



2023-2024

Substitute Teacher Handbook

Liberal, USD 480
7 W Parkway Blvd
Liberal, KS 67901
620-604-1010

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PROCEDURES FOR SUBSTITUTE JOBS

EduStaff

EduStaff Classroom Employee Workbook

Substitute Managing System

Securing Substitutes

Arrangements for securing necessary substitutes in a building will be made through the district's substitute assignment system. For questions or help using the sub management system, contact the District Office at 620-604-1010.

Jury/Civic Duty/Athletic Activities

Please be advised that when accepting job positions for teachers that have been scheduled for Jury/Civic Duty, or participation in athletic activities, that these events may be canceled or rescheduled on short notice. When accepting these job positions, it would be advisable for the substitute to check with the school and/or teacher the morning of the absence, before arrival at the school, to confirm their work schedule.

When the School Cancels the Substitute Position

- If you have accepted a substitute position, and it was changed or canceled but you did not receive notification before signing in at the school office, the school or USD 480 will assign you to a different substitute job for that day, if there is one available. In the event that there is more than one substitute position available for that day, you may choose which assignment you prefer to accept.
- If you choose not to accept any of the available positions for that day, you will not be paid for the day.
- If no other substitute positions are available at that time, you may be paid for one-half day upon review of the absence circumstances and at the discretion of the Superintendent's Office.

Posting of Absences

Whenever a teacher is to be absent from teaching duties, such teacher shall post their absence as early as possible. The length of the teacher's absence shall be pre-determined and entered whenever possible.

Morning Phone Calls

The system can be set up to contact you as early as you like in order for you to accept last minute jobs. For more information, contact the District Office at 620-604-1010.

Accepting Jobs

As soon as a job is able to be viewed, it can be accepted. Please do not accept jobs that you do not intend on taking. Teachers and schools are relying on you and many times do not realize you have canceled the job until after the day has started. The system *typically* notifies schools of absences and substitutes by 7:30 a.m.

Canceling Jobs

If you must cancel a job within 24 hours of the arrival time, please call the school office, as well as canceling the job. This will ensure that the job is reopened for another substitute and that the school is aware of the cancellation.

Checking in for a Job

- When you arrive at the building, you will sign in on the "Substitute Teacher Sign-In Sheet" in the office. The sign in sheet is then used to verify your working hours and match you with the teacher you subbed for, thus allowing for auditing of payroll.

- The office will direct you to the appropriate classroom, and give you any further instructions necessary for the day.

SUBSTITUTE TEACHER PAY

Signing out

At the conclusion of the teaching day (when the services of the substitute are no longer needed for that day) each substitute is to sign out on the "Substitute Teacher Sign-In Sheet" provided by the building office. This form becomes the official verification of the day's service. At the end of each pay period, these forms are forwarded by the building principal to the payroll department (604-1018) and your days of service will be paid to you.

Rate of Pay

- Emergency substitutes with a minimum of 60 college hours with no degree - \$115 per day
- Emergency/Licensed substitutes with a baccalaureate degree - \$120 per day
- Substitute teachers who currently have or have previously held a valid teaching license -\$125 per day
- For continuous teaching in the same position of more than 11 days, substitute pay is an additional \$10.00 per day.
- Pay per day for long term substituting for the same teacher in the same position, starting on the 41st day -- 1/178th of the starting salary of a new teacher on level 0/year-0/experience.

Half Day/Full Day

Substitutes will be paid for a ½ day up to 4hrs, and one full day for more than four hours. The amount of time paid will ultimately be determined by the teacher's specified absence time.

Multiple Buildings

Substitute teachers who work in more than one building, or for more than one teacher, on the **same day** for a total of more than 4 hours, will receive a full day's pay.

Pay

- Daily pay periods begin **15 min. prior to the starting time of the absence** and end when school is dismissed for the day or when the teacher arrives in the classroom (for a morning absence).
- Monthly pay periods are calculated through the 10th of each month.
- Pay is made through the "EduStaff" Substitute System.

