



OLDHAM COUNTY SCHOOLS

SUBSTITUTE TEACHER HANDBOOK

2026-2027

This handbook is a living document with policy guidelines that lists expectations for
'Professionalism and Confidentiality'.

6165 W. Highway 146, Crestwood, KY 40014 Phone: (502) 241-3500 Fax: (502) 241-3209
www.oldham.kyschools.us

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Oldham County Preschool

4309 Brown Blvd.
La Grange, KY 40031
502-222-3700

Buckner Elementary School

4307 Brown Blvd.
La Grange, KY 40031
502-222-3712

Camden Station Elementary School

6401 West Highway 146
Crestwood, KY 40014
502-241-1271

Centerfield Elementary School

4512 Centerfield Drive
Crestwood, KY 40014
502-241-1772

Crestwood Elementary School

6500 West Highway 146
Crestwood, KY 40014
502-241-8401

Goshen Elementary School

12518 Ridgemoor Drive
Prospect, KY 40059
502-228-0101

Harmony Elementary School

1901 South Highway 1793
Goshen, KY 40026
502-228-2228

Kenwood Station Elementary School

6321 Veterans Memorial Pkwy.
Crestwood, KY 40014
502-241-1452

La Grange Elementary School

500 W. Jefferson St.
La Grange, KY 40031
502-222-9454

Locust Grove Elementary School

1231 East Highway 22
Crestwood, KY 40014
502-222-3521

East Oldham Middle School

1201 East Highway 22
Crestwood, KY 40014
502-222-8480

North Oldham Middle School

1801 South Highway 1793
Goshen, KY 40026
502-228-9998

Oldham County Middle School

4305 Brown Blvd.
La Grange, KY 40031
502-222-1451

South Oldham Middle School

6403 West Highway 146
Crestwood, KY 40014
502-241-0320

Buckner High School

7105 Floydensburg Road
Crestwood, KY 40014
502-222-3767

North Oldham High School

1815 South Highway 1793
Goshen, KY 40026
502-228-0158

Oldham County High School

1150 North Highway 393
La Grange, KY 40031
502-222-9461

South Oldham High School

5901 Veterans Memorial Pkwy
Crestwood, KY 40014
502-241-6681

Arvin Education Center

1650 Colonels Drive
La Grange, KY 40031
502-222-0131

Oldham County Schools Arts Center

7105 Floydensburg Road
Crestwood, KY 40014
502-241-6018

Liberty Academy-Online School

6165 W. Highway 146
Crestwood, KY 40014
502-241-3500



DISTRICT 1: Allison Sheffer

Elementary Schools – Goshen Elementary

Middle Schools – North Middle

High Schools – North High

DISTRICT 2: Suzanne Hundley

Elementary Schools – Camden Station, Crestwood, Kenwood Station

Middle Schools – South Middle

High Schools – South High

DISTRICT 3: Adam Springer

Elementary Schools – Camden Station, Centerfield, Crestwood, Locust Grove

Middle Schools – East Middle, South Middle

High Schools – Oldham High, South High

DISTRICT 4: Dominic Cedillo

Elementary Schools – Buckner, Centerfield, LaGrange, Locust Grove

Middle Schools – East Middle, North Middle, Oldham Middle

High Schools – Oldham High, South High

DISTRICT 5: Carly Clem

Elementary Schools – Buckner, Centerfield, Goshen, Harmony, Kenwood Station, Lagrange

Middle Schools – North Middle, Oldham Middle, South Middle High Schools – North High, Oldham High, South High

IMPORTANT TELEPHONE NUMBERS AND INFORMATION

Oldham County Board of Education:

6165 W. Highway 146, Crestwood, KY 40014

Web address: www.oldham.kyschools.us

Phone: 502-241-3500

Substitute Teacher Coordinator:

April Hines: 502-241-3500 x111

Email: april.hines@oldham.kyschools.us

Director of Personnel:

Katie Garrett: 502-241-3500 x112

Email: katie.garrett@oldham.kyschools.us

Education Professional Standards Board (EPSB):

866-287-2077

www.kyepsb.net

Frontline Substitute Management Phone Number: 800-942-3767

Frontline Substitute Management Web Address: www.aesoponline.com

Frontline Substitute Management Calling Schedule:

Morning Call out (current day jobs only): 6:00am until 12:30pm (Mon-Fri)

Evening Call out (future jobs): 5:00pm until 10:00pm (Sun-Thurs) For

Assistance/Questions, please call: April Hines at 241-3500 x111

FROM OUR SUPERINTENDENT

The substitute teacher fulfills an important role in our schools. Therefore, it is essential that substitutes view themselves as instructional personnel and strive to follow the lesson plans provided. The administration of the school district supports your efforts and your service in this capacity.

Claudette Z. Herald

MISSION STATEMENT OF OLDHAM COUNTY SCHOOLS

All Oldham County students, supported by family, community and schools will participate in relevant, engaging, quality learning tasks, in safe, well-designed schools, guided by highly skilled teachers and visionary leaders. Graduates of Oldham County Schools pursue a life of continuous learning, contribute to their communities, participate thoughtfully in American democracy, and compete successfully in the local, national and international economy.

ATTENDANCE

Each school is expected to improve student and staff attendance. The minimum standard for all schools is 96% for students and 97% for staff.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

If you have a change of name, address, or phone number you should notify the Personnel Office in writing or email to april.hines@oldham.kyschools.us

SELECTION AND EMPLOYMENT OF SUBSTITUTE TEACHERS

Whenever a substitute teacher must be employed to serve during the absence of the teacher of record, the position will be filled by the best qualified person available, giving preference to the factors of academic preparation, prior teaching experience or related educational work, and personal attributes compatible with the demands of the teaching profession. Substitute teacher assignments are made by the Frontline Substitute Management computer system utilizing data entered by the substitute, school requests and/or teacher requests. The principal may request a substitute to change assignments once they have arrived at the school. The principal is responsible for evaluating the allocation of services in the manner deemed best for the administration of the school.

REQUIRED DOCUMENTS FOR SELECTION AND EMPLOYMENT OF SUBSTITUTE TEACHERS

An application, 2 reference forms, copy of the Kentucky Teaching Certificate (if applicable), official college transcript(s), physical examination form/TB risk factor assessment, tax withholding form, criminal records check, child abuse/neglect check and I-9 must be on file in the Personnel Office prior to being hired as a substitute teacher.

