



Kearney School District Substitute Teacher Manual

2016-2017

Kearney School District
1002 S Jefferson
Kearney, MO 64060

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<http://www.ksdr1.net>

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Mission:

The purpose of the Kearney School District is the pursuit of excellence, which will enable each student to become a productive, contributing member of society into the 21st century.

Vision:

The Kearney School District will embody a collaborative, engaged, and rigorous learning environment. Diverse thought, data-driven best practices, and a student focus will be common place.

Dear Substitute Teachers:

On behalf of the students, faculty, and administration of the Kearney R-1 School District, I wish to thank you for your interest in serving the district in the absence of the regular classroom teacher. As a member of our professional team, you offer a critical contribution to the educational experience of our students.

This handbook was prepared to offer you information regarding the process of becoming a substitute in the Kearney R-1 School District and to give you information regarding district policies and procedures.

As a substitute teacher, you will be asked to perform a variety of tasks on very short notice. If you have questions or concerns about such assignments, please do not hesitate to seek administrative help.

We appreciate your dedication and hard work as a substitute teacher.

Yours in education,

Dr. William S. Nicely
Superintendent

Board of Education

Ed Haney	Board Member
John Kern	Board Member
David Lehman	Board Member
Steve McDonald	Board Member
Dan Weakley	Board Member
Mark Kelly	Vice President
Mike Miller	President
Dr. Bill Nicely	Superintendent
Carolyn Switzer	Board/Superintendent Secretary

Central Office

Bill Nicely, Ed.D.	Superintendent
Angie Currey, Ed.D.	Assistant Superintendent
Jeff Morrison	Assistant Superintendent
Jennifer Kopp	Director of Academic Services
Ginger Calton	Director of Business Operations
Pam Bultmann	Administrative Assistant
Becky Burkemper	Bookkeeper/Accounting
Jill Lytten	Special Education Administrative Assistant
Carolyn Switzer	Board Secretary
Marsha Bartow	Accounts Payable Administrative Assistant
Dawn Coonrod	Human Resources Administrative Assistant

Building Directory

Kearney High School
715 E 19th Street

David Schwarzenbach
628-4585

Kearney Junior High
2215 South Campus Drive

Andy Gustafson
628-2650

Kearney Middle School
200 E 5th Street

Bart Woods
628-4115

Southview Elementary
7 South Campus Drive

Rebecca Parks
628-4562

Hawthorne Elementary
902 South Jefferson

Sandy Peitzman
628-4114

Kearney Elementary
902 South Jefferson

Brian Sloan
628-4113

Dogwood Elementary
1400 Cedarwood Parkway

Janelle Nelson
903-1400

Substitute Administrator

Board of Education Office
1002 S Jefferson Street

Dawn Coonrod
628-4116

Building Schedules

Kearney Senior High School	GR 10-12
Regular Schedule 7:35 a.m. – 2:20 p.m.	
Half-Day Schedule 7:35 a.m. – 11:00 a.m.	
Kearney Junior High School	GR 8-9
Regular Schedule 7:35 a.m. – 2:20 p.m.	
Half-Day Schedule 7:35 a.m. – 11:00 a.m.	
Kearney Middle School	GR 6-7
Regular Schedule 7:35 a.m. – 2:20 p.m.	
Half-Day Schedule 7:35 a.m. – 11:00 a.m.	
Southview Elementary	GR K-5
Regular Schedule 8:45 a.m. – 3:30 p.m.	
Half-Day Schedule 8:45 a.m. – 12:00 p.m.	
Hawthorne Elementary	GR K-5
Regular Schedule 8:45 a.m. – 3:30 p.m.	
Half-Day Schedule 8:45 a.m. – 12:00 p.m.	
Kearney Elementary	GR K-5
Regular Schedule 8:45 a.m. – 3:30 p.m.	
Half-Day Schedule 8:45 a.m. – 12:00 p.m.	
Dogwood Elementary	GR K-5
Regular Schedule 8:45 a.m. – 3:30 p.m.	
Half-Day Schedule 8:45 a.m. – 12:00 p.m.	

