucky University Policies and Regulations webpage for complete details on the drug free workplace policy at the link below:

<https://policies.eku.edu/policies>

03.13251

Use of Alcohol, Drugs and Other Substances

Employees 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. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law. **09.423**

Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse for CDL/CLP Operators

Reporting of the following information on individual drivers to the federal Clearinghouse is required: verified positive, adulterated, or substituted test results; confirmed alcohol tests at .04 or higher; refusal to submit to required tests; the reporting of actual knowledge (as defined by federal regulation) of DOT regulatory violations, including violations based on prohibited on duty, pre-duty, or post-accident alcohol use and controlled substance use; and regulatory return to duty and follow-up testing information as applicable.

The District shall not allow a driver to perform any safety-sensitive function if the results of a Clearinghouse query on the driver demonstrate a disqualification as provided by regulation and described above and such driver may be subject to personnel action up to and including termination. **06.221**

Peanut/Nut-Safe Environment

To promote a Peanut/Nut-Safe environment, no peanut or nut products will be served or used for cooking. Model students, faculty, staff, University students, and volunteers are requested to refrain from bringing any peanut/nut products to school in packed lunches, snacks or for any events. **09.35**

Weapons

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for School Resource Officers (SROs) as provided in KRS 158.4414, and authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the School prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

Employees who know or believe that this policy has been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **05.48**

Dress and Appearance

Faculty and staff will dress and act professionally and be an example for students. People should be able to tell you from your students by your appearance and behavior. In order to provide a learning environment consistent with the purpose of educating children, all employees shall dress professionally, and in a manner commensurate with their professional responsibilities.

INAPPROPRIATE/UNACCEPTABLE ATTIRE

Examples include but are not limited to:

- Jeans, cargo pants, shorts, mini-skirts, and leggings worn as pants
- Shirts, blouses or tops that are strapless or have spaghetti straps
- Shirts, blouses or tops that expose mid-sections
- Spandex (or other tight-fitting clothing), sheer, exposing, provocative or revealing articles of clothing
- Oversized, baggy, saggy pants worn below the waist
- Sweat suits, tee-shirts, and tanks tops
- Flip-flops
- Costumes, masks, and hats

EXCEPTIONS

Clothing exceptions are allowed for:

- Certain field trips
- Nature of job (e.g., Physical Education teachers)
- Non-professional workdays
- Administrator sanctioned special circumstances (e.g., spirit day, field day)

03.1326

Tobacco, Alternative Nicotine Product, or Vapor Product

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the University and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.

School employees shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth by University. **03.1327**

Solicitations

School employees shall not use the advantage or status of their position for personal gain through soliciting or canvassing school patrons, pupils or fellow employees to whom they have supervisory or other professional obligations (e.g., private tutoring, entrepreneurial activities, non-school sponsored trips, etc.).

No school employee shall provide to any outside group or individual a list of parents, students, teachers or other employees for solicitation or other purposes without the prior approval of the Superintendent. **03.1323**

Use of School Property

Employees are responsible for school equipment, technology, 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 University property or facilities.

Employees may not use any University facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as email) are University property.

University-owned telecommunication devices shall be used primarily for authorized School business purposes. However, occasional personal use of such equipment is permitted.

Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their email accounts. Authorized University personnel may monitor the use of electronic equipment from time to time.

Employees who drive any University-owned vehicle and/or transport students must annually provide the Superintendent/designee with a copy of their driving record. Employees who receive a traffic citation during the year must report the citation to the Superintendent/designee before driving a University-owned vehicle or transporting students. **03.1321**

Use of Telephone

School system telephones shall be used for school business only and shall not be used for personal calls except in cases of emergency. **03.13211**

Building Security

Precautions will be taken for the safety of the students, employees, and visitors.

- Check and lock doors and windows when exiting your room.
- Close and lock all outside exits when you leave after school hours.
- Do not leave keys in your office unprotected.
- Do not loan keys to students.
- Do not keep money or valuables in your office or classroom.

05.4

Keys to outside doors and teaching areas will be provided to all faculty but not to teacher candidates.

Teacher Workroom

The teacher work room is provided for use by faculty, teacher candidates, and adult visitors. Students should never be invited into the work room or sent to the work room to purchase food or drinks for a faculty member or him/herself. Keep the work room clean by washing your own dishes, discarding trash, removing old materials from the refrigerator, etc.