BACKGROUND CHECK

State law requires an FBI background check on each new school employee who has supervisory or discipline powers over students. This check must be completed prior to the Superintendent authorizing employment for substitute teaching.

MEDICAL REQUIREMENTS

Under State Board of Education Regulation 704 Kentucky Administrative Register 4:020: All Board of Education employees are required to have a medical examination upon initial employment, which includes a tuberculosis risk factor assessment. Evidence of such shall be submitted to the Personnel Office on the Medical Examination for School Employees form.

MEDICARE TAX

Effective March 31, 1986, all substitutes will have withheld from their payroll checks 1.45% of their wages for a required Medicare Tax. The local board will also match the 1.45% and both deductions will be remitted to the Federal Government.

TEACHERS' RETIREMENT SYSTEM(KTRS)

Effective with the 2002-2003 school year, all substitute teachers are required to participate in KTRS (Kentucky Teacher Retirement System). Your earnings from this job are not covered under Social Security. For more information, please visit the following website: www.ktrs.ky.gov or phone 1-800-618-1687.

OLDHAM COUNTY BOARD OF EDUCATION

CRESTWOOD, KENTUCKY | FY 2026-2027

SUBSTITUTE TEACHERS

RANK	DAILY RATE	LONG-TERM RATE AFTER 20 DAYS
I	\$161.96	\$323.91
II	\$155.52	\$311.05
III	\$146.53	\$292.41
IV	\$143.96	\$192.60
V	\$141.38	

Ranks I, II and III are granted as designated on a current Kentucky Teaching Certificate. Rank IV is a bachelor's degree. Rank V is a high school diploma or equivalent.

LONG-TERM ASSIGNMENTS: Long-term assignments are defined as a substitute teacher who holds a Rank I, II, III, or IV certificate and has served in one single job for the same certified teacher on consecutive days for twenty or more days. Beginning on the twentieth day, the substitute will be paid based on the appropriate long-term rate above and will be retroactive to the first day of the long-term assignment. Per KRS 161.102, a Rank V cannot serve in a long term assignment.

Substitute teaching does not count toward years of employment in Oldham County. Substitutes that work for several years as a sub, then apply for full time employment are unable to carry over those years as a sub toward a step increase on the payscale. This is based on state statute.

Any substitute teacher who works 10 or more full days during any calendar month will receive an additional \$100 that month. Half days do count toward the 10 day minimum for the \$100 benefit.

2026/2027 PAY DATES FOR SUBSTITUTE TEACHERS
20 PAY DATES

		SUBS	DAYS		TRANS	DAYS
#01	Aug 28,2026	8/10-8/14	3		8/10-8/14	3
#02	Sep 15, 2026	8/17-8/21			8/17-8/21	
		8/24-8/28	10		8/24-8/28	10
#03	Sep 30, 2026	8/31-9/4			8/31-9/4	
		9/7-9/11	9		9/7-9/11	9
#04	Oct 15,2026	9/14-9/18			9/14-9/18	
		9/21-9/25	10		9/21-9/25	10
#05	Oct 30, 2023	9/28-10/2			9/28-10/2	
		10/5-10/9	10		10/5-10/9	10
#06	Nov 13, 2026	10/12-10/16			10/12-10/16	
		FALL BREAK			10/19-10/23	
		10/26-10/30	9		10/26-10/30	9
#07	Nov 30, 2026	11/2-11/6			11/2-11/6	
		11/9-11/13	8		11/9-11/13	8
#08	Dec 15, 2026	11/16-11/20			11/16-11/20	
		11/23-11/27	7		11/23-11/27	7
#09	Dec 30, 2026	11/30-12/4			11/30-12/4	
		12/7-12/11	10		12/7-12/11	10
#10	Jan 15,2027	12/14-12/18			12/14-12/18	
		CHRISTMAS			12/21-12/25	
		WINTER BREAK	5		12/28-1/1	5
#11	Jan 29, 2027	1/4-1/8			1/4-1/8	
		1/11-1/15	9		1/11-1/15	9
#12	Feb 12,2027	1/18-1/22			1/18-1/22	
		1/25-1/29	9		1/25-1/29	9
#13	Feb 26, 2027	2/1-2/5			2/1-2/5	
		2/8-2/12	9		2/8-2/12	9
#14	Mar 15, 2027	2/15-2/19			2/15-2/19	
		2/22-2/26	9		2/22-2/26	9
#15	Mar 30,2027	3/1-3/5			3/1-3/5	
		3/8-3/12	9		3/8-3/12	9
#16	Apr 15, 2027	3/15-3/19			3/15-3/19	
		3/22-3/26			3/22-3/26	
		SPRING BREAK	10		3/29-4/2	10
#17	Apr 30, 2027	4/5-4/9			4/5-4/9	
		4/12-4/16	10		4/12-4/16	10
#18	May 14, 2027	4/19-4/23			4/19-4/23	
		4/26-4/30	9		4/26-4/30	9
#19	May 28,2027	5/3-5/7			5/3-5/7	
		5/10-5/14	10		5/10-5/14	10
#20	Jun 15, 2027	5/17-5/21			5/17-5/21	
		5/24-5/28			5/24-5/28	
		5/31-6/4	6		5/31-6/4	6
	Jun 30, 2027		0			0

Instructional Days

171

Driving Days

171

Full time Drivers

Driving days

171

total to work

180

DIRECT DEPOSIT INFORMATION

Oldham County Schools utilizes a Self-Service portal for use by all employees. The portal is called Munis Self Service (MSS). MSS is available to all employees from anywhere in the world, allowing everyone to securely view their paycheck, W-2, W-4, total compensation, and personal information. You will be able to log in to MSS and retrieve your direct deposit advice each pay period. Go to the district website: www.oldham.kyschools.us and click on the white MSS icon at the top right of the screen. The directions for logging in to the MSS portal and the directions for retrieving your direct deposit advice can be found once you've clicked on the icon.