403B

~~A substitute teacher is eligible to participate in a 403b. You can check with USD 480 Benefits Clerk at 604-1027 for more information.~~

USD 480 SCHOOL INFORMATION

	SCHOOL NAME	PHONE NUMBER	ADDRESS	ADMINISTRATOR NAME
*	USD 480 District Office	620-604-1010	7 Parkway	Dr. Todd Carter
1	Liberal High School	620-604-1200	1611 W. 2 nd St	Ashley Kappelmann
2	Eisenhower Middle School	620-604-1400	2000 N. Western Ave	Randi Jones
3	Seymour Rogers Middle School	620-604-1300	721 Griffith	Jason Diseker
4	Cottonwood Intermediate School	620-604-2700	1100 W. 11 th St	Traci Mettlen
5	MacArthur Elementary School	620-604-1700	925 S. Holly Dr	Jennifer Workman
6	Meadowlark Elementary School	620-604-2100	1200 N Calvert	Shawna Evans
7	Prairie View Elementary School	620-604-1800	615 Warren	Kendra Haskell
8	Sunflower Intermediate School	620-604-2800	310 W. Pine St	Jon Schneider
9	Bright Start Early Learning Center	620-604-2000	836 S. Jordan Ave	Jamie Downs

SCHOOL HOURS

Substitute Teachers are expected to arrive and sign in at least 15 minutes before the first class begins. Please allow adequate time to familiarize yourself with the day's lesson plans and surroundings.

The pay period begins 30 minutes prior to the beginning of class time. Please arrive at least 30 minutes before the start of your scheduled class hours.

School	Beginning time a.m.	Ending time a.m.	Beginning time p.m.	Ending time p.m.
Liberal High School	7:55	11:46	11:46	3:25
Seymour Rogers Middle School	8:05	11:40	11:40	3:25
Eisenhower Middle School	8:05	11:40	11:40	3:25
Cottonwood Elementary School	8:00	11:30	11:30	3:20
MacArthur Elementary School	8:00	11:30	11:30	3:20
Meadowlark Elementary School	8:00	11:30	11:30	3:20
Prairie View Elementary School	8:00	11:30	11:30	3:20
Sunflower Elementary School	8:00	11:30	11:30	3:20

Bright Start Early Learning Center	8:00	11:00	12:00	3:00
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THE CLASSROOM EXPERIENCE

Help you can expect from the school

Each teacher will have prepared a folder that contains information necessary for a successful day.

Most teachers have detailed lesson plans ready to be used for the day. Most also have worksheets, etc. copied and ready. Please follow the teacher's plans as closely as possible. If you have questions, ask a neighbor teacher or the principal for help.

Beginning the school day

Sign in at the school office once entering the building. If you do not sign in appropriately, you risk not being paid for the day.

Put your name on the board and familiarize yourself with the room. Read through the lesson plans left by the classroom teacher and locate necessary resources for the day.

Introduce yourself to your neighbor teachers, you may or may not need their assistance during the day.

Follow the teacher's regular routine as nearly as possible. If this is not posted, ask a student to help you. It is usually best not to ask the whole class.

Check attendance and lunch count carefully. Enter it in Power School and/or the school method for doing so.

To log in to Power School, go to USD 480.net. Select Power School. Select Substitutes. Select the school you are at, then the teacher you are subbing for. Your password is the day + password. (For instance, on June 1, the password will be 1password).

Classroom Management

Be respectful, authoritative, and patient. Expect good behavior and be positive in your attitude.

Much of your success in classroom management will depend on your degree of fairness and consistent treatment. The students must know what your expectations are.

Each student should be respected as a unique individual. Some students need more help than others. Some may be more mischievous than others. Make individual corrections in private and avoid ridicule and sarcasm.

Avoid making threats -- you will likely be challenged to carry them out!

Follow the discipline plan of the classroom and the building. Use common sense in dealing with behavior issues.