Mailboxes need to be checked daily and emptied weekly. Outgoing official school business mail that needs to be stamped must include a budget code. Pre-stamped personal mail may be left in the outgoing mailbox. If you have special mailing needs, confer with office staff or the campus post office.

Facilities

No structural changes, painting, or addition of furniture to halls and classrooms may be done without prior, written approval from the Superintendent/designee. **05.11**

If teachers choose to mount items on walls, they are responsible for removing those items and cleaning the wall when the items are no longer in use. Any malfunctions or breakage must be reported to the immediate supervisor and responsibility for damage determined.

Parking

Faculty members must purchase a parking permit(s) for Eastern Kentucky University's (EKU) campus through the Employee Vehicle Registration system on ECU Direct. This permit allows parking in any faculty lot on campus. However, it does not provide immunity for not obeying signs or painted curbs.

Parking areas adjacent to Model Laboratory School are provided for faculty. EKU students/teacher candidates are not permitted to park in faculty spaces and should park in the Alumni Coliseum lot.

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 School Policy **03.13214**

Employees should use their duty-free lunch time for personal phone calls, which shall not occur in the presence of students.

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral, written or electronic) to their immediate supervisor.

Under provisions of state law (KRS 158.150) and regulation (702 KAR 5:080), school personnel may remove threatening or violent students from a classroom or from the School's transportation system pending further disciplinary action. However, before the need arises, employees should familiarize themselves with policy and procedures that are required. **09.425**

Use of Physical Restraint and Seclusion

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

Corporal Punishment

Employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means. **09.433**

Civility

Employees should be polite and helpful while interacting with parents, visitors and members of the public. Individuals who come onto School property or contact employees on school business are expected to behave accordingly. Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures, including dismissal.

In cases involving physical attack of an employee or immediate threat of harm, employees should take immediate action to protect themselves and others. In the absence of an immediate threat, employees should attempt to calmly and politely inform the individual of the provisions of Policy **10.21** or provide him/her with a copy. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the caller; ending a meeting; asking the individual to leave the school; calling the site administrator/designee for assistance; and/or calling the police.

As soon as possible after any such incident, employees should submit a written incident report to their immediate supervisor. **10.21**

Access to Electronic Media – Acceptable Use

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 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. **08.2323**

All Model faculty, staff, and students are expected to follow the Acceptable Usage Policy for use of school technology. The Acceptable Usage Policy can be found on the Model website under “Technology.”

Faculty can communicate with parents in a variety of ways, including email and other means of electronic communication, parent letters, classroom newsletters, and conferences.

Faculty members have a school-assigned e-mail account and are expected to check email daily and respond appropriately. Faculty members are expected to respond to parent emails within outside instructional time and within forty-eight (48) business hours from receipt. The Principal, Director of Student Support Services, and counselors are available for consultation if needed. All emails should be professional and courteous. If there is a problematic situation, the Principal, Director of Student Support Services, and/or counselor should be copied.

Emails with colleagues should also be answered promptly. Requests to add events to the school calendar should be sent to the Principal; requests for building use should be sent to the Principal, with the exception of common areas. Contact Beth Campbell to schedule the auditorium, library, or cafeteria/grille, or Scotty Sutton to schedule the gymnasium. If a faculty member wishes to send an email to a group such as Model Lab All, the email should be sent to the Principal for review and distribution.

Grievances

The Superintendent has developed specific procedures to assist employees in making a complaint. For full information refer to Policy **03.16** and related procedures.

Grievances are individual in nature and must be brought by the individual employee. The Board will not hear any grievance concerning personnel actions taken by the Superintendent/designee, unless the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions. The Board shall not hear grievances or complaints concerning simple disagreement or dissatisfaction with a personnel action. **03.16**

Outside Employment or Activities

Employees shall follow Eastern Kentucky's University's policy for any outside employment. **03.1331**

Required Reports

Although you may be directed to make additional reports, the following reports are required by law and/or School policy:

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

- 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**
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if University property has been used for unauthorized purposes. **03.1321**
- If you know or believe that the University's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you 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. **09.423**
- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse. **03.13253/09.425**

- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **05.4**
- Reports of discrimination, harassment, and/or retaliation should be made to the Office of Equity and Inclusion (OEI) Title IX Coordinator promptly. **03.162**
- Report to the Principal/immediate supervisor or the Title IX Coordinator a student or a visitor to the school who is being or has been subjected to harassment or discrimination. **09.42811**
- Employees who believe or have been made aware that they or any other employee, student, or visitor has been subject to Title IX Sexual Harassment shall report it to the TIXC. Failure to make such a report shall be grounds for discipline up to and including termination. If the knowledge of the reporting party gives rise to reasonable cause to believe that the reported conduct constitutes child abuse Policy 09.227 or a reportable criminal offense Policy 09.221, notification of state officials shall be made as required by law. **03.1621/09.42811**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the University Counsel. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**

- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**
- If you know or believe that the School’s weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon 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. **05.48**
- Employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) 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 such an incident.