ASSIGNMENT

Substitute teachers may limit their service to certain schools and days. You may indicate this information on the School Preference Form. The time of your assignment will be:

- Preschool 7:15 am – 2:30 pm
- Elementary Schools 7:15 am – 2:30 pm
- Middle Schools 8:35 am – 3:50 pm
- High Schools 8:35 am – 3:50 pm

Substitutes should report to their assigned schools at the designated time above. When there is a delayed start of the school day, you should take necessary precautions to arrive safely at the delayed start time (i.e., during inclement weather). If school is dismissed early, substitutes need to remain at work for the normal work hours, unless otherwise directed by the principal. It is your responsibility to listen for public service announcements regarding snow days. You will not be called in the event of a cancelation or delayed opening.

REPORTING TO AN ASSIGNMENT

Report to the school office immediately upon arrival at any assignment and sign in on the proper form. You will then receive information regarding where records can be found, room assignment, materials, lesson plans, class tools, keys, and seating charts, as well as a list of special scheduled duties and other necessary directions. Plan to arrive at your assigned room in advance of the pupils. This will afford you an opportunity to become familiar with the physical set-up of the room and locate materials to carry out the assignment in a successful manner. When you are late, it is necessary for the school to get another teacher to cover for you. Repeated occurrences will lead to schools requesting that you not return for assignments. Familiarize yourself with the rules and regulations of the school, especially fire and safety drills. If specific instructions have not been left, check with the principal's office. Introduce yourself to each new group of pupils with whom you come in contact throughout the day.

RECORDS TO BE KEPT

Attendance:

Keep an accurate record of daily attendance, transfers, and withdrawals. Always take the attendance for each class period, check over the list of absences as compiled, and compare with the seating chart, roll book, or both, before reporting absences to the building principal. Do not enter anything into the teacher's official attendance register.

Money and miscellaneous articles:

Do not leave any money in the classroom unattended. Turn into the office. Careful records of the following should be kept and left for the regular teacher:

1. Any money collected for fees or payments
2. Money and articles lost with loser's name
3. Money and articles found with finder's name
4. Articles taken from pupils for safe keeping or other reasons with owner's name

LESSON PLANS

The Board of Education requires that lesson plans and other substitute information be available for your use during the day. Follow the lesson plans left by the regular teacher to the best of your ability. Lesson plans and other anecdotal materials are the personal property of the teacher. Therefore, you may not copy or photograph any classroom materials to take with you at the end of your assignment. What you find in the classroom must remain in the classroom. The substitute teacher should not assign written work and leave it to be graded by the regular teacher unless the teacher has so indicated in the lesson plans. Any written assignment by you, which is beyond the lesson plans of the regular teacher, should be graded and left for the teacher to examine. In general, all written work should be graded by the substitute unless specifically instructed otherwise by the regular teacher or principal.

CLASSROOM BEHAVIOR

Oldham County Board policy prohibits the use of corporal punishment. Paddling, slapping or other physical punishment of children is considered corporal punishment. Exceptionally difficult problems of student control should be referred to the principal. A written statement of the problem is required.

HOMEWORK

The amount of homework done by the students varies according to the need of different students and the policies of the different schools. If you give homework assignments, be certain that the work is purposeful. Homework pertains to long-term sub positions only.

RESPONSIBILITIES OUTSIDE THE CLASSROOM

Teachers may be assigned some building responsibilities, such as lunchroom duty, hall duty, playground duty, etc. Inquire at the beginning of your assignment what duties are involved, if any. The prompt and faithful performance of these duties is necessary for the smooth and safe operation of a school. Since substitute teachers take the place of the regular teacher (in all aspects) it is their responsibility to be on duty at the assigned place and time to avoid the risk of liability in case of accident to a child at that place and time.

METHODS TO USE TO KEEP DISCIPLINE PROBLEMS FROM DEVELOPING

Discipline is based on “mutual understanding” between the teacher and the student. The teacher understands the student’s problems and the student understands what the teacher expects of them and to what lengths the teacher will go to see that the student responds properly. If a teacher is too “easy going” the students will realize this and take the liberties the teacher will permit; if the teacher is firm and fair in their expectations, the students will act accordingly. When students are engaged with an activity of interest, discipline problems will not usually develop. A substitute should be pleasant yet firm. If the substitute knows what they are teaching and presents it in an interesting manner, they will be able to keep the students’ attention. The substitute’s first objective is to gain the respect of the students. You can do this by being prompt, being patient, being honest, having an appropriate sense of humor, being enthusiastic, and having definite learning objectives for the class. Never back a student into a corner. Be flexible and give the student an out. Remember that you are the adult. Also, move about the room! Do not sit behind the teacher’s desk. Proximity is a very valuable asset in deterring student misbehavior.

WHEN DISCIPLINE PROBLEMS ARISE

If discipline problems arise and the substitute finds they are unable to solve them, please refer the student to the principal or their designee. ***Substitutes must not use physical discipline of any type.***

COMPLETING AN ASSIGNMENT

It is expected that a substitute teacher will leave the room in good order and ready for the returning teacher. You may not remove any lesson plans or anecdotal materials from the classroom. Be sure to return all keys which were given to you when you reported to work. Turn in all money which was collected during the day into the office. Never leave money in a desk. Any lost or found articles should be noted and left for the regular teacher.

When your assignment has been completed, report to the office at the end of the school day to complete a Substitute Teacher Report (if applicable). Include any comments that may prove helpful to the regular teacher. Leave this report in the office.

As a substitute teacher, you have assumed the responsibilities of the teacher whom you replace. Consequently, you may not leave the building during planning time(s) or lunch time that you may have. Plan to remain at the school until the end of the teacher workday.

SUSPECTED ABUSE / NEGLECT

Kentucky law requires any employee, whether full or part-time, to immediately notify the Cabinet for Families and Children and/or the Kentucky State Police if they have any reasonable indication that a child is being abused or neglected. Failure to do so has resulted in school employees in other districts being charged criminally for failing to notify the appropriate authorities. **Therefore, to comply with the law, you must notify the principal or school counselor the same day if you have a reasonable belief that a child is being abused or neglected. Both you and the administrator you notify must sign the written report to the authorities.**

SOME ITEMS REQUIRING OFFICE APPROVAL

- Students are not to be interviewed nor photographed by anyone, in or out of the classroom, without office permission. Substitutes are prohibited from taking any pictures or video of students on your cell phone.
- Students are not excused to leave school under any circumstances without permission from the principal or office.
- Accidents involving any of the students in your care must be immediately reported to the office or the principal.
- Any student appearing to be ill should be escorted to the office immediately. You should never administer medication to a student.
- Do not keep students after dismissal time without permission from the principal or office.