Teaching the lesson

Motivating the students is important. Take a few brief moments to arouse curiosity, tie the lesson to the previous lesson, and ask a few questions or make use of a picture, story, or shared experience to help you.

Your presentation should be clear, as this will determine what the student will gain from the lesson. Some helps might include the following:

- Keep the language on the students' levels of understanding.
- Present one point at a time.
- Go from the known to the unknown, the easy to the difficult.
- Stop and review periodically.
- Do not hesitate to repeat material or instructions.
- Give students an opportunity to ask questions.
- Vary your voice to emphasize, maintain interest, change and control tempo.

In a well-planned lesson, students are given the opportunity to engage in active participation. Be sure that directions are clear and that you provide proper supervision and help.

Provide time for a summary. This is when all facts and concepts are brought together at the close of the lesson.

Ending the school day

Leave the room in good order. Be sure that lesson plans, homework, worksheets, calculator sets, books, etc. are organized and left where they can be found.

Leave a note for the regular teacher summarizing the day. Include behavior concerns, praises, communication from parents, etc.

Lock up anything that you found locked when you arrived and return any keys to the office.

Sign out in the office, according to the protocol on page 6.

Guiding Principles

You are being hired by the district to help students learn in their teacher's absence. You are not there to be their friend or confidant.

Many things may be said and done by students and/or teachers during the day. These interactions are confidential and should not be repeated outside the school.

If there are discipline issues, concerns for student safety, etc. your duty is to report to the school administration for proper treatment of the matter.

You are a valuable member of an educational team and provide an excellent service to teachers and students alike. We greatly appreciate the job you do and hope the above suggestions will enhance your performance.

USD 480 Policy GAAC: Sexual Harassment

SEXUAL HARASSMENT AND DISCRIMINATION BY EMPLOYEES

1. Statement of Purpose

The Board of Education of USD 480 is committed to creating a positive and productive environment of employment, free of sexual harassment or sexual discrimination.

2. Sexual Harassment and Discrimination Prohibited

Sexual harassment and sexual discrimination will not be tolerated at school, on school property (including, but not limited to, school buses and other school transportation), and at school sponsored activities, programs or events. The sexual harassment or sexual discrimination of any employee or student by members of the Board of Education, administrators, or other employees is strictly prohibited.

3. Sexual Harassment and Discrimination Defined

Sexual harassment/discrimination is any one of the following:

- A. Unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written or physical conduct of a sexual nature by a district employee, district representative or student which is so severe, persistent or pervasive as to (i) limit the employee's ability to perform the employee's job duties, or which creates a hostile or abusive employment environment; or (ii) limit the student's ability to participate in or benefit from an educational program or activity.
- B. The submission by an employee to unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written or physical conduct of a sexual nature which is made, explicitly or implicitly, a term or condition of the employee's employment or unwelcome sexual advances, requests for sexual favors or other inappropriate verbal, written or physical conduct of a sexual nature, when the submission or rejection of the conduct by the employee is used as the basis for determining the employee's salary, advancement, promotion, continued employment or other employment benefits.

The submission by a student to unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written or physical conduct of a sexual nature which is made, explicitly or implicitly, a condition of a student's grade or education; or unwelcome sexual advances, requests for sexual favors or other inappropriate verbal, written or physical conduct of a sexual nature, when the submission or rejection of the conduct by the student is used to determine the student's grade or academic performance.

4. Examples of Prohibited Conduct

The following is a list of some examples of sexual harassment or sexual discrimination:

- A. Making jokes or demeaning comments, either verbally or in writing, about an employee or student who is or is believed to be gay or lesbian.
- B. Pressure for sexual activity, inappropriate or unwelcome touching, such as intentionally touching a female employee's or student's breasts or an employee's or student's buttocks.
- C. Suggesting or demanding sexual involvement with another school district employee, accompanied by implied or explicit threats by said employee concerning the victim's employment.

D. Suggesting or demanding sexual involvement with another student, accompanied by implied or explicit threats by said employee concerning the student's grades or participation in extracurricular activities.