Within forty-eight (48) hours of the original report of the incident, the Principal also shall file with the University and the local law enforcement agency or the Department of Kentucky State Police or the County Attorney a written report containing the statutorily required information. **09.2211**

- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- If you know or have 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, you shall **immediately** make a report to a local law enforcement agency or Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth’s Attorney or the County Attorney. (See **Child Abuse** section.) **09.227**
- Employees shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim’s Principal, as directed by Policy **09.42811**.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy **09.2211**; and

2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas. **09.422**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

Code of Ethics for Certified School Personnel

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.
 - (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.

Classroom Responsibilities

Section

5

Syllabus

Each year, teachers at all levels shall develop a syllabus for each course, grade/level or subject (single and/or interdisciplinary area) they teach to communicate to students and parents the following information:

For K-5

- Contact information;
- Overview of the grade, including subjects, general schedule, and weekly open classroom/tutoring day;
- Teacher and contact information;
- Model Core Competencies addressed and assessed;
- Transfer tasks;
- Major topics and timelines; and
- Resources to be used.

For 6—12

- Contact information, including the weekly open classroom/tutoring day;
- Official description of the course, prerequisites for the course requirements;
- Model Core Competencies;
- Topics to be covered;
- Resources to be used;
- Planned testing points; and
- Grading procedures and methods.

08.11

Lesson Plans

Faculty shall leave a substitute folder with the following items for substitute teachers:

CLASSROOM RESPONSIBILITIES

- Class role;
- Lesson plan;
- Emergency procedures;
- Confidential information that is needed to perform duties; and
- Other beneficial or necessary information.

These folders need to be marked “confidential” and be updated frequently so information is accurate. **08.212**

Differentiated Instruction

Faculty lesson plans, classroom activities, and all instruction will include appropriate differentiation for all students and will follow Gifted Student Service Plans (GSSP), Individual Education Plans (IEP), Program Service Plans (PSP), Disabilities Education Act and 504 Plans that are in place. Appropriate documentation of planning, instructional practice, and progress is the responsibility of every teacher who has the student in class.

Instructional Supplies/Materials

Each faculty member is given an amount to spend at the beginning of the year for classroom supplies. Completed order forms for supplies are to be returned to the office and signed by the Principal.

Each teacher is responsible for distributing/assigning and collecting textbooks in his/her classroom. It is extremely important that good records are kept of all textbook transactions. Forms for this purpose are distributed at the beginning of each school year and collected at the end of the year. A list of students who owe for textbooks is available at the beginning of the year so that fines can be collected before new materials are distributed.

Equipment may not be sold to students and must be returned at the end of the class or activity.

Copyrighted Materials

The use of copyrighted material for educational purposes, by school personnel, shall be within the generally accepted uses delineated by applicable law. The Superintendent shall develop procedures for informing appropriate personnel of the fair use of copyrighted material for educational purposes.

All employees shall use electronic materials only in accordance with the license agreement under which the electronic materials were purchased or otherwise procured. The Superintendent and appropriate University personnel shall sign all software license agreements. **08.2321**

Previewing Student Materials

Except for current events programs and programs provided by Kentucky Educational Television, teachers shall review all materials presented for student use or viewing before use. Unless the Principal grants an exception clips of videos, instead of the entire video, should be used to highlight core content concepts. **08.234**

Controversial Issues

Teachers who suspect that materials or a given issue may be inappropriate or controversial shall confer with the Principal prior to the classroom use of the materials or discussion of the issue.

All classroom materials shall be current, relevant, and significant to the instructional program. Materials shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students. **08.1353**

Student Assessments

Materials and scores must be kept in a locked and secure location. Under no circumstances should tests, scores and/or materials be removed from school grounds. Only individuals with an educational need shall have access to a student's assessment results. Teachers may discuss or inform parents of their child's performance at conferences. No student is to view or have access to test scores other than their own. **08.222**

Parent conference may be scheduled as needed, especially if academic and other concerns have not been resolved with in-class interventions. **08.22**

Parents **MUST** be contacted as soon as it is determined that an academic problem exists. If it is anticipated that a student will receive a "D" or "F" for any grading period, it is imperative that a parent/guardian is notified in advance. Teacher candidates may assist with student evaluation; however, all communication to parents must come from the faculty member, and all grades must be issued by the faculty member.