UNEMPLOYMENT COMPENSATION

In agreeing to offer your services to Oldham County Schools as a substitute teacher, you acknowledge that there is no guarantee that the Oldham County School district will need your services as a substitute employee a certain number of days throughout the school year. In requesting to be placed on our substitute teacher list, you are acknowledging that the need for substitute employees is directly related to:

1. Contracted employees' wellness
2. Contracted employee staff development opportunities/requirements, and
3. Other situations outside of the employee's control (jury duty, death of a family member, etc.)

Subsequently, the Oldham County Schools cannot and does not guarantee that you will be employed any specific number of days as a substitute employee throughout the course of a year nor that you will earn a certain amount of money monthly. Any efforts on your behalf to claim unemployment benefits with the Kentucky Office of Employment and Training citing a lack of work as a reason will be vigorously contested by Oldham County Schools.

Individuals expecting to be employed on a regular basis or to earn a specific, regular monthly income should not apply to be a substitute teacher.

SUBSTITUTE WARNING AND EXCLUSION LETTERS

Individual schools may request that a particular substitute not be allowed to work in their school. Reasons for this exclusion could be poor classroom management, inappropriate behavior, not following lesson plans, not being punctual, etc. If two schools request that a substitute be excluded, the substitute will receive a 'Warning' letter. It is our intention by sending the substitute this letter that the substitute might be able to correct any issues that are causing them to be excluded. In the event that a substitute is excluded from another two schools for a total of four, the substitute's services will no longer be requested and will be removed from the substitute list.

REQUIREMENTS FOR MAINTAINING ACTIVE SUBSTITUTE STATUS

Current substitute teachers **MUST** work a minimum of 1 day (7.5 hours) during the school year. Substitutes meeting this requirement are considered an **ACTIVE** substitute for the following school year and will remain on the approved Substitute Teacher List. Failure to work a minimum of 1 day will result in removal from the approved Substitute Teacher List. To regain active status, substitutes will be required to attend a Substitute Orientation session, pay for FBI security clearance, and complete a Physical Exam with your doctor. All substitute teachers are considered 'At Will' workers who are not guaranteed employment daily and may be excluded with or without notice for any lawful reason.

CODE OF ETHICS

KRS161.028 requires that the Education Professional Standard Board develop a professional code of ethics. The Professional Code of Ethics for Kentucky Certified Personnel is codified in 16 KAR 1:020, establishes the ethical standards for Kentucky certified school personnel and establishes that violation of the code may be grounds for revocation or suspension of Kentucky teacher or administrator certification.

Certified Personnel in the Commonwealth

1. Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach.
2. Shall believe in the worth and dignity of each human being and in educational opportunities for all.
3. Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession.

To students

1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator.
2. Shall respect the constitutional rights of all students.
3. Shall take reasonable measures to protect the health, safety, and emotional wellbeing of students.
4. Shall not use professional relationships or authority with students for personal advantage.
5. Shall keep in confidence information about students which has been obtained in the course of professional service unless disclosure serves professional purposes or is required by law.
6. Shall not knowingly make false or malicious statements about students or colleagues.
7. Shall refrain from subjecting students to embarrassment or disparagement; and
8. Shall not engage in any sexually related behavior with a student with or without consent but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

INSURANCE: WORKER'S COMPENSATION INSURANCE

Worker's Compensation Insurance covers all full-time or part-time employees of the Oldham County Board of Education. This employee benefit provides protection in the event of injury arising in the course of employment. In case of accident or injury see the school Office Manager immediately to complete a First Report of Injury form.

1. Nikki Brown is the district contact for Safety. Kate Luxemburger is the district contact for Worker's Compensation. Their responsibilities include:

- assisting all supervisors, i.e., Principals and Directors, in providing a safe work environment for all individuals working in our schools by monitoring monthly safety inspections.
- overseeing the investigation by Principal/Directors (or their designee) of all reported injuries as to the cause.
- coordinating with the Safety Committee to make a recommendation to the injured employee's supervisor as to any accountability that the employee may have for the injury.
- making recommendations for re-training the injured employee or the injured employee's supervisor.
- repairing or removing unsafe items or correcting unsafe conditions.

2. These responsibilities have evolved because:

- the district is concerned about any pain and suffering that employee might suffer.
- injured employees cannot perform their regular duties or cannot perform them as efficiently.
- the cost of insurance (Worker's Compensation) has skyrocketed.

3. How can employees prevent injuries to themselves or other employees?

- When you enter a parking lot, hallway, room, or any other place, your first responsibility is to look for and remove any potential hazards, if possible, and to notify the principal of the situation.
- Ensure that all walkways are clear of purses, trashcans, book-bags or other objects blocking aisles and exits.
- Be especially cautious on the playground for dips and uneven spots. Parking lots are especially hazardous when there is rainwater, snow, or ice.
- Awareness, common sense, and communication – these three simple concepts will help ensure the workplace is much safer.

4. What do you do if you have an incident that produces injury or one in which an injury may show up later?

- Notify the Office Manager immediately!
- The Office Manager will assist you in filing a First Report of Injury that must be mailed to our insurance carrier within 24 hours.
- The Office Manager will provide you the necessary information as to where you should go for medical attention, if necessary, along with other pertinent information. Our insurance carrier is a managed care company and there are documents and procedures you must follow for any medical costs to be paid.

OLDHAM COUNTY BOARD OF EDUCATION DISTRICT FORM WORKPLACE SAFETY PLAN

In compliance with Board Policy 05.4, Workplace Safety – Safe Work Practices, the Superintendent establishes the following Workplace Safety Plan.

PURPOSE

The purpose of the Workplace Safety Plan is to reduce work-related accidents and illnesses in order to provide a safe work environment and lower costs incurred by the Oldham County Board of Education due to injury claims, employee time loss and potential fines for workplace safety violations.

