

STAFF HANDBOOK

2021-2022



MODEL LABORATORY SCHOOLS

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2021 – 2022

Staff Handbook

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<https://model.eku.edu>

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 staff 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

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>

03.262

Hiring

A list of all School job openings shall be posted on the University's website.

For further information on hiring, refer to policies **03.21**

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. **03.232**

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. **03.233**

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.

GENERAL TERMS OF EMPLOYMENT

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. **03.21**

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>

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, EKV 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 staff members may be paid on an hourly or salary basis. Attendance for duty will be compensated at the hourly rate. Non-salaried employees cannot work or volunteer in any salary or stipend position. **03.221**

Hours of Duty

Staff members are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor or the Superintendent. The duty hours will be set by the supervisor. If it is necessary to leave the building during the school day employees must inform the Principal/Supervisor. **03.2332**

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.

No faculty member, staff employee, or volunteer shall ask a student to leave the EKV 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**

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.

Emergency Situations

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

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**

Benefits and Leave

Section

2

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 priority will be given to staff actively participating/presenting or have leadership roles in the organization, and trips required by the University/School. **03.225**

Continuing Education

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

Model 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 employees 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. **03.2251**

Holidays

Refer to the Eastern Kentucky University Employee Benefit Guide for complete details and stipulations on holidays.

All employees are entitled to a floating holiday each year. Floating holidays 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 testing. **03.222**

Vacations

All vacation days must be approved in advance and may only be taken on any non-school day between July 1 and June 30.

Sick Leave

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

Staff members are to inform their immediate supervisor/designee of an absence and complete the electronic submission form in EKU Direct. **03.2232**

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.

Personnel Management

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

Staff Development

The Superintendent/designee shall develop and implement a program for continuing training for selected staff members.

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**

Unless on leave, employee shall attend staff meetings, at which their attendance has been requested.

Employees shall complete two (2) weeks in advance an absence form for all professional development trips. Forms can be found on the University Form website <https://forms.eku.edu/>. **03.29**

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

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 substitutes with the secretary 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 the Staff

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>

03.2324

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 or operations. **03.2325**

Use of profanity and/or abusive language in the classroom is not acceptable for faculty, staff members 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>

03.23251

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)

03.2326

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. **03.2327/06.221**

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. **03.2323**

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. **03.2321**

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. **03.23211**

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

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**

Parking

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

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 Policies **03.23214**.

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**

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.”

Grievances

The Superintendent has developed specific procedures to assist employees in making a complaint. For full information refer to Policy **03.26** 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. **03.26**

Outside Employment or Activities

Employees shall follow Eastern Kentucky’s University’s policy for any outside employment. **03.2331**

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. **03.21**
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if University property has been used for unauthorized purposes. **03.2321**
- 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. **03.23253/09.425**

- 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. **03.262**
- 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**

EMPLOYEE CONDUCT

- 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. **03.2621/09.428111**
- 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**
- Bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities. **06.221**
- 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**

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
Staff 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.