Requirements for Substitute Teaching

Applicants for substitute teaching in the Kearney School District must complete the following:

- Application for a Substitute Certificate of License to Teach through the Missouri Department of Elementary and Secondary Education website: <http://dese.mo.gov>
Once all requirements for the state department are met you can then be added to the Kearney School District substitute list. You may call the DESE at 1-573-751-0051 if you need assistance in completing the on line process.
- As a new substitute in the Kearney School District substituting for the very first time, you must report to Central Office to complete new hire paperwork prior to beginning your substitute duties. At completion of said paperwork, you will be issued an Authorization to Work document. Present the Authorization to Work document to the office of the school you will be substituting in that day.

Responsibilities of the Regular Teacher

As a substitute teacher, you should expect the regular teacher to make the following items available to you:

- Lesson plan(s) detailing desired teacher/student participation
- Attendance information and procedures
- Up-to-Date seating charts
- Textbooks
- Answer book/key
- Tardy procedures
- Daily Schedule (special classes, recess, procedures for changing classes, restroom procedures, assemblies, etc.)
- Lunch related procedures (collection of money, schedule)
- Medical/health conditions of any students who may require attention
- Instructional adaptations required for specific students
- Rules of the classroom
- Emergency procedures in case of fire, tornado, or any other threat to student safety
- Special duties (hall supervision, recess duty, lunch room duty, etc.)
- Name of student(s) who may be called upon to assist you in locating any materials that might be needed
- Discipline procedures
- Name of contact teacher who might be helpful
- Building telephone-usage procedures

Responsibilities of the Substitute Teacher

The school will expect the following of the substitute teacher:

- Substitute teachers should report for duty twenty (20) minutes before school is in session
- Arrive promptly and report to the school office to check in
- Check the regular teacher's mailbox for material that may apply to the day's activities
- Preview the lesson plan(s) for the day
- Locate all needed materials prior to the start of the school day
- Perform any special duties assigned to the regular classroom teacher
- Take attendance and carry out the policy of the school in reporting it
- Follow the lesson plan left by the classroom teacher
- Dress and conduct oneself at all times in a professional manner
- Report to the office any disciplinary issue that needs further attention
- Report to the office any accident
- Keep confidential any information you gain regarding the school, its students, or its employees
- Be attentive to your students and keep them under your supervision at all times
- Leave the classroom in good order with comments to the regular teacher and any papers turned in by students readily accessible on the teacher's desk
- Check out in the building before leaving
- A substitute teacher is expected to remain on duty until the responsibilities, outlined by the principal have been completed.

Compensation

- The pay for certified substitute teachers is \$90 per day.
- The pay for substitute teachers who are retired faculty from Kearney R-1 School District is \$100 per day.
- The pay for secretary and health clerk substitutes is \$9 an hour.
- The pay for paraprofessional substitutes is \$11.25 an hour.
- If a substitute works fifteen (15) or more consecutive days, pay will be \$140 per day.
- Pay periods run from the 16th of the month through the 15th of the following month. Payment will be issued on the 25th of the month.

Staff Cell Phone Policy

The Kearney R-I School District encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

Definitions

Communication Device – Any mobile telephone, personal digital assistant, pager, tablet, laptop or other portable device that sends, receives or retrieves calls, text messages, e-mail, other electronic communications or data, or provides access to the Internet.

Use/Using – Dialing, answering or talking on the phone; sending, reading or responding to a text, e-mail or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio communications; continuously checking a communication device; or any activity with a communication device that interferes with the employee's job duties or appropriate supervision of students. An employee is considered to be using a device even when the use is hands-free.

General Use

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district.

Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use communication devices when they are responsible for supervising students unless any of the following conditions occur:

1. The device is being used to instruct the students being supervised at the time.
2. The use is necessary to the performance of an employment-related duty.
3. The employee has received specific and direct permission from a supervisor.
4. There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Use in Vehicles

Regardless of other provisions of this policy and in accordance with law, employees shall not use communication devices when:

1. Driving district provided vehicles.
2. Operating any vehicle in which a student is being transported when the transportation is provided as part of the employee's job.
3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations when such supervision is part of the employee's job.