E. Remarks to an employee made with a sexual or demeaning implication.

5. Disciplinary Consequences

Any school district employee who is found to have committed sexual harassment or sexual discrimination shall be subject to disciplinary action, including, but not limited to, suspension with or without pay, probation, or termination of employment. The employee's conduct may further be referred to appropriate law enforcement authorities.

6. Investigation

All complaints of sexual harassment or sexual discrimination against an employee shall be immediately investigated by the Deputy Superintendent or the Deputy Superintendent's designee. The investigation shall commence on the same day the complaint is made, if at all possible, but in no event later than the next school day.

The Deputy Superintendent or Deputy Superintendent's designee shall conduct such interviews as are appropriate or may designate other individuals to conduct interviews. The investigation shall be completed within seven (7) school days after commencement of the investigation and sooner, if possible; PROVIDED HOWEVER, in the event of extenuating circumstances, such as the unavailability of material witnesses, completion of the investigation may be extended for a reasonable period of time until such extenuating circumstances no longer exist.

If sexual harassment or sexual discrimination is found to have taken place against an employee, the Deputy Superintendent shall schedule such conferences with the accused and/or the victim, as the Deputy Superintendent deems necessary, to discuss the results of the investigation.

7. Remediation

In the event an employee is found to have been subjected to sexual harassment or sexual discrimination, the district shall also review what, if any, reasonable accommodations can be made for said employee and shall further determine and impose upon the perpetrator such disciplinary action as may be appropriate, including, but not limited to, suspension, with or without pay, probation or termination.

Grievance Procedure

1. Reporting

Any employee who believes they have been a victim of, or subjected to sexual harassment or sexual discrimination by a school district employee or representative is encouraged to report that conduct immediately to the Deputy Superintendent, whose name and contact information is listed on Page 1 of this handbook. Any employee of the school district who has knowledge of any sexual harassment or sexual discrimination is encouraged to report the sexual harassment or sexual discrimination to the Deputy Superintendent.

Any employee of the school district with knowledge of any sexual harassment or sexual discrimination of any student must immediately report the sexual harassment or sexual discrimination to the Deputy Superintendent.

Any employee of the school district who discourages either a student or an employee from filing a complaint of sexual harassment or sexual discrimination will be subject to disciplinary action, including, but not limited to, suspension, with or without pay, probation or termination.

2. Investigation

All complaints of sexual harassment or sexual discrimination against an employee shall be immediately investigated by the Deputy Superintendent or the Deputy Superintendent's designee. The investigation shall commence on the same day the complaint is made, if at all possible, but in no event later than the next school day.

The Deputy Superintendent or Deputy Superintendent's designee shall conduct such interviews as are appropriate or may designate other individuals to conduct interviews. The investigation shall be completed within seven (7) school days after commencement of the investigation and sooner, if possible; PROVIDED HOWEVER, in the event of extenuating circumstances, such as the unavailability of material witnesses, completion of the investigation may be extended for a reasonable period of time until such extenuating circumstances no longer exist.

If sexual harassment or sexual discrimination is found to have taken place against an employee, the Deputy Superintendent shall schedule such conferences with the accused and/or the victim, as the Deputy Superintendent deems necessary, to discuss the results of the investigation.

3. Non-Retaliation

The complainant will be notified that retaliation for filing the complaint is prohibited and if the complainant suffers any such retaliation, the complainant is to report it immediately to the person investigating the complaint. All persons who are interviewed as part of the investigative process shall also be advised that retaliation against the complainant is prohibited and that disciplinary action may be taken against an employee in the event that employee is guilty of retaliation, including, but not limited to, suspension, with or without pay, probation or termination.

4. Confidentiality

Confidentiality of the complainant will be maintained whenever possible. If the complainant requests confidentiality, every effort will be made to investigate the complaint while still honoring the employee's request for confidentiality. There may be times however, when due to the nature of the conduct which the employee complains, confidentiality cannot be maintained.