Homework

Homework shall be assigned for the improvement of learning and to benefit the student. Curriculum related assignments shall be purposeful and related to current content and shall not be used for disciplinary purposes.

Instructors should make every effort to allocate time for students to begin the homework assignments under their supervision. Homework assignments should be graded and returned within a reasonable time. **08.211**

Supervision

The front doors of the school are open to students at 7:15 a.m. Elementary students are supervised in the library until 7:45 a.m. when they are escorted to classes. Middle school students are supervised in the auditorium until 7:45 a.m. High school students may go to the high school wing. It is imperative that each teacher be at his/her teaching station at 7:45 AM. to supervise students. Students who arrive in the room after 8:00 a.m. are considered late and late arrival procedures are to be followed.

All faculty are to supervise the halls near individual classrooms and perform checks of the bathrooms during breaks. Student assistants must always be accounted for and be in the area of supervision. Each teacher is asked to supervise students' departure at the end of the day.

The Extended Learning Program meets students upon dismissal and is available until 6:00 PM. At 3:30 PM. it is expected that all students will be out of the building unless they are participating in a supervised activity.

Student Absence

Teachers are to maintain a complete record of each student's tardiness/absences.

When a student has an excused absence, students are given a minimum of one (1) week or the total number of days absent, whichever is greater, to complete any missed classwork.

Work may be made up for unexcused absences at the discretion of the teacher involved.
09.123

Field Trips

In order for students to be counted present during school-related trips during the school day, the activity must be co-curricular or instructional. On all student-related school trips, the teacher/coach/sponsor/staff member in charge shall take a student roster that includes the names of all students, emergency contact information, and pertinent medical information. Athletics, teams, clubs, and organizations that have on-going events shall have one permission form on file that is obtained annually. If the parent wishes to rescind permission, s/he must submit a written notice to the club sponsor or coach.

Off-campus Field Trips

Teachers shall submit a request for a field trip at least ten (10) school days prior to the date of the trip. The Principal will approve or reject the field trip request seven (7) school days prior to the date of the trip. Each faculty member is responsible for securing the necessary transportation and chaperones for trips that they plan. The number of chaperones is no less than one chaperone per fifteen students (some destinations may require more chaperones).

CLASSROOM RESPONSIBILITIES

The interruption of school day form is available in the main office. A list of student participants will be e-mailed one week prior to a field trip or special school activity. It is the responsibility of the faculty member sponsor of the trip to be sure this information is sent to the attendance clerk, the main office, and other faculty members.

Prior to the trip, a letter must be prepared for the parents/guardians in which the following details are described:

- Purpose of trip
- Duration
- Cost (as detailed as possible)
- Mode of transportation
- Supervision

A return “permission slip” is advisable even though it does not relieve the faculty member of liability.

It is expected that all students will attend field trips using the transportation arranged by the school. If a parent refuses the field trip arrangements, they should contact an administrator for alternate arrangements. Provisions may be made for a comparable learning experience within the school setting for Principal-approved absences from a field trip. No student should be penalized for an inability to attend a field trip. Appropriate arrangements should be made for all students not attending a field trip, including supervision and activities.

The following Bus Rules will be adhered to:

- No food
- No beverages
- No gum chewing (diesel bus rule set by ECU Department of Transportation)
- No smoking
- Limited movement while vehicle is in motion—subject to bus driver rules
- All trash must be removed by the students under the supervision of the chaperone. Leave buses ready for the next trip.

09.36

Hazards in and on Bus

Passengers shall not bring objects on the bus that block the aisles or exits. The following are not allowed to be transported on the bus:

1. Firearms or weapons, either operative or ceremonial;
2. Fireworks or other explosive materials of any type;

3. Live animals; Note: animals that are not a risk to other bus riders and that are necessary to enable a person to safely utilize the bus transportation as documented by adequate medical evidence, or required by a student's Individual Education or Section 504 Plan, or a service animal shall be allowed on the bus.
4. Preserved specimens that would likely frighten a pupil or cause a commotion on the bus; or
5. Glass objects or helium balloons.