DIRECTOR OF WORKPLACE SAFETY

The responsibility for implementation of a Workplace Safety Plan belongs to the Deputy Superintendent for Support Services

WORKPLACE SAFETY COMMITTEE

There shall be a Workplace Safety Committee, whose membership on the committee shall be decided by the Deputy Superintendent for Support Services based on previous years' incident data, which shall have the purpose of making policy and procedure recommendations to improve safe work practices.

1. The Workplace Safety Committee shall meet a minimum of two times per year.
2. The agenda for these meetings shall have the purpose of providing a general overview of the previous type of claims, to discuss any innovative methods for reducing workplace accidents, and to make recommendations to the Superintendent regarding policies, procedures, practices and operations that have an effect on workplace safety.

TRAINING

The Deputy Superintendent for Support Services shall work with Department Directors and Principals to arrange trainings regarding trainings employees need in order to reduce risk of workplace accidents, with appropriate outcomes stated in order to measure the results of the effectiveness of each training.

1. Trainings shall be documented by the person or entity who provides the training with the type of training being provided, the date of the training, the person conducting the training, and the signatures of all employees in attendance at each training.

Adopted: April 30, 2005

Revised: June 8, 2005, August 14, 2006, January 23, 2007; August 14, 2007; June 24, 2009, July 3, 2012, November 3, 2016, July 14, 2026

EMPLOYEES REQUIRED TO FOLLOW SAFE WORK PRACTICES

All employees of the Oldham County Schools are required to follow safe work practices, including but not limited to:

- * Employing safety techniques for which they have been instructed by a trainer or a supervisor;
- * Following the laws of the Commonwealth of Kentucky, including the requirement to drive under the speed limit and to wear safety harnesses in vehicles owned by the Board of Education or in personal vehicles if using those for work-related driving;
- * Utilizing all safety and protective equipment provided by the Oldham County Schools to the employee; and,
- * Performing their job in a manner consistent with that of a reasonable person.

EMPLOYEE ACCOUNTABILITY FOR INCIDENTS

The Deputy Superintendent for Support Services will work with department directors and principals to determine which incidents should result in recommendation to the Superintendent for disciplinary action, reduction of (or change in) responsibilities, or additional safety training.

GRIEVANCE PROCEDURE

If the recommendation is for disciplinary action, then the employee has the rights outlined in Board Policy 03.16/03.26.

CONFIDENTIALITY OF INFORMATION

All information received by the Workplace Safety Committee shall be confidential and anyone disclosing such information outside the committee to any person who does not have a legitimate need to know shall be subject to possible disciplinary action.

MONTHLY INSPECTION OF WORKPLACE

The Department Director or Principal shall see that a monthly inspection of the workplace is conducted by themselves or by designees by the last day of each month. Any corrective actions shall be submitted via the maintenance work order system.

SCHOOL SAFETY

The safety of our schools, for students, staff, and visitors, is everyone's responsibility. The district has developed a comprehensive School Safety Plan and each school has an individual plan, both of which were created with the input of many individuals, including parents. The key to school safety is the prevention and intervention of any issue that could threaten safety of a school. To that end, the District's Safe Schools Manual contains suggested intervention strategies for at-risk students. Further, school principals, school counselors, central office instructional support, and special education staff receive specific professional development training to handle issues confronting teachers because of at-risk students. Teachers are expected to access these available resources when appropriate. The Safe Schools Manual also contains Emergency Protocols in the event of various crisis situations. An Emergency Quick Reference Guide will be in each classroom to assist teachers in responding to emergency situations.

To take "ownership" of school safety, all teachers should:

1. Question the identity of any person not a staff member, not wearing an Oldham Co. Board of Education employee tag, and/or not wearing a school "Visitor" tag.
2. Safeguard the Oldham Co. Board of Education keys that have been assigned to them.
3. Intervene appropriately in student behavior situations, especially where there is harassment, intimidation, or bullying occurring.

PUPIL TRANSPORTATION

Bus transportation is provided for all students who do not live within a reasonable walking distance of the school they attend, or for those whom federal law requires transportation. The overall administration of the transportation system is the responsibility of the Assistant Superintendent for Support Services, while the daily operation and management is the responsibility of the Director of Transportation. Personnel in the individual schools, as assigned by the principal, are responsible for supervising the loading and unloading of buses. The principal is responsible for dealing with student behavior concerns as they occur and are reported by the bus driver.

BUILDINGS AND GROUNDS

Employees are asked to assist in maintaining our facilities by:

1. Reporting any property damages to the building principal.
2. Expecting students to be responsible for classroom care.
3. At the end of each day, arrange classroom furniture for easy cleaning.

OLDHAM COUNTY BOARD OF EDUCATION DISTRICT FORM

MANAGEMENT OF FOOD ALLERGIES

The primary concern of the school is the prevention and appropriate treatment of the potentially severe allergic reaction, anaphylaxis. The following administrative regulations are hereby established in order to properly implement the policy pertaining to the management of food allergies:

1. Each school shall establish a method of ensuring that relevant information is transmitted to all supervising persons of a student identified with a life threatening food allergy. It is incumbent upon the school to notify any person who may be supervising an identified student with food allergies, especially those which may be life threatening, such as peanut and tree nut allergies.
2. Parents of children having allergies must complete an individualized action plan developed by school personnel, the parent and the student's physician. (See OCBE 09.224 AP.2 "Emergency Medical Care Forms- Allergy Care Plan/Prescribed Epinephrine")
3. Most food-allergic children bring their lunch from home. However, guidelines established by the USDA Child Nutrition Division in charge of school lunches requires school food service staff to provide substitute meals to students with allergies if the parent provides written instructions from child's physician certifying the child's allergy, what foods are to be avoided, and safe substitutions.
4. Each school should consider establishing a no-food trading policy within the school.
5. Each school should encourage parents to review/preview menus in order to select foods safe for their child to eat.
6. Each school should consider the following avoidance strategies due to the fact that risk can never be fully eliminated in the school environment:
 - a) Encourage parents to instruct their children in how to avoid contact with substances to which they are allergic.
 - b) Carefully monitor identified children, especially in the younger grades.
 - c) Encourage parents of children with allergies to consider having their children eat foods that are prepared at home only.
 - d) Encourage students not to exchange foods or utensils with other students.
 - e) Wash surfaces, toys and equipment clean of allergy containing foods.
 - f) Ensure food personnel receive training from the Food Service Director about necessary measures required to prevent cross contamination during food handling, preparation and serving of food.
 - g) Check hand soap ingredients and pet foods used to be sure these do not contain peanut oils or nuts.
 - h) Establish a buddy system for identified students.
 - i) Provide staff updates at monthly faculty meetings.
 - j) Provide a peanut-free or nut-free area in the cafeteria if there are students with documented nut allergies within the school.