The district will make an exception to the rules in this section when the communication device is used to:

1. Report illegal activity.
2. Summon medical or other emergency help.
3. Prevent injury to a person or property.
4. Relay necessary, time-sensitive information to a dispatcher with a device permanently affixed to the vehicle, in the manner allowed by law.
5. Play music, as long as the employee operating the vehicle does not turn on, select or otherwise manipulate the device while operating the vehicle or supervising students as described above.
6. Obtain directions from a global positioning or navigational system, as long as the system is being used in association with the employee's job and adequate safety precautions are taken.

Even in these situations, employees should first take all possible safety precautions before using communication devices.

Use of District-Provided Communication Devices

The district may provide communication devices and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided communication device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided communication devices and may recall any previously issued communication device. Employees do not have any expectation of privacy in district-provided communication devices or any information stored on them, and such devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided communication devices from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided communication devices must abide by any use limitations included in the district's service contract.

Personal Use of District-Provided Communication Devices

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

Policy GBCC critical

Technology Usage

The Kearney R-I School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as

consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure (“content filter”) on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology uses, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources. **Policy EHB Critical**

Prohibition Against Discrimination, Harassment And Retaliation

General Rule

The Kearney R-I School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Kearney R-I School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a. Make complaints of prohibited discrimination or harassment.
 - b. Report prohibited discrimination or harassment.
 - c. Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if

directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

School Nutrition Programs

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual

nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Superintendent
1002 South Jefferson, Kearney, Missouri, 64060
Phone (816) 628-4116; Fax (816) 628-4074

The Board designates the following individual to act as the district's Section 504 and Americans with Disabilities Act (ADA) compliance officer:

Assistant Superintendent of Special Programs
1002 South Jefferson, Kearney, Missouri, 64060
Phone (816) 628-4116; Fax (816) 628-4074

In the event the compliance officer(s) is unavailable or is the subject of a report that would otherwise be made to the compliance officer(s), reports should instead be directed to the acting compliance officer:

Assistant Superintendent of Special Services
1002 South Jefferson, Kearney, Missouri, 64060
Phone (816) 628-4116; Fax (816) 628-4074

The compliance officer(s) or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Kearney R-I School District.
3. Serve as the district's designated Title IX coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Kearney R-I School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Policy AC Critical

Worker's Compensation Procedures

If an employee becomes injured on the job it is the employee's responsibility to follow the procedures listed below for all work related injuries. No matter what the injury is, regardless if medical treatment is needed or not, the employee must notify his/her supervisor. Complete an Employee Incident/Injury Report immediately. **In the event of a serious accident or injury, seek immediate medical attention first.** This form will be sent to Dawn Coonrod, HR Department at coonrodd@ksdr1.net.

- If it is life threatening emergency, call 911 immediately from any campus phone.
The closest emergency room is:
Liberty Hospital ER
2525 Glenn Hendren Road
Liberty, MO 64068
816 781-7200
- If the injury requires medical attention, but is not an emergency:
MOSAIC Life Care
8880 NE 82nd Terrace
Kansas City, MO 64118
M-F 8 am – 8 pm
Saturday 8 am – 12 pm
816 437-8171

Note: Any campus nurse or health room staff member can help you assess the severity of your injury. If the employee is unable to drive, the supervisor or supervisor's designee should accompany the injured worker to the authorized medical provider for initial treatment.

Employee Responsibilities

- Tell your supervisor immediately, you must report any injury to your supervisor before the end of your shift, no matter how trivial it may seem. You will need to tell them when and where the injury occurred, what happened, and if anyone witnessed the injury.
- Complete "employee incident/injury report". Any witnesses and your supervisor must complete the appropriate forms as well. You can get these forms from the building nurse, your supervisor or the district website www.ksdr1.net. Once complete, send forms over to Dawn Coonrod, HR Department at Central Office, coonrodd@ksdr1.net. Central Office Hours of Operation are 7am-5 pm, Monday thru Friday, (816) 628-4116.
- Written release to return to work from the treating physician is required before you may return to work. Forward these copies to Dawn Coonrod, HR Department.
- Sign a return to work statement understanding modified duty, if applicable.