06.342

On-Campus Field Trips

On campus field trips do not require permission slips. If walking trips are planned, teachers should make a backup plan for buses should they be needed. Plan for this option two (2) weeks ahead of time. When leaving the building, notify the front office so that the class and students may be located if needed. **09.36**

Student Discipline

Faculty members should make every effort to resolve disciplinary issues in their classrooms before referring students to an administrator. An office referral form is available in the main office to document infractions of school or classroom rules. Students who are sent to the office for disciplinary reasons should bring the form with them before seeing an administrator. Faculty and staff should avoid sending a student to the office without notification and verification/acceptance that the student is to arrive. **09.43**

Afterschool Detention

Detention will be conducted on Monday through Friday of each school week. Unless there are extenuating circumstances, detention must be served on the assigned day and failure to do so will result in the assignment of an additional hour. **09.432**

Assigned teachers will supervise detention in the assigned detention area beginning at 3:10 PM and ending at 4:10 PM. Teachers assigned to detention will need to secure a list of students from the attendance officer.

During detention hall, teachers need to check attendance and report any absent students to the attendance officer. During detention students are to read, study or complete assigned work. and are not permitted to talk with other students, eat food or drink beverages (other than water). Students who violate these rules are to be assigned additional detention or Saturday school. Teachers will need to report any student assigned additional time.

Saturday School Detention

Principals may utilize assignment to Saturday School as an alternative disciplinary method for students. **09.432**

Saturday school begins at 8:00 AM. and students may be assigned from 2 - 4 hours, during which they will be supervised by a teacher. Written work completed must be reviewed and approved by the teacher for successful completion of Saturday school. During the class periods the students will be silent and will not communicate with each other in any way. Urgent questions may be addressed to the teacher in charge.

During Saturday school, students will be seated, working on assigned materials, for fifty-five minutes of each hour. At 8:55 AM, 9:55 AM and 10:55 AM students will be given a five-minute break. During this break the students are not to leave the immediate area of the classroom, the water fountain or the rest room and may communicate quietly during the five-minute break.

Scheduling Activities

All activities must be placed on the master school calendar. All athletic events, concerts, special rehearsals, plays, etc. must be scheduled as far in advance as possible, but at least ten (10) school days in advance. In resolving activity conflicts, the activity properly recorded on the calendar first will have priority.

The following are specific scheduling guidelines:

- Spread planned activities over the school year and particularly try to utilize “slow months” during early fall and mid-winter.
- All events must be placed on the Master Calendar. A separate calendar for all athletic events will be provided by the Athletic Director.
- The first event listed has priority over all other events with the following exceptions:
 - Tournament games that are scheduled by outside authorities, without knowledge of our schedule. Special competitions, which may not be known early enough for advance scheduling on the Master Calendar.
- It is the responsibility of faculty members to notify Principals and office staff of events so that shared spaces may be reserved.
- Field trips and special concerts should be limited during the last two weeks of each semester, and no field trips or special concerts are permitted during the last week of the academic year. Exceptions are the annual holiday Choral and Band performances.

Multi-Use Areas: The multi-use areas of Model Laboratory School such as the cafeteria/grille and the auditorium receive many requests for student and faculty use. The use of these facilities is scheduled by Beth Campbell. The gymnasium should be scheduled through Scotty Sutton.

Library - The library is used for a variety of purposes by many groups, both before and after school hours. Teachers should reserve the library for times that are not regularly scheduled classes through the librarian for school hours and with Beth Campbell for after school hours.

CLASSROOM RESPONSIBILITIES

Auditorium - The auditorium must be scheduled as far in advance as possible. Scheduled activities/events take priority over practices. Auditorium fixtures, walls, light, etc. may not be defaced during any production or during the preparation for productions. No curtains may be removed or altered. All props and prop material must be removed from the stage immediately after any scheduled events. Users of the auditorium stage are responsible for thoroughly cleaning it after use.

AT NO TIME IS A STUDENT TO BE GIVEN A KEY TO THE MODEL LAB FACILITY, ALLOWED TO WORK IN AN AREA ALONE, OR WITH OTHER STUDENTS, WITHOUT SUPERVISION.

Special and Social Events

All celebrations, parties or other special events must be approved in advance by a Principal, limited in time taken from instruction, and kept to a minimum number each school year. Faculty members need to notify cafeteria staff if event will impact food services.

Teachers may participate in costume events if their costumes follow the theme of the event and align to the curriculum or lesson for the day. A lesson plan must be available upon request from the Principal. Examples of acceptable costumes include: a literary character from a work that students are studying, or famous historical individuals, scientists, or mathematicians related to the content being studied in class.