7. The District shall provide training for designated (school) staff in basic first aid, resuscitative techniques, identification of symptoms of an allergic reaction, and the use of epinephrine auto injections.
8. The school shall keep epinephrine in close proximity to students at risk of anaphylaxis and, in all cases where it is administered, the school must call 911 so that the student is sent to the hospital immediately. Follow Allergy Care Plan/Prescribed Epinephrine (09.224 AP.2) or if no plan is filed, see Safe Schools Manual, Allergy Protocol.
9. Schools will require parents to bring in commercially prepared food items only, with the ingredients on the package, for any party, special occasion or any time that the food is intended for consumption by others instead of or in addition to their own child.
10. Fruit brought in by parents must be whole, unpeeled and washed in a nut free and otherwise allergen free environment in the school cafeteria unless directed otherwise. It may not be cut up unless it is purchased commercially prepared and sealed and labeled in accordance with paragraph 9.
11. In classrooms having students with identified allergies, only foods without the offending food ingredient may be brought in for parties, special occasions or any time that the food is intended for consumption by others instead of or in addition to their own child.
12. Food or candy distributed by school staff in classroom must not contain tree nuts, peanuts or peanut oil.
13. During field trips, foods must be monitored and emergency medication such as epinephrine must be maintained by OCBE staff who accompany students with allergies.
14. An exception to this policy may be granted for classes in which food is prepared and consumed for instructional or cultural purposes. Instructors wishing to use food as a part of their instruction should contact the principal prior to the start of each semester.

Adopted: July 14, 2000 Revised: April 21, 2001; July 18, 2002; July 27, 2005; April 3, 2007; May 11, 2013; July 14, 2021

IMPORTANT INFORMATION ABOUT LIFE-THREATENING FOOD ALLERGIES

Many of our students have life-threatening food allergies. A food allergy involves an interaction between food and the immune system. Sometimes the immune system's response is to produce an antibody to the particular food, so that the next time the person ingests the offending food, the immune system protects the body from the "invader" by releasing histamines and other chemicals. As a result, the person experiences symptoms of an allergic reaction. There are many types of reactions but the most serious is anaphylaxis. Anaphylaxis is general body shock and can be fatal if under-treated or not treated immediately. There is no general rule about how quickly someone will progress to the point of anaphylaxis. For some people, this process can be slow. For others, it can occur in a matter of minutes. Also, it is very important to note that previous reactions, no matter how mild, are not an indicator of whether the next reaction to the food will be anaphylactic. Persons suffering from asthma are at an increased risk of having a serious, anaphylactic reaction if they have any of the life-threatening food allergies. Food allergies cannot be cured, and there is no preventative medicine. Avoidance of the food is the only way to prevent a reaction. If the person is in contact with or ingests the offending food, it is imperative that the proper protocol be followed to combat reactions or slow them until additional proper treatment is administered.

FOODS MOST COMMONLY CAUSING ALLERGIC REACTIONS IN CHILDREN

Peanuts* / Tree Nuts* (almonds, pecans, walnuts, others) / Fish* / Milk / Soy / Eggs / Wheat

***Considered to be life-long allergies**

SIGNS OF AN ALLERGIC REACTION

MOUTH itching and swelling of the lips, tongue, or mouth

THROAT* itching and/or a sense of tightness in the throat, hoarseness, and hacking cough

SKIN hives, itchy rash, and/or swelling about the face or extremities

GUT nausea, abdominal cramps, vomiting, and/or diarrhea

LUNG* shortness of breath, repetitive coughing, and/or wheezing

HEART* "thready" pulse, loss of consciousness, "passing out"

***These symptoms can potentially progress to a life-threatening situation. The severity of symptoms can change quickly!**

EMERGENCY PROTOCOL

If the child is identified as having a life-threatening allergy, he/she should have an epi-pen either

in the office or one that he/she carries with him/her. Follow each child's health plan strictly. If

ingestion is suspected, administer the Epinephrine if you have been trained to do so or contact the

office for one of the persons trained in proper administration of the Epinephrine. Then immediately

contact 911, advise them of the symptoms and exactly when the Epinephrine was administered.

Notify the parents immediately that these steps were taken. DO NOT HESITATE TO ADMINISTER MEDICATION OR CALL 911 EVEN IF THE PARENT(S) CANNOT BE REACHED!

Questions or concerns you have regarding students with life-threatening allergies should be

directed to your school nurse or campus nurse.

All school staff are required to adhere to Management of Food Allergies as listed in AR 9009.04*

Use of Physical Restraint and Seclusion

Use of physical restraint or seclusion by school personnel is subject to 704 KAR 007:160. However, nothing in this policy prohibits the exercise of law enforcement duties by sworn law enforcement officers.

DEFINITIONS

- Physical Restraint means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely.
- Seclusion means the involuntary confinement of a student alone in a room or area from which the student is prevented from leaving, but does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

PHYSICAL RESTRAINT

All School Personnel

Use of physical restraint by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training may physically restrain students, but shall summon core trained school personnel as soon as possible.

In all situations involving use of physical restraint (including restraint by core trained personnel):

- The student shall be monitored for physical and psychological well being for the duration of the restraint.
- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.

Core Trained Personnel

School personnel who have undergone core team training may also use physical restraint after less restrictive behavioral interventions have been ineffective in stopping misbehavior as noted below:

1. In nonemergency circumstances when a student's behavior poses an imminent danger of physical harm to self or others; 2. As provided in KRS 503.050 (including when personnel believe physical restraint is necessary to protect themselves against the use or imminent use of unlawful physical force); 3. As provided in KRS 503.070 (including when personnel believe physical restraint is necessary to protect a third person against the use or imminent use of unlawful physical force);
4. To prevent property damage as provided in KRS Chapter 503 (including when personnel believe physical restraint is immediately necessary to prevent intentional or wanton property destruction, theft, or a felony involving the use of force); and 5. As provided in KRS 503.110 (including when personnel believe physical restraint is necessary to maintain reasonable discipline in a school, class, or other group, and the force used is not designed to cause or known to create a substantial risk of causing death, serious physical injury, disfigurement, extreme pain, or extreme mental distress).