- Under no circumstances are you to seek medical treatment for a work related injury from your personal physician. All care must be done through our work comp clinic. If further treatment is needed, the worker's compensation doctor will make the necessary arrangements.

If you choose to have treatment from your personal doctor, there is a possibility that your claim will not be paid from work comp and it may or may not be denied by your personal health insurance.

Supervisor Responsibilities

- If the injury is life threatening, call 911.
- If medical treatment of any kind is needed, contact the HR Department to make us aware of the injury.
- Ensure that the employee released to modified duty is working within their restrictions.
- Maintain contact with the employee on a weekly basis.

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Websites for Substitute Teachers

AESOP

1-800-942-3767

www.aesoponline.com

DESE Application Process

<http://dese.mo.gov>

ProTeacher

<http://www.proteacher.com/020019.shtml>

Substitute Survival: Tools You Can Use

www.educationworld.com/a_curr/curr260.shtml

The Substitute Survival Guide

www.teachtub.com/substitute-teachers-survival-guide

Substitute Teaching Resources

www.pinterest.com/PearsonK12Tech/substitute-teaching-resources

Acknowledgement Form

Kearney Substitute Manual

I, _____, on _____
Print Name Date

was notified the Kearney R-1 Substitute Manual is available for reference on the Kearney R-1 School District website. I have read and fully understand the contents. I am aware I must follow these procedures and guidelines during my employment with the KEARNEY R-1 SCHOOL DISTRICT. I further understand the District may change, add to or delete any policies or provisions in this handbook from time to time, in its sole discretion, with or without prior notice.

I understand this Manual is not intended as either an express or implied contract of any kind and does not constitute a contract of employment between the District and me or any of the District's employees for any specific or fixed duration of employment.

I further understand this Manual supersedes and replaces any and all prior handbooks or materials previously distributed.

Employee Signature

To: Personnel File

Kearney School District 2016-2017 Calendar

August 2016

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug 11-12 New Teacher In-service
 Aug 15-17 Teacher Work Days
 Aug 18 First Day Of School
 Sept 5 No School Labor Day
 Sept 6 No School Professional Development
 Sept 23 1/2 Day Homecoming

September 2016

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Oct 14 End of 1st Quarter (40 days)
 Oct 14 Early Out
 Oct 20 No School PT Conference (1-8pm)
 Oct 21 No School
 Nov 4 Early Out
 Nov 23-25 No School Thanksgiving Break

November 2016

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec 2 Early Out
 Dec 21 End of 2nd Quarter (43 days)
 Dec 21 1/2 Day Kids 1/2 Day Work
 1st Semester 83 Days
 Dec 22 - Jan 2 Winter Break
 Jan 3 No School Professional Development
 Jan 4 School Resumes
 Jan 16 No School MLK Day

January 2017

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Feb 3 Early Out
 Feb 17 No School 1/2 Work 1/2 Day PD
 Feb 20 No School Presidents Day
 March 3 Early Out
 March 10 End of 3rd Quarter (45 days)
 March 20-24 No School Spring Break

March 2017

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 14 No School Good Friday
 May 19 Graduation
 May 23 End of 4th Quarter (46 days)
 May 23 1/2 Day
 2nd Semester 91 Days
 Student Attendance Days 174

May 2017

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- New Teacher In-service
- No School-Teacher Contract Day
- School Resumes
- Homecoming

Inclement Weather Make Up Days:
 May 24, 25, 26, 30, 31, June 1
 2016 Summer Institute:
 Aug 2, 3, 4

- End of Semester/Quarter
- Early Out-2 Hour Early Release
- No School-Scheduled Break
- Graduation