5. Concluding Conference

When the investigation is complete, the investigator will meet with the complainant as soon as practicable to discuss the results of the investigation.

Approved: July 23, 2007

USD 480 Policy GAACA: Racial Harassment

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color or national origin. Racial harassment will not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Racial Harassment is racially motivated conduct which:

1. Affords an employee different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

Racial harassment may result from verbal or physical conduct or written or graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to racial harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with

the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated by the building principal or district compliance officer to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

Any employee who witnesses an act of racial harassment or receives a complaint of harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

Initiation of a complaint of racial harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the person making the complaint.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: April 4, 2005

USD 480 Policy JDDC: Bullying

Bullying on or while utilizing USD No. 480 property, in a USD No. 480 vehicle or at any USD No. 480-sponsored activity or event is prohibited.

The Superintendent of USD No. 480 shall develop a plan to address bullying or while utilizing on USD No. 480 property, in USD No. 480 vehicles and at USD No. 480-sponsored activities and events. The plan shall include provisions for training and education of staff and students. The plan shall be submitted to the Board of Education for its approval. When approved, the Superintendent shall assure that the plan is implemented.

As used in this Policy, the following definitions apply:

1. "Bullying" means:
 - A. Any intentional gesture or any intentional written, electronically transmitted, verbal or physical act, statement, picture or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
 - (i) Harming a student or staff member, whether physically or mentally;
 - (ii) Damaging a student's or staff member's property;
 - (iii) Placing a student or staff member in reasonable fear of harm to the student or staff member;
 - (iv) Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
 - (v) Damaging the reputation of a student or staff member; or
 - B. Cyberbullying, or
 - C. Any other form of intimidation or harassment prohibited by any policy of USD No. 480.
2. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

3. "USD No. 480 Vehicle" means USD No. 480 bus, USD No. 480 van, other USD No. 480 vehicle, private vehicle or other means of transportation used to transport students or staff members to and from school or any school-sponsored activity or event.

Approved: February 15, 2005
Amended: November 5, 2007
Amended: November 9, 2009

USD 480 Policy GAAE: Bullying by Staff

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension pending a hearing and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Approved: 10/19/2015

USD 480 Policy GAT: Staff Use of Communication Devices **STAFF COMMUNICATION DEVICE POLICY**

GAT Staff Use of Communication Devices

Section 1: Definitions

For purposes of this policy, the following terms shall have the definitions set for:

- head building principals, assistant building principals, activities (athletic) directors, program directors, Superintendent, Deputy Superintendent, District Level Director
- includes all portable devices that send or receive calls or text messages, allow the retrieval of e-mail or provide access to the internet. Communication devices shall include, but may not be limited to cell phones, smartphones, I-pads, and tablets
- certified teachers, substitute teachers, paraprofessionals, building aides, other staff members who are directly responsible for the instruction of students
- custodial, food service, grounds, maintenance, technology

Section 2: Instructional Staff

USD 480 is committed to providing an educational environment, free of disruption. USD 480 also recognizes the value of integrating technology into the learning environment.

Restrictions:

The following restrictions concerning the use and possession of communication devices shall be observed by all certified instructional staff and instructional classified staff.

1. Communication devices shall be turned off unless being utilized in an academic activity with students.

2. Communication devices shall be turned off while monitoring testing, during staff meetings, assemblies, and at such other times and events as directed by the building principal, Superintendent or Deputy Superintendent.
3. Instructional staff shall not wear or use any earpiece or other device which allows a communication device to be used as a 'hand-free' unit during class time, student assemblies and staff meetings.
4. Communication devices shall not be used for personal conversations or personal business, except during any authorized break in the workday.
5. Communication devices shall not be used when:
 - a. Driving district-owned vehicles
 - b. Operating any vehicle in which a student is being transported when the transportation is provided as part of the employee's job or
 - c. Supervising students who are entering or exiting a vehicle, crossing thoroughfares, or are otherwise attempting to safely reach their destinations.