(CONTINUED)

Use of Physical Restraint and Seclusion

SECLUSION

Seclusion may be implemented only if: the student's behavior poses an imminent danger of physical harm to self or others; less restrictive interventions have been ineffective in stopping the imminent danger of physical harm; the student is monitored visually for the duration of the seclusion; and staff are appropriately trained to use seclusion.

PARAMETERS

The Board has established this policy and related procedures addressing use of physical restraint and seclusion that are designed to promote the safety of all students, school personnel, and visitors. As required by 704 KAR 007:160, school personnel and parents shall be made aware of how to access this policy and related procedures. Methods of notification may include, but are not limited to, publication in the District's local code of acceptable behavior and discipline and District employee handbooks.

TRAINING

Training of personnel on use of physical restraint and seclusion shall be provided as required by 704 KAR 007:160:

- All school personnel shall be trained annually to use an array of positive behavioral supports and interventions and as further required by 704 KAR 007:160.
- A core team of selected school personnel designated to respond to dangerous behavior and to implement physical restraint of students shall receive additional yearly training in the areas required by 704 KAR 007:160. (Exception: Core team members who are school resource officers or other sworn law enforcement officers are not required to undergo this training.)

REQUIRED PROCEDURES

The Superintendent/designee shall develop procedures to be followed during and after each use of physical restraint or seclusion to include the following:

1. Documentation of the event in the student information system;
2. Notice to parents; and
3. A process for the parent or emancipated youth to request a debriefing session.

NOTIFICATION REQUIREMENTS

The Principal of the school shall be notified as soon as possible when seclusion or physical restraint is used, but no later than the end of the school day on which it occurs.

Following each incident of physical restraint or seclusion of a student and if the student is not an emancipated youth, the parent of the student shall be notified of the incident either verbally or through electronic communication as soon as possible within twenty-four (24) hours of the incident. If the parent cannot be reached during that time frame, a written communication shall be mailed via U. S. mail.

If death, substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty results from use of physical restraint or seclusion, the superintendent/designee shall notify the Kentucky Department of Education and local law enforcement within twenty-four (24) hours.

Use of Physical Restraint and Seclusion

DEBRIEFING SESSION

If the parent or emancipated student requests a debriefing session following use or parental notification of the use of physical restraint or seclusion, individuals who are to participate shall be those specified by state regulation.

A requested debriefing session shall occur as soon as practicable, but no later than five (5) school days following receipt of the request from the parent or emancipated youth, unless a meeting is delayed by written mutual agreement of the parent/emancipated student and the school.

The debriefing session shall address elements specified by state regulation, and all documentation used during the session shall become part of the student's education record.

PARENT COMPLAINTS

Parents may submit a complaint regarding the physical restraint or seclusion of their child using the Board's grievance policy and procedures. On receipt of a complaint, the District and school shall investigate the circumstances surrounding the physical restraint or seclusion, make written findings, and, where appropriate, take corrective action.

STATEMENTS FROM PHYSICIAN

The Superintendent/designee shall review and respond to any statement received from a student's licensed physician that the student is not to be subjected to physical restraint.

DOCUMENTATION

All incidents involving physical restraint or seclusion shall be documented by a written record of each use by the end of the next school day, and the documentation shall be maintained in the student's education record. In addition, each entry shall be informed by an interview with the student and include information required by 704 KAR 007:160. Specified data related to incidents of physical restraint and seclusion shall be reported in the state student information system.

At the end of each school year, the Superintendent/designee shall review data on District use of physical restraint and seclusion to identify any recommendations to be made to the Board for policy and procedure revisions.

REFERENCES: 704 KAR 007:160 KRS Chapter 503: KRS 503.050, KRS 503.070, KRS 503.080, KRS 503.110

20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA)
Section 504 of Rehabilitation Act of 1973

RELATED POLICIES:09.4281; 10.2

Adopted/Amended: 5/20/2024

CURRICULUM AND INSTRUCTION 08.2323

Access to Electronic Media

(Acceptable/Responsible Use Policy)

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

SAFETY PROCEDURES AND GUIDELINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media and authorized communication system(s). 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 District 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.

Guidelines and procedures should encourage details on how the District implements and facilitates digital learning tools and portable/mobile technologies to foster ubiquitous access for staff and students, emphasizing always-on, everywhere digital opportunity and empowering Districts and schools to fully understand digital access beyond the campus. With such District implemented resources, the guidelines for acceptable and responsible use shall still apply, regardless of the time, place, and means of utilization.

The District shall support teacher efforts in taking ownership of digital citizenship skills and educating their students in the same skills to foster a responsible, safe, secure, and empowered digital learning environment. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access, District-managed systems and accounts, and personal devices that are permitted to access the District's network, shall be implemented that effectively address the following, regardless of the time, place, and means of utilization:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its initial Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.
CURRICULUM AND INSTRUCTION 08.2323

Access to Electronic Media
(Acceptable/Responsible Use Policy)

PERMISSION/AGREEMENT FORM

All applicable procedures and guidelines resulting from this AUP/RUP shall be readily available and for use by students, parents/guardians, faculty, staff and other to whom access is granted. A written parental or legal guardian request shall be required to opt-out of or rescind access to electronic media involving District technological resources. Or if applicable procedures require, a written parental request may be required prior to the student being granted independent access to electronic media involving District technological resources. This document shall be kept on file as a legal, binding document. The required permission/agreement materials, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be acknowledged by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. In order to opt-out, modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

EMPLOYEE USE

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own authentication credentials.

Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home 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. In accordance with KRS 160.145, the Board shall designate a traceable communication system to be the exclusive means for District employees and volunteers to communicate electronically with students. The Principal of each school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents to access and review communications sent through each electronic school notification and communication program. See policy 08.2324 for complete details and guidelines.