Faculty members are encouraged to design special cultural or academic events and to identify special programs and speakers for inclusion in the program.

Middle school students may not attend high school dances and high school students may not attend middle school dances. Students enrolled in other schools may be permitted to participate in social events or activities provided they meet criteria established by the Principal and obtain prior approval. **09.35**

- A minimum of four (4) faculty chaperones must attend all dances/parties.
- All clean up must be completed immediately following the dance. It is recommended each group have a cleanup crew assigned. Exception to clean up procedure is the Prom, which must be removed by Sunday at 4:00 p.m. Custodians are available for hire.
- Cafeteria tables may not be used in the gym for dances or parties.
- No hay, straw, natural stones, or rocks may be used as part of dance props. All painting must be done outside.
- All tape must be removed from walls, door, windows, etc.
- All drinks must be served from the concession area.

Fundraising

School fund-raising activities, including the proposed use of funds, shall be approved by the Principal. Schoolwide fundraisers, including the proposed use of the funds, must be approved by the Superintendent. Schoolwide fundraisers are defined as fundraisers benefiting all students of a school, not a specific class, group, club, organization or team.

Employees shall not collect money from students for non-school sponsored activities. **09.33**

- All money collected at school shall be deposited promptly.
- No money should be kept in offices or classrooms overnight.
- All funds should be properly receipted by the receiving faculty or staff member with adequate identification as to account.
- The faculty member is responsible for keeping an itemized list of all money received.
- All money received must be turned in daily to the central office accounting clerk.
- Checks must be deposited within 24 hours of receipt.
- No funds should be placed in the vault without proper identification and the amount recorded.
- All checks for school activities should be made out to Model Laboratory School.

Refer to Policy **09.33** and related procedures for additional information.

Check Requests and Account Maintenance

Funds will be issued through approved methods in accordance with University procedures.

Faculty may request funds from the Parent Organization for special purchases using an approved form. The requesting faculty member must be present at the Parent Organization meeting at which the fund request will be considered.

04.3111

Teacher Candidates

Clinical supervision is an important aspect of our role as Model Laboratory School Faculty. It is important that ECU students have an exemplary experience. Teacher Candidates in their final semester need special time and conferencing with their assigned faculty members. While they may take full responsibility for instruction at times, faculty members must remain in the classroom and supervise students appropriately, both inside and outside the classroom (playground, field trips, etc.).

Observations

Observation by college students in conjunction with college classes from various departments may occur. The following guidelines are in place for those observations:

- No individual or group is permitted to observe in the school without giving notice in writing to the Principal's office at least three (3) days in advance; and
- Specific participation experiences are organized/facilitated by the College of Education (COE) Field Experience Office.

10.5

Publication Consent Form

PLEASE COMPLETE THIS FORM AND SUBMIT IT TO THE SCHOOL.

Dear Faculty/Staff Member:

At some time during the school year, school personnel may videotape or photograph classroom activities or special projects in which you may participate during or after the school day for public awareness or fund-raising purposes.

This form covers permission for the School to record and use the recorded image, voice, or work (photographed, filmed, taped, or digitally recorded) for public awareness purposes, including publication on the school's web site and in school yearbooks.

Please review this form carefully, sign and date the form, and submit the form to the school.

Once signed and dated, this form shall remain in effect for your employment with Model Laboratory School at Eastern Kentucky University. However, at any time during the school year, you may amend this form only for future uses/preferences by notifying the Principal in writing of your request.

I give the Model Laboratory School at Eastern Kentucky University permission to release my photograph, work, and/or audio/video reproduction for publication to the general public concerning school functions and activities, including academic and athletic activities.

Name of Faculty/Staff Member (Please print.) _____

Faculty/Staff Member's Signature

Date

Acknowledgement Form

2021-2022 School Year

I, _____, have received a copy of the
Employee Name
Employee Handbook issued by the School and understand and agree that I am to review this handbook in detail and to consult school policies and procedures with my Principal/supervisor if I have any questions concerning its contents.

I understand and agree:

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

I acknowledge my responsibility in conducting myself in the appropriate manner while at school or attending school-sponsored activities and I understand that as an employee of the School I am required to review and follow the policies set forth in this Employee Handbook and any addenda and I agree to do so.

Employee Name (please print)

Signature of Employee

Date

Return this signed form to your Principal/supervisor.