Consequences for violation of this policy may include but are not limited to verbal warning, written reprimand, suspension, etc. Consequences shall be at the discretion of the administrator.

Section 3: Non-Instructional Classified Staff

USD 480 recognizes that in certain instances the use of communication devices can pose a hazard to the work environment or to the safety of students.

Restrictions:

The following restrictions concerning the use and possession of communication devices shall be observed by all non-instructional staff.

1. Communication devices shall not be used for personal conversations or personal business, except during any authorized break in the workday.
2. Communication devices shall not be used when:

Driving district-owned vehicles

Operating any vehicle in which a student is being transported when the transportation is provided as part of the employee's job or

Supervising students who are entering or exiting a vehicle, crossing thoroughfares, or are otherwise attempting to safely reach their destinations.

Consequences for Violation

Consequences for violation of this policy may include but are not limited to a verbal warning, written reprimand, suspension or termination. Consequences shall be at the discretion of the administrator.

Section 4: Cell Phone Stipends

USD 480 recognizes it will be necessary to contact the personnel listed below at times other than during school or school-sponsored activities.

- District Administration (includes Directors, Superintendent and Deputy Superintendent)
- Building Principals (includes assistant principals)
- Maintenance Supervisor and Personnel
- Lead Grounds worker
- IT Personnel
- Transportation Supervisor
- Food Service Supervisor
- School Resource Officers

The availability of an administrator/supervisor by a communication device is important and may even at times be a critical necessity. A stipend to maintain cell service will be paid to staff listed above. The cell phone shall at all times remain the property of the administrator. If the employee is listed as an emergency contact for a facility within the district, the cell phone must remain on and with the employee at all times.

Approved: July 22, 2014
Amended: December 7, 2020

USD 480 Policy IIBGB: Staff Online Activities

IIBGB Staff Online Activities

Employees are encouraged to use district electronic mail and other district technology resources to promote student learning and communication with parents of students and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities. Technology-based materials, activities, and communication tools shall be appropriate for and within the range of the knowledge, understanding, age, and maturity of students with whom they are used.

District employees, including, but not limited to, classroom teachers and extracurricular activity coaches and sponsors, may set up blogs and other social networking accounts using district technological resources and following district policy and guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction. Social networking sites and other online communication options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for district employees and activity sponsors to utilize or set up a blog or other social networking site for instructional, administrative, or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from Building Administration and Superintendent
2. If permission is granted, staff members will set up the site following any district guidelines developed by the superintendent and approved by the board. If the expenditure of district funds is required to complete the set-up or maintenance of the site, the requesting staff member shall present an itemized summary of such costs to the superintendent. Written approval from the Superintendent shall be required prior to the expenditure of district funds for such purpose.
3. Guidelines will allow access to the site for school administrators and technology staff.
4. If written parental consent is not otherwise granted through acceptable use policy forms provided by the district, staff shall notify parents of the site and obtain written permission for students to become "friends" of the site prior to the students being granted access. This permission shall be kept on file at the school as determined by the principal. Student shall not be penalized for not participating in social media by a teacher if the parent did not grant permission.
5. Once the site has been created, the sponsoring staff member is responsible for the following:

Monitoring and managing the site to promote safe and acceptable use and compliance with district policies; and

Observing confidentiality restrictions concerning release of personally identifiable student information under state and federal law.

Staff members are discouraged from creating personal social networking accounts to which they invite current or future students to be friends. Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action if their conduct relating to the use of technology or online resources violates this policy or other applicable board policy, statutory, or regulatory provisions governing employee conduct or the protection of student record information; or if it impairs the staff member's job performance or effectiveness in the work setting. District staff shall endeavor to protect the health, safety, and emotional well-being of students and confidentiality of student record information both in the school setting and in their online actions. Conduct in violation of this policy, including, but not limited to, conduct relating to the use of technology, social networking, or online resources, may form the basis for disciplinary action up to and including termination from employment.

Approved: 2/22/2016