A District employee or volunteer, unless authorized, shall not communicate electronically with a student:

1. Outside of the traceable communication system designated by the Board; or
2. Through an unauthorized electronic communication program or application.

CURRICULUM AND INSTRUCTION 08.2323

Access to Electronic Media

(Acceptable/Responsible Use Policy)

EMPLOYEE USE (CONTINUED)

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer.

Networking, communication systems, and other options offering the ability to communicate directly with students may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities in accordance with Policy 08.2324.

Students may only be invited or granted access to Board approved traceable electronic communications systems, including social media platforms and other digital communication sites, if the District has verified that the system meets acceptable data privacy standards and includes appropriate protections for student information.

Furthermore, the students must meet the platform's minimum age requirements before being granted access or invited to access.

Staff members shall not use or create personal social networking accounts to which they communicate directly with or invite students to be friends.

EMPLOYEE CONDUCT AND REPORTING REQUIREMENTS FOR TECHNOLOGY USE

All employees and volunteers are subject to disciplinary action if their conduct relating to the use of technology or online resources violates this policy or any other applicable statutory, regulatory or policy provisions governing employee conduct. This includes, but is not limited to, unauthorized electronic communications.

The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and the confidentiality of student information. Any conduct in violation of this Code – particularly involving technology or online resources - must be reported to the Education Professional Standards Board (EPSB) as required by law and may result in disciplinary action up to and including termination.

REPORTING PROCEDURES – POLICY 08.2324

A District employee or volunteer who receives a report alleging that another District employee or volunteer has engaged in unauthorized electronic communication must immediately notify the appropriate authority:

1. If the subject of the report is a staff member, notify the Principal.
2. If the subject is the Principal, notify the Superintendent.
3. If the subject is the Superintendent, notify the Commissioner of Education and the Chair of the local Board.

CURRICULUM AND INSTRUCTION 08.2323

(CONTINUED)

Access to Electronic Media

(Acceptable/Responsible Use Policy)

COMMUNITY USE

On recommendation of the Superintendent/designee, the Board shall determine when and which District technology resources (including internet access, computer equipment, software, and information access systems) may be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

DIGITAL CITIZENSHIP AND RESPONSIBLE USE

All District technology users shall demonstrate safe, savvy, and social digital citizenship skills by practicing respectful, responsible, and ethical use of technology. The District will ensure comprehensive instruction on digital citizenship, focusing on the nine (9) elements of digital citizenship: Digital Access; Digital Commerce; Digital Communication & Collaboration; Digital Fluency; Digital Etiquette; Digital Law; Digital Rights and Responsibilities; Digital Health and Welfare; and Digital Security & Privacy, as well as cyberbullying awareness and response strategies, are provided. All digital citizenship instruction shall align with the Kentucky Academic Standards for Technology and be reviewed regularly to reflect current best practices and emerging technologies. The District shall support efforts to instill digital citizenship skills in students to foster a responsible, safe, and empowered digital learning environment. District-provided technology resources shall be used in a manner that upholds the integrity, security, and privacy of district systems and supports educational goals regardless of the time, place, and means of utilization.

DISREGARD OF RULES

Individuals who opt-out of required responsible use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

CURRICULUM AND INSTRUCTION 08.2323

(CONTINUED)

Access to Electronic Media

(Acceptable/Responsible Use Policy)

RESPONDING TO CONCERNS

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

EMERGING TECHNOLOGIES

The District shall establish and maintain procedures that address the safe, secure and responsible uses of emerging technologies, including, but not limited to, artificial intelligence (AI) and AI-enhanced or generative AI features. These procedures shall be reviewed and updated regularly to ensure alignment with current technological advancements, fostering a proactive approach while emphasizing safeguards for student safety, data privacy, and ethical practices. Such procedures will support innovative strategies while addressing potential risks and maintaining the confidence of district stakeholders. Additionally, procedures will address the responsible use of these emerging technologies, including appropriate and inappropriate uses of AI (e.g., for inspiration vs. cheating, plagiarism).

AUDIT OF USE

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing social media (unless authorized by a teacher for instructional purposes) and sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets the requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors. For instructional purposes, age/grade-level appropriateness and meets traceable/inspectable guidelines set forth in this and related policies;
2. Utilizing the latest available filtering technology to ensure that social media is not made available to students, unless authorized by a teacher for instructional purposes;
3. Maintaining and securing a usage log; and
4. Monitoring online activities of both minors and adults using District-owned or managed systems, regardless of the time, place, and means of utilization.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.

CURRICULUM AND INSTRUCTION

Access to Electronic Media

(Acceptable/Responsible Use Policy)

REFERENCES: KRS 156.675; KRS 160.145; KRS 365.732; KRS 365.734 701 KAR 005:120 016
KAR 001:020 (Code of Ethics)
47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520
Kentucky Education Technology System (KETS)
47 C.F.R. 54.516
15-ORD-190
RELATED POLICIES:
03.13214/03.23214
03.1325/03.2325
03.17/03.27
08.1353; 08.2322; 08.2324
09.14; 09.421; 09.422; 09.425; 09.426; 09.4261
10.5
Adopted/Amended: 7/28/2025
Order #:

RESIGNATION

Should you decide that you no longer wish to substitute, you should immediately write a letter of resignation to Claudette Herald, Superintendent, attention: Personnel Department. Please return your badge at this time. The following form has been provided for your convenience.

RESIGNATION LETTER

Date: _____

I wish to resign my position as a Substitute Teacher with the Oldham County Schools. The last day that I will work will be _____.

The reason I no longer desire employment with the Oldham County Board of Education is:

Signature_____

Printed Name_____

Address_____

Phone_____

OCS 2026-2027 SCHOOL YEAR CALENDAR

2026–2027 CALENDAR HIGHLIGHTS

- First day of school: August 12, 2026
- Fall Break: October 19 - October 23, 2026
- Thanksgiving Break: November 25 - 27, 2026
- Winter Break: December 21, 2026 – January 1, 2027
- Spring Break: March 29-April 2, 2027
- Teacher Workdays: October 26, 2026, January 4, 2027, February 12, 2027, March 12, 2027
- Conference Day: November 2, 2026
- The designated make up days are: May 26, May 27, May 28, June 1, June 2, 2027